



## **ORIGINAL APPLICANT CHECKLIST FOR STATE OF FLORIDA INTERNATIONAL REGISTRATION PLAN**

This checklist is to help new IRP applicants make sure they have all required Department forms and supporting documents needed to set up an IRP Account and register their vehicles.

If viewing this checklist electronically, click on the link for each referenced form. IRP forms are in PDF fillable format for typing purposes. However, entries cannot be saved. (Print out the completed form before exiting.)

All IRP forms are available online, at [www.flhsmv.gov](http://www.flhsmv.gov). Enter the form number in the search box at the top of the screen. If you do not know the form number., enter "IRP" in the search box to find our IRP webpages. Click on **Forms and Manuals** (menu is on the right). If completing forms by hand, please use ink and write legibly. All completed forms must be signed and, in specific cases, notarized. Mail all required forms and supporting documents to the address at the end of this checklist, unless submitting in person at an IRP service center.

- IRP APPLICATION (HSMV 85900) & INSTRUCTION BOOKLET (IRP Application Instructions)**  
Fully complete and sign the application using the Instruction Booklet for detailed guidance. The type of application for first time applicants is ORIGINAL. **NOTE:** Applicants must sign the application. Service agent or Power of Attorney signatures are NOT acceptable on the application.
- PROOF OF PREVIOUS REGISTRATION**  
Unless the vehicle being registered was purchased or acquired within the same month as the date of the IRP registration application, proof of previous registration is required. The following proofs are acceptable:
  - Previous registration from another jurisdiction which is valid for the period immediately preceding the effective date of the Florida IRP registration; or
  - Previous Florida straight plate registration or vehicle information that can be verified on our database; or
  - A non-use affidavit, on which the applicant certifies that the vehicle was not in use for the period from the previous registration (or purchase) until the effective date of the Florida IRP registration. When needed, the Bureau will provide this form to the applicant.
- U.S. DOT NUMBER AND FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)**  
IRP applicants must have a valid U.S. DOT number and operating authority from the Federal Motor Carrier Safety Administration (FMCSA). FMCSA also requires that U.S. DOT number and operating authority records be updated every two years or any time carriers change their business name or address. Updates should be done online whenever possible but may be done manually by submitting a federal Form MCS-150 to FMCSA. For questions on obtaining and maintaining a U.S. DOT number, contact FMCSA at 800-832-5660 or go online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov). An FEIN may also be obtained online by applying to the Internal Revenue Service at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.
- MOTOR CARRIER RESPONSIBLE FOR SAFETY**  
The federal motor carrier safety program known as PRISM (Performance and Registration Information Systems Management) requires that every IRP registered vehicle have an assigned Motor Carrier Responsible for Safety. For each vehicle, the applicant must enter the U.S. DOT number and the corresponding Tax Payer Identification Number of the carrier responsible for vehicle safety on the IRP Application (under the VEHICLE INFORMATION section of Schedule A). To protect personal

identifying information, it is suggested that the tax payer identification number provided on the application be an FEIN (to avoid use of a Social Security Number, when possible).

- **COPY OF SIGNED LEASE AGREEMENT** This is required if someone other than the applicant is responsible for the insurance coverage and/or the safety of the vehicle(s) being registered. It is also required if the applicant and the vehicle owner are different. A copy of the entire document is needed for examination.

- **PROOF OF OWNERSHIP** Submit proof from the appropriate list below:

#### **Vehicle Ownership in Florida**

- Copy of current Florida registration; or
- Copy of Florida Title Receipt from the local tax collector office where the vehicle was titled

#### **Vehicle Ownership Out of State**

- A copy of the front and back of the out-of-state title (or of the receipt for an electronic title) and
- A completed Florida Form [HSMV 82042](#) (VIN verification). In addition, one of the following:
  - A current statement confirming there is an outstanding lien on the described vehicle and that the title will not be released until this lien is satisfied, on letterhead stationery from the lien holder; or
  - A copy of the entire signed lease agreement that is currently in place.

- **VERIFICATION OF ESTABLISHED PLACE OF BUSINESS OR RESIDENCE**

IRP requires that applicants have, or be leased on to a carrier who has, an “established place of business” in the state in which they are basing their IRP registration. However, IRP defines an established place of business as a physical structure owned, leased, or rented by the applicant or registrant, which is open during normal business hours and staffed by employee(s) of the applicant/carrier on a permanent basis to manage the business and answer inquiries. The operational records of the fleet shall be maintained at this location unless they can be otherwise made available. Applicants who do not have an established place of business in Florida (as defined by IRP) may still register in Florida if they can prove they are a resident. Proof of a physical location address (of the business or residence) is required and must display the name of the applicant/registrant, as well as the physical location address. Supporting documents must also be current (as described below). If the physical address belongs to the carrier to whom the applicant is leased on, a copy of the entire lease agreement is also required.

#### **Established Place of Business in Florida**

- **Required:** Copy of a document (displaying the business FEIN) that was issued within the last 90 days and that shows the business employs at least one individual. For example, a bank-issued payroll tax withholding account statement or a paystub issued to an employee of the business. A copy of the W-2 form issued by the business for the most recent tax year is also acceptable. In addition, any two of the following:
- Copy of a document issued by the Florida Department of State/Division of Corporations, showing applicant’s business is an active Florida corporation, limited liability company, etc.; applicant is principal owner of an active Florida corporation, limited liability company, etc.; or applicant’s carrier company is currently registered to conduct business as a foreign corporation in Florida;
- Receipt issued by FL Department of Revenue for filing/paying corporate taxes in most current tax year;
- Active business or occupational license issued by a Florida municipality or county;
- Property tax assessment issued to the business for the most current tax quarter or year;
- Utility bill issued to the business within the last 90 days; and/or

- Bank statement issued to the business within the last 90 days.

### **Residence in Florida**

- **Required:** The applicant’s unexpired Florida driver’s license or Florida identification card. In addition, two of the following:
  - Receipt issued by the IRS for filing/paying federal income taxes in the most current tax year;
  - Bank statement issued to the registrant within last 90 days;
  - Utility bill issued to the registrant within the last 90 days;
  - Real estate or property tax bill issued to the applicant in the most current tax year; and/or
  - The applicant’s Florida vehicle title or Florida vehicle registration for a vehicle titled in Florida.

#### **PROOF OF PAYMENT OF FEDERAL HEAVY VEHICLE USE TAX**

For vehicles with a gross vehicle weight (GVW) of 55,000 pounds or more, submit a legible copy of Federal Form 2290, Schedule 1, stamped paid from the Internal Revenue Service, or submit a copy of the Federal Form 2290, Schedule 1 (not stamped), with the front and back of the cancelled check showing payment was made. If filed electronically, submit a copy of the Form 2290, Schedule I, showing the water mark receipt.

**NOTE:** If adding a vehicle that was purchased less than 60 days prior to registration, the applicant may present a photocopy of the bill of sale or another document that is evidence that a title transfer and purchase took place within 60 days prior to the date the IRP application was submitted.

#### **PROOF OF INSURANCE COVERAGE** Applicants must be insured for Combined Bodily Injury Liability and Property Damage Liability (Combined Single Limits or CSL) in the amount required by section 627.7415, Florida Statutes, and for Personal Injury Protection (PIP) in the amount required by section 627.733 Florida Statutes. (**NOTE:** Proof of CSL and PIP is required, outside of any Bobtail or Non-Trucking coverage the applicant carries). Below are proofs (original or copy) the Department accepts:

- Certificate of Liability Insurance also referred to as a COI. This form must show the policy number and levels of insurance coverage including Personal Injury Protection (PIP);
- The ACORD form, which is a type of Certificate of Liability Insurance form. PIP coverage should be shown on the ACORD form. The ACORD form is pre-printed with a standard clause in the “Cancellation” box at the bottom right of the form;
- Certificate of self-insurance issued by the department’s Bureau of Financial Responsibility;
- Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability Certification of Insurance, as determined by the National Association of Regulatory Utilities Commissioners and promulgated pursuant to the provisions of section 202(b)(2) of the Interstate Commerce Act. (49 U.S.C., Sec. 302 (b)(2).);
- Proof of self-insurance with the Federal Motor Carrier Safety Administration;
- Policy which provides the required coverage;
- Insurance policy binder; or
- Certificate of insurance issued on insurance form (must reflect policy number and coverage levels); **NOTE:** The Department must be listed as the certificate holder:  
HSMV-BCVDS  
2900 Apalachee Parkway, Mail Stop 62  
Tallahassee, Florida 32399-0626
- In lieu of the above: depositing a surety bond with the Department issued by a surety company authorized to do business in Florida or a combination of a surety bond and insurance policy which satisfies the requirements of section 320.02(5)(e), Florida Statutes.

#### **RECORD KEEPING AGREEMENT (HSMV 85017)**

Under the International Registration Plan, detailed records must be prepared and maintained for all operations performed in each jurisdiction. The applicant or an authorized officer of the applicant’s

company must sign the Record Keeping Agreement to acknowledge their understanding of this requirement. Signatures of designated agents are NOT acceptable. (Applicant should keep a copy.)

- POWER OF ATTORNEY (HSMV 96440)** if applicable  
Applicants may designate up to three natural persons (not a company) to serve as their authorized representative (collecting information; completing and submitting forms and documents; receiving credentials on behalf of the IRP accountholder, etc.). Before any agent(s) may transact on their behalf, applicants must file a properly signed, witnessed, and notarized Power of Attorney form.
- PAYMENT OF IRP REGISTRATION FEES**  
Registration fees are calculated after the IRP application is processed. Normally, annual registration fees are based on the number of miles travelled in each jurisdiction during the applicable reporting period. Therefore, applicants with previous IRP registration in another base jurisdiction will be required to report the actual miles they accrued on Schedule B of the application. However, if an original applicant does not have any actual miles to report on Schedule B, the registration fees will be calculated based on the "Average Per Vehicle Distance" reported by other Florida carriers for the applicable reporting period. **NOTE:** New applicants and first-time renewing applicants will be required to pay with **guaranteed funds**, such as a money order, certified check, or cash (checks from a personal or business bank account are not accepted for the first two years).
- OBTAINING AN IFTA LICENSE**  
For motor carriers regularly engaged in interstate operations, it may be more practical to obtain a license under the International Fuel Tax Agreement (IFTA) than to purchase a temporary fuel use permit from each jurisdiction in which they will operate outside of Florida. To apply for an IFTA license, complete and sign the IFTA application/decal order form ([HSMV 85008](#)). Be sure to use the **same name and FEIN** that was used on the IRP application. There is no application fee for IFTA, but you must purchase one set of IFTA decals for each vehicle. Decals are \$4.00 a set. Submit the IFTA application/decal order and payment to the address at the bottom of this checklist.
- MAINTAINING AN IRP ACCOUNT ONLINE ("E-FILE")**  
IRP registrants may register to use the E-File system, which offers certain IRP services online. To get started, submit a completed E-File Request form ([HSMV 85083](#)) by email, to [MCSServiceCompanying@flhsmv.gov](mailto:MCSServiceCompanying@flhsmv.gov). The online system allows established IRP registrants to renew their registration, add vehicles, transfer tags, order duplicate cab cards, and make payments electronically. E-File is also available to IFTA licensees for filing motor fuel tax returns, paying taxes online, and ordering IFTA decals.
- Use the address below when mailing forms and supporting documents required for IRP registration:

**Bureau of Commercial Vehicle and Driver Services  
2900 Apalachee Parkway, MAIL STOP 62  
Tallahassee, Florida 32399-0626**

FOR QUESTIONS ABOUT IRP REGISTRATION AND LOCATING AN IRP SERVICE CENTER, CONTACT:  
**(850) 617-3711**