

STATE OF NEW JERSEY

INTERNATIONAL REGISTRATION PLAN

IRP



CARRIER GUIDE

MARCH 2006

ADDENDUM TO IRP PLAN DEFINITIONS EFFECTIVE JULY 1, 2008

APPORTIONABLE VEHICLE

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

BASE JURISDICTION

“Base Jurisdiction” means Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

ESTABLISHED PLACE OF BUSINESS

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquires). The Applicant or Registrant need not have land line telephone service at the physical structure. Operation Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

ESTIMATED DISTANCE

“Estimated Distance” means either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the fleet by the Base Jurisdiction as determined in Section 320.

RESIDENCE

“Residence” means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

TOTAL DISTANCE

“Total Distance” means all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

Apportioned Registration Manual

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Introduction

This manual explains how to obtain “apportioned” registration for interstate trucks, tractors and other commercial vehicles based in any member jurisdiction of the International Registration Plan, or IRP. (See Appendix C).

Please use this manual as a reference only. Keep it in a 3-ring binder for future reference. Updates and information changes will be mailed to each apportioned carrier with renewal package. A new copy of the manual will *not* be provided each year.

NOTE: Some jurisdictions may provide a new manual each year.

The basic information needed to prepare applications is provided; however, the contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone the base jurisdiction’s IRP office.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely. (Same day service may not always be available for all applications.)

NOTE: This manual also contains references to CAVR, the Canadian Agreement on Vehicle Registration. Canadian Provinces in IRP are also members of CAVR, a special plan for registering vehicles that travel in two or more (Canadian member) jurisdictions. When a Canadian jurisdiction is a member of both plans, the IRP supersedes the CAVR.

NOTE

The words:

- “IRP”, “Apportioned or Proportional Registration,”
- “Applicant” or “Registrant” and
- “State,” “Jurisdiction” or “Province”
are used interchangeably in this manual
- “IVMR” and “VTR” are used
interchangeably in this manual
- 26,000 lbs. is equivalent to 11,800 kg.

REGISTRATION OFFICE

Send all applications to:

Mailing Address:

**State of New Jersey
Motor Vehicle Commission
Motor Carrier Services – IRP Section
225 East State Street – PO Box 178
Trenton, NJ 08666-0178**

Location Address:

**State of New Jersey
Motor Vehicle Commission
Motor Carrier Services – IRP Section
225 East State Street
Trenton, NJ 08666-0178**

Telephone:

(609) 633-9399

Fax:

(609) 633-9394

1.0 WHAT IS IRP?

IRP stands for the International Registration Plan, a cooperative agreement for registering vehicles that travel into two or more jurisdictions. The IRP provides for payment of licensing fees based on fleet miles operated. The unique feature of the IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which the fleet vehicles are operated, only one (1) license plate (or set of plates) and one (1) cab card is issued for each fleet vehicle. The following jurisdictions are IRP members:

Members of IRP

| | | | |
|----------------------|----|--------------------------|----|
| ALABAMA | AL | NEW BRUNSWICK | NB |
| ALBERTA | AB | NEW FOUNDLAND (LABRADOR) | NL |
| ARIZONA | AZ | NEW HAMPSHIRE | NH |
| ARKANSAS | AR | NEW JERSEY | NJ |
| BRITISH COLUMBIA | BC | NEW MEXICO | NM |
| CALIFORNIA | CA | NEW YORK | NY |
| COLORADO | CO | NORTH CAROLINA | NC |
| CONNECTICUT | CT | NORTH DAKOTA | ND |
| DELAWARE | DE | NOVA SCOTIA | NS |
| DISTRICT OF COLUMBIA | DC | OHIO | OH |
| FLORIDA | FL | OKLAHOMA | OK |
| GEORGIA | GA | ONTARIO | ON |
| IDAHO | ID | OREGON | OR |
| ILLINOIS | IL | PENNSYLVANIA | PA |
| INDIANA | IN | PRINCE EDWARD ISLAND | PE |
| IOWA | IA | QUEBEC | QC |
| KANSAS | KS | RHODE ISLAND | RI |
| KENTUCKY | KY | SASKATCHEWAN | SK |
| LOUISIANA | LA | SOUTH CAROLINA | SC |
| MAINE | ME | SOUTH DAKOTA | SD |
| MANITOBA | MB | TENNESSEE | TN |
| MARYLAND | MD | TEXAS | TX |
| MASSACHUSETTS | MA | UTAH | UT |
| MICHIGAN | MI | VERMONT | VT |
| MINNESOTA | MN | VIRGINIA | VA |
| MISSISSIPPI | MS | WASHINGTON | WA |
| MISSOURI | MO | WEST VIRGINIA | WV |
| MONTANA | MT | WISCONSIN | WI |
| NEBRASKA | NE | WYOMING | WY |
| NEVADA | NV | | |

2.0 HOW IRP WORKS

Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate(s), stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. Refer to Appendix D, Glossary Definitions. (Intrastate operations also may require meeting the operating authority of the individual jurisdictions.) Registration fees are calculated according to each jurisdiction’s specific registration schedules.

IRP and CAVR jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP and CAVR jurisdictions according to:

- Percentage of mileage traveled in each jurisdiction
- Vehicle identification information
- Maximum weight
- Value, age, unladen weight, etc. (in some jurisdictions)

| SAMPLE FEE CALCULATION | | | | |
|-------------------------------|-----------------------|-------------------------|---------------------------|--------------------------------|
| <u>State</u> | <u>Mileage</u> | <u>Mileage %</u> | <u>80,000 lbs.</u> | <u>IRP Registration</u> |
| NJ | 60,000 | 60% | 1,223.00 | = \$733.80 |
| PA | 39,000 | 39% | 1,687.50 | = 658.13 |
| DE | <u>1,000</u> | <u>1%</u> | 1,280.00 | = <u>12.80</u> |
| TOTALS | 100,000 | 100% | | \$1,404.37 |

NOTE: Mileage costs and registration figures depicted in the table above are examples only. Please do not use them on your application.

Under the IRP and CAVR, all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card) and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the operating authority issued by each member State/Province.)

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA); or
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.); or
- Allow registrants to exceed the maximum length, width, height or axle limitations; or
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290); or
- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required.
- Exempt a carrier from filing for the Corporation Business Tax (see page 15).

3.0 WHEN TO APPORTION YOUR VEHICLE

Apportionable Vehicle

“Apportionable vehicle” means any vehicle, except recreational vehicles, vehicles displaying restricted plates, buses used in transportation of chartered parties, and government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- 1) Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- 2) Is a power unit having three or more axles, regardless of weight; or
- 3) Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Base Jurisdiction

“Base Jurisdiction” means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602 of the IRP Guidelines.

Established Place of Business

- 1) “Established Place of Business” means a physical structure owned, leased or rented by the fleet registrant.
- 2) The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:
 - a) a telephone or telephones publicly listed in the name of the fleet registrant
 - b) a person or persons conducting the fleet registrant’s business; and
 - c) the operational records of the fleet (unless such records can be made available in accordance with the provisions of Section 1602).

NOTE: Proof of address must be submitted when establishing a new account.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration. (However, a base jurisdiction standard applicable registration plate may still be required to be displayed.)

- Vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- Recreational vehicles used for personal pleasure or travel by an individual or family; or
- Commercial vehicles displaying restrictive plates; or
- Trailers
- School buses
- Buses used strictly as charters

New Jersey's Restricted Plates

Farm plates

Antique plates

Dealer plates (no load being carried)

In-transit (no load may be carried and used only in New Jersey)

Special mobile equipment (constructor plates used only in New Jersey)

Special equipment plates (solid waste plates only in New Jersey)

CAVR

Carriers may apportion their vehicle(s) if the vehicle(s) travels into two or more Canadian jurisdictions and:

- Is a motor vehicle having a registered gross weight of 5,500 kg. or more or, when plated in the Province of Quebec, having a registered tare weight of more than 3,000 kg., designed, used or maintained for the transportation of property; and/or
- Is a motor vehicle having three or more axles regardless of registered gross weight; or
- Is a regular route bus

4.0 TYPES OF OPERATIONS

For-Hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation.

Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own freight.

Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.

Buses

Regular Routes

Apportionment is a requirement under IRP for all buses traveling scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

Charters

Buses used exclusively for the transportation of 'chartered parties' are exempt from apportioned registration under IRP. They may apportion if they choose to.

Household Goods Carriers

Equipment Leased From Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier in both the owner-operator's name as lessor and the carrier's name as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

Rental Definitions

For purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** – an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- **Rental Fleet** – one or more vehicles that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- **Rental Vehicle** – a vehicle of a rental fleet.
- **Renting and Leasing** – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- **Rental Transaction** – for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

The IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of "One-Way Truck Rentals" only.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet, and;
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and

- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and
- Such person or firm registers the vehicles as described below:

One-Way Vehicles

Trucks of less than 26,000 lbs./11,800 kg gross vehicle weight operated as part of an identifiable one-way fleet will allocate the fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intra-state/intra-jurisdictional travel.

5.0 New Jersey Requirements

Base Jurisdiction

Before a vehicle may be apportionally registered in **New Jersey**, the carrier must:

- Have an established place of business in the state/jurisdiction. An “established place of business” in **New Jersey** means a physical structure owned, leased, or rented by the fleet registrant. Proof of address is required.
- Have a publicly listed New Jersey telephone number listed in the fleet registrant’s name and a person to contact during normal business hours.
- Have mileage accrued in New Jersey by the fleet.
- Have operational records of the fleet maintained or made available in New Jersey.
- **Not have an agent’s or consultant’s address as an established place of business.**
- **Not use a P.O. Box as a business address.**

Vehicle Title

By law, in order to obtain a registration in New Jersey you must have your vehicle titled in New Jersey, even if it is currently titled in some other state. IRP applications can only be processed with a New Jersey title on record. To title your vehicle in this state, you will need the following:

- if your vehicle is new, a Manufacturer’s Certificate of Origin properly assigned.
- if your vehicle is purchased used in New Jersey, a properly assigned certificate of ownership and lien information, or
- if purchased used in another state, the original certificate of ownership from that state and lien information, if applicable, form ISM-54, Agency Lien letter, (no memorandum of title or nonnegotiable copy title will be acceptable). If the used vehicle is from a non-title state, you will need the current registration certificate for the vehicle issued in that state, or
- if purchased used from an out-of-state dealer, the registration certificate of the last registered owner showing the transfer of ownership to the dealer and the dealer's invoice to the applicant, and
- a completed New Jersey application for certificate of owner (form ISM 7) and
- proof of insurance
- payment of the applicable title application fee
 - unencumbered title \$20
 - encumbered with one lien \$40
 - encumbered with two liens \$60

Insurance

Proof of insurance is required at the time of registration. Your signature is required as certification that the vehicle(s) noted on the application is covered with the minimum amounts of insurance required by New Jersey insurance laws and further certify that this vehicle will be continuously insured throughout its registration period. This certification may be used for insurance verification purposes.

International Fuel Tax Agreement - IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. With the exception of Alaska, the Northwest Territory, Washington, D.C. and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

| IFTA MEMBER JURISDICTIONS | | |
|----------------------------------|-------------------|----------------------|
| ALABAMA | MANITOBA, CN | OHIO |
| ALBERTA, CN | MARYLAND | OKLAHOMA |
| ARIZONA | MASSACHUSETTS | OREGON |
| ARKANSAS | MICHIGAN | ONTARIO, CN |
| BRITISH COLUMBIA, CN | MINNESOTA | PENNSYLVANIA |
| CALIFORNIA | MISSISSIPPI | PRINCE EDWARD ISLAND |
| COLORADO | MISSOURI | QUEBEC, CN |
| CONNECTICUT | MONTANA | RHODE ISLAND |
| DELAWARE | NEBRASKA | SASKATCHEWAN, CN |
| FLORIDA | NEVADA | SOUTH CAROLINA |
| GEORGIA | NEW BRUNSWICK, CN | SOUTH DAKOTA |
| IDAHO | NEW HAMPSHIRE | TENNESSEE |
| ILLINOIS | NEW JERSEY | TEXAS |
| INDIANA | NEW MEXICO | UTAH |
| IOWA | NEW FOUNDLAND, CN | VERMONT |
| KANSAS | NEW YORK | VIRGINIA |
| KENTUCKY | NORTH CAROLINA | WASHINGTON |
| LOUISIANA | NORTH DAKOTA | WEST VIRGINIA |
| MAINE | NOVA SCOTIA, CN | WISCONSIN |
| | | WYOMING |

New Jersey is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in **New Jersey**;
- You have an established place of business in **New Jersey** from which motor carrier operations are performed;
- You maintain the operational control and operational records for qualified motor

- vehicles in **New Jersey** or can make those records available here; and
- You have qualified motor vehicles that actually travel on **New Jersey** highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of decals, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

IFTA License Application Procedure

Any motor carrier based in New Jersey and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA license application in New Jersey. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and has at least two axles an gross vehicle weight exceeding 26,000 lbs. or is used in combination, and the combination exceeds 26,000 lbs. or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the IFTA Section of the Motor Carrier Services via the following:

Location Address:

**State of New Jersey
Motor Vehicle Commission
Motor Carrier Services
225 East State Street
Trenton, New Jersey 08666**

Mailing Address:

**State of New Jersey
Motor Vehicle Commission
Motor Carrier Services
225 East State Street, P.O. Box 133
Trenton, New Jersey, 08666-0133**

Telephone:

(609) 633-9400

Fax:

(609) 633-9393

US DOT Number

The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. USDOT forms are available by

contacting your nearest federal office of the Federal Motor Carrier Safety Administration by telephoning 1-800-832-5600 or on the internet at <http://usdotnumberregistration.com>. A USDOT number is mandatory for all vehicles.

Name Change/Titling

If you are changing the name of your company but not changing ownership and the certificate of ownership is in the name of your old company, you are advised to wait until the time of credential renewal. Kindly telephone the IRP section for the information.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual), you are advised to wait until the time of credential renewal if possible. Kindly telephone the IRP section for *the* particulars.

According to New Jersey law, if you change the name of ownership on a title credit or refunds cannot be granted for the unexpired registration time period.

Federal Heavy Vehicle Use Tax (Form 2290)

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 pounds or more combined or loaded gross weight. Proof is not required upon initial IRP registration or new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must submitted with your application.

Acceptable proof of payment:

- A receipted copy of Internal Revenue Service (IRS) Schedule 1 (IRS Form 2290) listing vehicle identification number(s).
- In lieu of a receipted IRS Schedule 1 (Form 2290), we will accept copies of the Form 2290 (with Schedule 1) and copy of proof of payment document (e.g., front and back of a canceled check).

It is the applicant's responsibility to fully comply with all requirements listed on the federal Form 2290.

Enforcement

Enforcement representatives look at the **original** cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration. You should learn the requirements of the jurisdictions in which you plan to operate. Please do not expect New Jersey IRP personnel to know all operating requirements of all the jurisdictions. To enter another jurisdiction, you must have that jurisdiction listed on the vehicle cab card for the proper gross weight of the applicable vehicle. However, you can get IRP trip permits from jurisdictions not listed on your cab card. Apportioned registration does exempt you from fuel tax

or operating authority requirements of other jurisdictions. The filing of an IRP application **does not** constitute operating authority for an apportioned vehicle.

Commercial vehicles not displaying a current registration plate, plate stickers, cab card, a valid trip permit or temporary vehicle registration are in violation and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

Corporation Business Tax

Motor carriers delivering property into New Jersey are subject to the Corporation Business Tax, which is administered by the Division of Taxation. Any corporation doing business, employing people, owning property or capital or maintaining an office in this state, is subject to this tax. For information, contact the Division of Taxation Customer Service Center at (609) 292-6400 or via the Automated Tax Information System at (800) 323-4400 or (609) 826-4400 or by calling Commercial Recordings at (609) 292-9292.

Any carrier found out of compliance may have his truck and load impounded until appropriate fines have been paid.

6.0 Applications and Forms

Completion of Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Data on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information and the registrant's signature attests to the accuracy.

Applications and Forms

Apportioned application forms and additional information are available via fax at the physical address or telephone number provided at the beginning of this manual on page 2. There are two basic applications that must be properly completed in order for the IRP section to process IRP applications. These applications are a Schedule A/C (IRP-1) and Schedule B (IRP-2), in addition to other forms that must be submitted, depending upon the applicant's particular situation. To avoid delay in processing your application, be sure to complete all requested information on each form. Sample forms and detailed instructions are included in Appendix B of this guide.

A New Jersey IRP Registration Certification form must be completed for all initial IRP accounts. A sample form is included in Appendix B of this guide.

You can now access and print IRP forms via the Internet at www.njmvc.gov.

Options for Applying for Credentials

Applications can be processed through the mail before appearing in person, or via fax using the number provided on page 2. Credentials cannot be issued by fax.

You can renew any existing fleet via the Internet at www.njmvc.gov using the PIN number on your renewal form.

If all states to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

NOTE: Do not send any payment with the application for the apportioned registration. A bill will be generated and sent to you based on the information supplied on the application. The bill will list the registration fee for each jurisdiction and provide a total due on page 1.

The fact that application was made and the application is on file with the IRP Section does not grant authority to operate in New Jersey or any other state in lieu of IRP registration credentials.

7.0 New Registrations

The initial IRP application contains: Schedule A/C (IRP-1), Schedule B (IRP-2), and instructions on the reverse side of each IRP Carrier Guide and IRP Registration Certification form. It is the applicant's responsibility to properly and accurately complete each form necessary to register vehicles under the IRP program. Fully complete and submit both Schedule A/C (IRP-1), Schedule B (IRP-2) and the Certification form. (See Appendix B for forms completion.)

Schedule A/C (IRP-1), Original/Supplemental Application

Schedule A/C (IRP-1), Original/Supplemental Application, is used for initial applicants. It is also used as a supplemental application after an initial application has been submitted or after IRP registration. Use it as a supplemental application to: add or delete vehicles to a same fleet; transfer plates; increase gross vehicle weight; correct registration information; to notify a change of address; to obtain a duplicate cab card and to request replacement plates. It requires the providing of: a fleet number; registration year; business and mailing addresses (post office box numbers are not permitted for business address); a contact person; phone number; vehicle weight information; the equipment number assigned by the applicant; a full vehicle description; fuel type; vehicle prices; lease information; and insurance information.

Schedule B (IRP-2), Mileage Schedule Application

Schedule B (IRP-2), Mileage Schedule is used by all initial applicants to declare mileage to be traveled in or through each jurisdiction. First-time registrants without mileage experience may estimate mileage based on the proposed operation of the fleet during the registration year. It also requires: applicant information; mailing address; type of operation (private carrier, rental, household goods mover, etc.); a contact person and an explanation of the method used to estimate your miles. The carrier will be required to substantiate the estimate either by providing routes, destinations and number of trips or by using the estimated mileage chart (Appendix A). Trip permit operations are included in the total estimated miles. If there is a need to add a jurisdiction to a particular fleet after submission of an initial application, Schedule B (IRP-2) must be used. If the renewal mileage form is not used, a Schedule B (IRP-2) can be used.

If all states to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

NOTE: Do not send any payment with the application for the apportioned registration. A bill will be generated and sent to you based on the information supplied on the application. The bill will list the registration fee for each jurisdiction and provide a total due on page 1.

The fact that the application was made and the application is on file with the IRP Section does not grant authority to operate in New Jersey or any other state in lieu of IRP registration credentials.

Processing

Applications are processed in the order in which they are received. It will take approximately 2 to 3 weeks to complete an application transaction by mail. If you appear in person and your applications are in order and complete, the processing will normally be done that day. Once an application has been processed, an invoice will be mailed to the carrier, who then may make payment by check or money order. Payments made in person can be cash, check or money order. All checks must have preprinted name and address on them. No starter checks will be accepted for IRP payments. Checks preprinted with a name only will be accepted for existing IRP accounts or with proof of a valid address. If any check has been returned unpaid to this Commission from your bank, all payments thereafter must be in the form of cash, certified check or money order.

Points to Remember

- Be sure you have obtained a USDOT number for all vehicles.
- Be sure you have obtained all the applicable operating requirements from other jurisdictions (e.g., operating authority).
- You may photocopy blank applications Schedule A/C (IRP-1) and Schedule B (IRP-2) if you need more copies than you were provided.
- Be sure your vehicle is currently titled in New Jersey before initial application is made.
- Be sure you submit the required proof of payment of the Internal Revenue Service Heavy Vehicle Use Tax if the GVW is 55,000 lbs. or more for any vehicle.
- If you have appointed someone to sign your name or sign applications for IRP registrations in your behalf, be sure to include a properly executed Power of Attorney with the applications. If a consulting firm or agent is used, a blanket Power of Attorney will be kept on file for all transactions done for that account.

8.0 Renewals

New Jersey has a staggered system of registration, meaning that any current registration expires on the last day of the month one year from the month it was issued. There is no registration grace period.

The date of expiration on a current registration cannot be advanced. In other words, if a registration expires on December 31 and is not renewed until February, fees will be calculated based on the January to December year. The original December expiration date will be kept.

A registration period of less than one year can be requested only to consolidate an IRP fleet. Vehicle transfers and plate transfers from one fleet to another will be monitored to prevent attempts to circumvent full-year registration and registration fees will be prorated to assure proper billing and payment of fees.

Renewal Applications

New Jersey-based IRP registrants will receive IRP renewal schedules six to eight weeks before the registration expiration date. For fleet registrations that expire in different months, separate fleet renewal applications will be sent for each month's registration with the same advance time.

The renewal application package will consist of the following:

Vehicle Schedule

A preprinted vehicle form containing all the information as it was provided by the applicant the previous year. The applicant must review and verify that the information on these preprinted forms is correct. To make corrections to the preprinted schedules, simply mark through the incorrect information with a single straight line and print the correct information above it using a red ballpoint pen.

Adding Vehicles to a Fleet

If there is any vehicle to add to a fleet during renewal or if there is any vehicle not listed on the preprinted renewal schedule, add them to the fleet. Use the Schedule A/C (IRP-1) to add vehicles to the fleet during renewal. Be sure to enter the added vehicle(s) on the Schedule A/C (IRP-1) that corresponds to your particular fleet number and weight group.

Deleting Vehicles from a Fleet

To delete a vehicle from a fleet during renewal, draw a line through the applicable units and then complete the information as requested under the Deleted Vehicle Information section of the Schedule A/C (IRP-1) that corresponds to your particular fleet number and weight group.

Weight Changes

Weight changes must be made either before or after registration renewal. The weight change cannot be done on the renewal application. The change can only be accomplished after Schedule

A/C (IRP-1) is completed as a supplement.

Replacement Plates

If plates need to be replaced, use Schedule A/C (IRP-1).

Mileage Schedule

A preprinted mileage schedule listing all the jurisdictions and mileage provided by the applicant the previous year. If mileage data is missing, incomplete, or incorrect, provide the correct mileage in red ink next to the applicable jurisdiction.

Adding a Jurisdiction

An applicant can add a jurisdiction during renewal for the new registration year simply by declaring the GVW and estimated miles for the added jurisdiction. The applicant must provide an explanation for the estimated miles.

Estimated Miles

New Jersey will accept estimated miles in any jurisdiction for only one year. Second year estimates for any particular jurisdiction will be calculated into the fee formula at a rate exceeding 100%. This is because any renewal mileage declarations should be based on actual miles accumulated during the previous IRP year in each jurisdiction. Those jurisdictions where miles were actually accumulated are entitled to the mileage percentage share of the total miles and therefore are owed the same percentage of the total registration fees to be collected for the new registration year. If you estimate miles for any jurisdiction, the minimum mileage listed on the estimated mileage chart found in Appendix A is the minimum amount of miles that must be used.

It is very important for the renewal applicant to be sure that all jurisdictions where IRP registration is needed are listed on the renewal mileage schedule. Once the applicant establishes fleet mileage and jurisdiction percentages are calculated, those percentages cannot be changed or adjusted. If the applicant adds jurisdictions or changes weights after the renewal application has been filed, registration fees will be calculated at a rate exceeding 100%.

Form 2290, Schedule 1

The renewal applicant must submit a receipted copy of the Internal Revenue Service (IRS) form 2290 for apportioned vehicles with gross vehicle weight of 55,000 lbs. or over. The Schedule 1 must list each apportioned vehicle in your fleet. The applicant should print the IRP account number onto the 2290 Schedule. The 2290 must be validated by the IRS as proof of payment of the Heavy Vehicle Use Tax.

If the applicant is unable to obtain a copy of the validated 2290, a copy of the submitted completed 2290, along with a copy of both sides of the cancelled remittance article showing payment to the IRS for the tax is required as proof of payment.

If the name of the taxpayer listed on Form 2290, Schedule 1, is not the same name as the

registrant, the IRP section will process the form as proof of payment if a written statement accompanies it. The statement must include all vehicle identification numbers (VIN) for the applicable vehicle and a written confirmation of Heavy Vehicle Use Tax payment for each listed vehicle. The statement must be executed and signed by the person whose name appears on the Form 2290.

Special Notes

Because the renewal is printed and issued before registration expiration, any supplemental activity that takes place after distribution will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Return renewal applications in the pre-addressed return envelope that is provided as part of the renewal package or bring the completed renewal forms in person to the address listed on page 2 of this manual.

9.0 Supplemental Applications

A supplemental application is submitted by the carrier after the original/renewal application has been filed or paid. Supplemental applications should be made on the New Jersey application Schedule A/C (IRP-1) and/or Schedule B (IRP-2). (See Appendix B for forms completion.)

You must submit a supplemental application for the following transactions:

To Add A Vehicle

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided with your original application will be used to calculate the fees due. However, the fees due each jurisdiction will be prorated for the remaining months of the year using the most recent fee schedule applicable. The IRP section will process the supplemental application as soon as possible. The subsequent invoice/bill will be sent to the registrant with a pre-addressed return envelope or the applicant can have the bill faxed if requested and if a current fax number. The new IRP credential will be sent to the registrant as soon as payment has been received for the total fee due.

To Delete A Vehicle

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. To delete a vehicle(s) from your fleet, the cab card(s) and plates(s) must accompany the supplemental Schedule A/C (IRP-1) applications. Every time a vehicle is deleted from a fleet, whether in-person, via FAX or through the mail, the cab card must be returned or a statement of disposition written on the application or letter. Credit is available for a vehicle permanently removed from an apportioned fleet if a transfer of the plates to another vehicle(s) is completed on the same application.

To Replace a Vehicle(s)

A fleet of vehicles may be replaced any time during the registration year. To apply for the prorated credits from the previous vehicle(s) (if allowed) to another vehicle(s): the information must be provided on the same supplemental Schedule A/C (IRP-1) application; the registrant must return the original cab card with the application; and both the withdrawn vehicle and replacement vehicle must be the same weight. Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund. Not all jurisdictions allow plate transfers. You will be charged full fees on the new/replacement vehicle if you are apportioned in *California, Colorado, Idaho, Montana or Wyoming*.

To Increase/Decrease a Vehicle(s) Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year using Schedule A/C (IRP-1) as a supplemental. If the gross vehicle weight is increased, you will be billed for any difference in registration fees, prorated using the current fee schedule available for any jurisdiction where registration is in effect. The IRP section will send you new IRP credential displaying the weight increase after it has received full payment for the total fees due. Weight decreases can occur only in specified circumstances. For more information contact the IRP section.

To Add a Jurisdiction(s)

You may add a jurisdiction(s) to your apportioned fleet account anytime during the registration year. To add a jurisdiction(s), you must complete New Jersey Mileage Schedule B (IRP-2) application, listing jurisdiction(s) you require and estimated mileage(s) to be traveled. Added jurisdictions apply to all equipment in a fleet. Fee calculations based upon added jurisdiction(s) are separate from the previously submitted applications. The mileage should reflect a time period which is prorated from the first day of the month in which expanded operations will begin until the expiration date of the current registration.

You must use at least the minimum mileage amount listed on the estimated mileage schedule (Appendix A), when you add jurisdiction(s). The IRP section will send a billing invoice as soon as possible after receipt of the supplemental application. The new IRP credential will be sent out as soon as payment is received.

To Replace License Plates

Replacement plates can be obtained by completing a supplemental Schedule A/C (IRP-1). Designate the schedule as a supplement for plate replacement, complete the Vehicle Description section on the application and submit it to the IRP Section along with the cab card that corresponds to the license plate the applicant needs to replace. The registrant cannot request a transfer when you apply for plate replacement. Credit on the vehicle can be transferred under stolen plate circumstance only if the registrant returns the original identifying cab card for the plates being replaced. The fee for a set of replacement plates is \$6 and a new cab card is \$7, total \$13.

Credential Corrections

A registrant may request corrections to an IRP credential at any time. Wrong weight, wrong jurisdiction, wrong VIN, etc., can be corrected, if applicable, by submitting a Schedule A/C (IRP-1). If a registrant needs mileage corrected, use Schedule B (IRP-2). Any credential “correction” that is in fact a “change” (information not submitted at the time of initial, renewal, or supplemental application) will be handled as a change request and the registrant will be billed for fees accordingly.

Transfer with Weight Increase

To replace a deleted vehicle with a replacement vehicle at a gross weight higher than the one deleted will require additional registration fees. Once the IRP Section receives the additional fee payment, it will issue the new cab card displaying the revised weight. Be sure to return the cab card issued for the vehicle that is being deleted when the supplemental application is submitted.

10.0 Fees

All apportioned vehicles are subject to **annual** registration fees. Any jurisdiction may increase its registration fee as it deems necessary. IRP transactions will reflect updated fees depending upon the most current fee table/schedule in effect at the time of transaction.

Registration Fees

- **New Jersey's** registration fees are based on the gross weight of the vehicle.

For apportionment purposes, these fees are reduced by a percentage factor. The percentage factor is determined by the total New Jersey miles divided by the total miles traveled in all IRP jurisdictions during the *mileage-reporting year* (July 1 through June 30 of the previous year).

Annual apportioned New Jersey registration fees are payable at the time of initial registration or upon renewal of apportioned registration.

11.0 Billing Notice

When New Jersey processes each application, the fees are calculated for all IRP jurisdictions for which apportionment has been requested. (Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy.) All fees are inclusive within the breakdown for each jurisdiction on the billing notice/invoice.

The billing notice is sent to the carrier's *mailing address* as shown on the application and it shows the total due for the registration. The billing notice typically consists of:

- Total fees due for each jurisdiction apportioned.
- The percent of the total registration fee that the registrant is paying each state.
- A total apportioned registration fee.
- Any administration fees due.
- Credential fees due (plate fee, if applicable, and cab card fee).
- Vehicle(s) listed on the application.
- If applicable, any duplicate cab card fees, any transfer fees, etc., and the total apportioned fee due.

Payment

The total amount due is listed on page 1 of the invoice package.

Do not remit funds for any amounts listed on pages 2 or 3 of the billing. These are subtotals only and have already been included in the total amount due shown on page 1.

Please make your check payable to:

Motor Vehicle Commission

Mail your payment and page 1 of the billing to:

**State of New Jersey
Motor Vehicle Commission
Motor Carrier Services - IRP Section
225 East State Street
PO Box 178
Trenton, NJ 08666-0178**

To make payment in person:

Same address as mailing address. Payments made in person can be cash, check or money order. All checks must have preprinted name and address on them. No starter checks will be accepted.

If any check has been returned unpaid to this Commission from your bank, all payments must be in the form of cash, certified check or money order.

To make a payment by credit card:

You can use your credit card to renew an existing fleet at www.njmvc.gov using the PIN on your renewal form.

12.0 REFUNDS

New Jersey Refund Policy

New Jersey will permit refunds if: there was an error by the Motor Vehicle Commission; there was an error on the mileage application; or an audit by the Commission indicates an overpayment.

No refund is permitted where a vehicle was transferred from one fleet to another by the same registrant, where an apportioned vehicle is permanently or temporarily removed from a fleet for any reason, or where a lease expires or is terminated.

No refund less than \$5.00 shall be granted.

IRP Jurisdictions

- Applications for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the New Jersey-based carrier and the individual jurisdictions, in accordance with their laws. Addresses for the IRP jurisdictions are listed in Appendix C.

13.0 Temporary Registrations

Temporary Vehicle Registration

New Jersey provides temporary apportioned authorization to New Jersey-based carriers if the account is in good standing. The application fee for a Temporary Apportioned authorization is \$25. The application requires a complete vehicle description and owner information as well as other information required by the IRP. The temporary authorization (TA) is valid for 72-hours from the time of issuance. The TA is vehicle specific and issued only for the vehicle described on it. It is not transferable. No erasures or alterations of any kind are permitted. Evidence of tampering will void the TA. The TA fee is not refundable nor is credit allowed once a TA is issued, whether used or unused.

If a registrant is issued temporary authority, that registrant has 72 hours to submit a *supplemental* application for permanent apportioned registration for the vehicle that the TA was issued.

Trip Permit

New Jersey offers a Trip Permit (TP) for a vehicle that is apportionally registered in its base state, but does not have the state of New Jersey listed on the vehicle registration. A trip permit must be carried in the cab of the vehicle for which it was issued or that vehicle could be subject to full registration. The TP is valid for 72 hours beginning at the time of issue. Both the date and time of issuance are on the permit.

The trip permit allows both intrastate and interstate movement and must be carried in the cab of the vehicle for which it was issued. It is not transferable. The cost is \$25. Motor Carrier Services may refuse to issue a trip permit to any person or entity that formerly held a license or registration issued by the Commission that was suspended, revoked, denied, or canceled for any reason.

If a New Jersey-based apportioned carrier requires the use of a trip permit to travel into a state where apportioned registration has not been obtained for a specific vehicle conducting business, be sure to be aware of the different trip permit requirements and rules by contacting each state where the travel will occur.

These permits are intended for use only occasionally or for emergency. Trip permits should not be used to avoid or evade apportioned registration. Trip permits can be obtained through wire services.

Temporary Permit (New Jersey IFTA)

New Jersey offers a 96-hour IFTA credential to out-of-state carriers for a specific vehicle in lieu of regular IFTA licensing. The cost is \$25. The permit displays the time and date of issue, owner and vehicle information. It must be carried in the cab of the vehicle for which it was issued at all times during its validity.

Hunter's Permit

A hunter's permit is a permit issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned plates and cab card to the carrier (lessee). The permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

A hunter's permit is valid **only** if the vehicle or combination of vehicles is operating unladen. It is not transferable. The permit is valid for ten days and costs \$25. No refund or credit is allowed for a hunter's permit issued but not used.

The Commission may refuse to issue a hunter's permit to any person or entity that formerly held a license or registration issued by the Commission that was suspended, revoked, denied, or canceled for any reason.

Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in **New Jersey** laws must have an oversize and/or overweight permit. These special transportation permits may be obtained through Motor Carrier Services, Special Permit Section (see page 51) or through private wire service companies.

14.0 Mileage/Operational Records - IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fee for all vehicles in the IRP fleets.

Source Documents

Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase includes a purchase invoice and bill of sale. For lease units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This may or may not include sales tax, FET, etc.

Driver's Trip Records

An acceptable source document to record distances is an "Individual Vehicle Mileage Record" (IVMR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVMRs are the driver's trip sheets and driver's log. These and other records are acceptable provided they contain the following basic information:

- 1) Date of trip (beginning and end)
- 2) Registrant's name
- 3) Trip origin and destination
- 4) Routes (highway numbers) traveled and/or odometer/hubometer readings
- 5) Distance by jurisdiction
- 6) Total trip distance
- 7) Vehicle unit numbers, for both power unit and trailer(s)
- 8) Fleet number (if registrant has more than one fleet)
- 9) Driver's name and signature
- 10) Any purchased trip permits
- 11) VIN and plate number

Trip Permits

Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

Monthly Summaries

The IVMR/VTR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance, broken down by month and/or quarter for each jurisdiction.

Records Retention Period

All operational and mileage records that support the application and supplements must be kept for three years after the close of the registration year. For example, records for registration year 2002 (mileage year 7/1/01 - 6/30/02) must be retained until December 2005.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. Once the vehicle is deleted or removed, these records must be kept for three years after the close of the registration year.

15.0 Audits -- IRP

Authority to Audit

Article XVI, Section 1600 of the IRP agreement, requires each jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Motor Vehicle Commission auditors will perform IRP audits on New Jersey carriers.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to New Jersey and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Audit Procedures

In conducting the IRP audit, auditors will use the source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

Other Audits

New Jersey will perform IFTA audits in conjunction with IRP audits if applicable and where reasonable.

Appendix A

Maximum Weights For IRP Jurisdiction

| Jurisdiction | Maximum Weight in Pounds Allowed on Cab Card |
|----------------------|---|
| Alabama | 80,000 (3) |
| Alberta | 139,992 |
| Arizona | 80,000 |
| Arkansas | 80,000 |
| British Columbia | 139,994 |
| California | 80,000 |
| Colorado | 80,000 |
| Connecticut | No Max (1) |
| Delaware | 80,000 |
| District of Columbia | 80,000 |
| Florida | 80,000 |
| Georgia | 80,000 |
| Idaho | 130,000 (2) |
| Illinois | 80,000 |
| Indiana | 80,000 |
| Iowa | No Max (4) |
| Kansas | 85,500 |
| Kentucky | 80,000 |
| Louisiana | 88,000 (4) |
| Maine | 100,000 |
| Manitoba | 137,700 |
| Maryland | 80,000 |
| Massachusetts | No Max |
| Michigan | 160,001 |
| Minnesota | No Max (5) (6) |
| Missouri | 80,000 |
| Mississippi | 80,000 |
| Montana | 124,000 (3) (7) |
| Nebraska | 94,000 (8) (9) |
| Nevada | 80,000 |
| New Brunswick | 137,786 |
| Newfoundland | 137,786 |
| New Hampshire | 80,000 |
| New Jersey | 80,000 |
| New Mexico | 80,000 |
| New York | No Max (13) |
| North Carolina | 80,000 |
| North Dakota | 105,500 (3) |
| Nova Scotia | Varies based on axles configuration |
| Ohio | 80,000 |
| Oklahoma | 90,000 (10) |
| Ontario | 139,992 |

| | |
|----------------------|------------------------------|
| Oregon | 105,500 (3) |
| Pennsylvania | 80,000 |
| Prince Edward Island | 137,788 |
| Quebec | Varies based on vehicle type |
| Rhode Island | 80,000 |
| Saskatchewan | 137,787 |
| South Carolina | 80,000 |
| South Dakota | No Max (11) |
| Tennessee | 80,000 |
| Texas | 80,000 |
| Utah | 80,000 |
| Vermont | 80,000 |
| Virginia | 80,000 |
| Washington | 105,500 |
| West Virginia | 80,000 |
| Wisconsin | 80,000 |
| Wyoming | 117,000 (2) |

See following pages for explanations of (1) to (13)

Note

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions before you travel there. Telephone numbers for each jurisdiction are included in this manual.

Explanations

- 1) Overweight permits are limited to the weight shown on the cab card for Connecticut. Exceeding registered weight is not permissible, even with overweight permit.
- 2) For a \$25 permit, the registrant may haul up to 106,000 lbs provided the vehicle qualifies with the Idaho axle formula schedule and the increased weight should be indicated on the IRP cab card.
- 3) Alabama, Iowa, Montana, North Dakota and Oregon require special permits for any vehicles registered over 80,000 lbs.
- 4) The only vehicle permitted to operate on the interstate highway at 83,400 lbs and non-interstate highways at 88,000 lbs is any combination of vehicles with tridum rear axles (three (3) consecutive axles whose centerline are 40-96 inches apart and are individually attached to and/or joined at a common attachment to the vehicle). All other vehicles are restricted to 80,000 lbs GVW on both the interstate and non-interstate highways.
- 5) On certain designated highways the maximum weight is 80,000 lbs.
- 6) For non-divisible loads, the carrier must comply to one of the following alternatives.
 - a) Registered in an IRP base jurisdiction for the maximum legal weight, register in Minnesota for at least 80,000 lbs, and obtain a 30-day temporary weight increase from the Minnesota Prorate Dept. of Transportation Special Permits Division.
 - b) Register in Minnesota for the weight to be carried and have that weight indicated on the registrant's cab card that is issued by the base jurisdiction and obtain an overweight permit if over 80,000 lbs. Regardless of which alternative is taken, the registrant is still required to obtain the overweight permit.
- 7) Under annual permits (\$100) vehicles and combination of vehicles with single axle weight of 20,000 lbs, tandem axle weight of 34,000 lbs and gross weight not exceeding 123,180 lbs may be opened on all highways. Contact the Highway Department to purchase a permit. The vehicles must be registered for the maximum weight as determined by the Montana or New Mexico axle formula chart. The vehicle must be capable of carrying the weight in Mexico.
- 8) Vehicles and combination of vehicles may be operated on all highways at 95,000 lbs combined gross weight. Special permit required to operate on interstate at over 80,000 lbs.
- 9) Weight includes the tolerance permitted on the registration.
- 10) Under annual permit, vehicles and combination of vehicles may be operated on all highways, including interstate system, at 90,000 lbs.
- 11) Special permit required over 80,000 lbs. Must have South Dakota requirements on tires, 2 axle limitations and bridge formula over 80,000 lbs.
- 12) Registrant may haul up to 117,000 lbs provided the vehicle qualifies with the bridge and axle

formula and the weight is shown on the cab card.

- 13) Carriers based in jurisdictions outside of New York State are not eligible to obtain 'Divisible Load Permits'; therefore they are prohibited from registering in excess of 80,000 GVW. However, these carriers are eligible to obtain 'Special Hauling Permits', which are issued for non-divisible loads and allows them to register in excess of 80,000 GVW, at the weight designated on the permit. Without a Special Hauling Permit, carriers based outside of New York cannot legally register and operate in excess of 80,000 GVW in New York State.

Vehicle Abbreviations (examples)

Buses (if not listed, use the first five (5) letters of the name)

| | | | |
|-------------------------|-------|--------------|-------|
| American Motors General | AMER | Prevost | PREVO |
| Blue Bird | BLUBD | Safetyliner | SAFLR |
| GMC | GMC | Silver Eagle | SILVE |
| Golden Eagle | GOLDE | TMC | TMC |
| MCI | MCI | Yellow | YELLO |
| Motorcoach Ind | MCIN | | |

Power Units (if not listed, use the first five (5) letters of the name)

| | | | |
|-------------------|-------|--------------------|-------|
| Arrow | ARROW | Int'l Harvester | INTL |
| Austin | AUST | Kenworth | KENWO |
| Autocar | AUTCR | Mack | MACK |
| Brockway | BKWAY | Marmon | MARM |
| Brown | BROWN | Marmon-Harrington | MARMH |
| Chevrolet | CHEV | Mercedes-Benz | MBZ |
| Clark | CLARK | Peterbilt | PETBT |
| Diamond Rio (Reo) | DIREO | REO | REO |
| Diamond T | DIAT | Stewart | STWRT |
| Dodge | DODGE | Volvo | VOLVO |
| Fargo | FARGO | Volvo White | VLVWH |
| Ford | FORD | Volvo White GMC | VWGM |
| Freightliner | FRGHT | Western Star | WESTA |
| FWD | FWD | White | WHITE |
| GMC | GMC | White GMC | WHGMC |
| Hayes | HAYES | White Freightliner | WHIFR |
| Hendrickson | HENDR | White Western Star | WHIWS |
| Hino | HINO | | |

Trailers (If not listed, use the first five (5) letters of the name)

| | | | |
|------------------|-------|-------------------|-------|
| Adams | ADAMS | Merritt | MERIT |
| Alloy | ALLOY | Miller | MILLE |
| American | AMER | Mohawk | MOHAW |
| Arrow | ARROW | Monarc | MONAR |
| Bartlett | BARTL | Monon | MONON |
| Beall | BEALL | Nabors | NABOR |
| Brown | BROWN | Peerless | PEER |
| Butler | BUTLR | Peterbilt | PETBT |
| Cascade Jetti | CJLT | Peterson | PETRS |
| Clark | CLARK | Pike | PIKE |
| Clement | CLEME | Pines | PINES |
| Clough | CLOUG | Raven | RAVEN |
| Coach Craft | COACH | Reliance | RELIA |
| Comet | COMET | Rogers | ROGER |
| Custom | CUST | Shop Built | SHOPB |
| Daco | DACO | Standard | STAN |
| Delta | DELTA | Star | STAR |
| Dorsey | DORSE | Stewart | STEWA |
| Eagle | EAGLE | Strick | STRIC |
| Fountain(e) | FONA | Stuart | STURT |
| Fruehauf | FRUEH | Timpte | TIMPT |
| General | GENL | Trail Co | TRLCO |
| Gindy | GINDY | Trail King | TRLKG |
| Great Dane | GRATD | Traileze | TRLEZ |
| Heil | HEIL | Trailer | TRANR |
| Hendricks | HNDKS | Trailmobile | TRLMO |
| Highway | HIGHW | Trailway | TRLWA |
| Hobbs | HOBBS | Transcraft | TRANC |
| Homemade | HM | Transport | TRASP |
| Hyster | HYSTR | Utility | UTILI |
| Kent | KENT | Vulcan | VULCA |
| Kentucky | KENTY | Washbash Nat'l | WABN |
| Keystone | KEYST | Westerner | WESTN |
| Kingham | KINGH | Western Star | WSTST |
| Load King | LOADK | White Westernstar | WSTAR |
| Lubbock | LUBCK | Whitlog | WHIT |
| Lufkin or Lufken | LUFKI | Wilson | WILSN |
| McKay or MackKay | MACKY | Zieman | ZIEMA |
| Matlock | MATLO | | |

MILEAGE CALCULATIONS

When a new account is established or a new jurisdiction added, and there is no history of mileage being accrued, estimated mileage should be used. This may be done either by using the mileage chart provided below or by providing your own detailed estimates.

When renewing, list total miles driven by all fleet vehicles during the previous reporting period for each jurisdiction. "Reporting Period" means the period of twelve consecutive months immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

Estimated mileage may be used to add or keep a jurisdiction on your cab card where no actual miles were driven during the previous fiscal year (July 1st through June 30th). You may use the mileage from the chart below or explain your business plan or routes of travel and provide your own detailed explanation.

CHART MILES

These figures are based on actual miles traveled by New Jersey carriers in 2010 and are the average miles per vehicle that actually traveled in the respective jurisdictions. The chart will change every three years.

CARRIER ESTIMATES

If you choose to provide your own estimates you will need to estimate the miles for one year of operation and give a detailed explanation of how you estimated the operation on your renewal or application form. This should include business purpose, contracts, and routes. Example: from Elizabeth, NJ to Pittsburgh, PA. NJ routes: NJ27, NJ439, NJ82, NJ124, I78, I81 = 138 miles, and PA routes: I81, US11, I76, I376 = 224 miles. 1 round trip = 276 miles NJ, 448 miles PA. 5 round trips = 1,380 miles NJ, 2,240 miles PA.

Please note that first year estimates are calculated within 100 percent. Second and subsequent year estimates are calculated greater than 100 percent.

YOUR APPLICATION MAY BE DENIED IF THESE REQUIREMENTS ARE NOT FULFILLED.

ALL ESTIMATED MILEAGE WILL BE MULTIPLIED BY THE NUMBER OF VEHICLES IN YOUR FLEET

| JURISDICTION | | Miles Per Year |
|--------------|------------------|----------------|
| NJ | New Jersey | 20,879 |
| AB | Alberta | 202 |
| AL | Alabama | 1,084 |
| AR | Arkansas | 1,041 |
| AZ | Arizona | 1,551 |
| BC | British Columbia | 47 |
| CA | California | 1,890 |
| CO | Colorado | 684 |
| CT | Connecticut | 2,327 |
| DC | Dist Of Columbia | 55 |
| DE | Delaware | 907 |
| FL | Florida | 2,229 |
| GA | Georgia | 1,948 |
| IA | Iowa | 575 |
| ID | Idaho | 283 |
| IL | Illinois | 1,267 |
| IN | Indiana | 1,413 |
| KS | Kansas | 597 |
| KY | Kentucky | 992 |
| LA | Louisiana | 1,369 |

| JURISDICTION | | Miles Per Year |
|--------------|-----------------------|----------------|
| MA | Massachusetts | 1,879 |
| MB | Manitoba | 51 |
| MD | Maryland | 2,012 |
| ME | Maine | 1,150 |
| MI | Michigan | 552 |
| MN | Minnesota | 365 |
| MO | Missouri | 825 |
| MS | Mississippi | 727 |
| MT | Montana | 576 |
| NB | New Brunswick | 184 |
| NC | North Carolina | 1,968 |
| ND | North Dakota | 185 |
| NE | Nebraska | 555 |
| NL | Newfoundland/Labrador | 5 |
| NH | New Hampshire | 398 |
| NM | New Mexico | 1,569 |
| NS | Nova Scotia | 26 |
| NV | Nevada | 644 |
| NY | New York | 4,762 |
| OH | Ohio | 2,564 |

| JURISDICTION | | Miles Per Year |
|--------------|------------------|----------------|
| OK | Oklahoma | 1,021 |
| ON | Ontario | 389 |
| OR | Oregon | 505 |
| PA | Pennsylvania | 6,140 |
| PE | Prince Edward Is | 15 |
| QC | Quebec | 199 |
| RI | Rhode Island | 331 |
| SC | South Carolina | 1,811 |
| SD | South Dakota | 367 |
| SK | Saskatchewan | 211 |
| TN | Tennessee | 2,353 |
| TX | Texas | 7,758 |
| UT | Utah | 499 |
| VA | Virginia | 3,254 |
| VT | Vermont | 226 |
| WA | Washington | 410 |
| WI | Wisconsin | 504 |
| WV | West Virginia | 463 |
| WY | Wyoming | 612 |

IRP Trip Permits

| <u>Jurisdiction</u> | <u>Cost of Trip Permit</u> | <u>Obtained Prior To Entry</u> |
|----------------------|---|--------------------------------|
| Alabama | \$20 for 7 days | Yes |
| Alberta | Varies based on mileage and weight factor | No |
| Arizona | Varies based on mileage and axles for up to 96 hours | No |
| Arkansas | \$33 for 72 hours | No |
| British Columbia | Single/Quarterly Permits contact B.C. for details | No |
| California | \$45 for 4 days | Yes |
| Colorado | \$60 to \$80 depending on weight for 72 hours | No |
| Connecticut | \$15 for 72 hours | Yes |
| Delaware | \$15 for 72 hours | Yes |
| District of Columbia | Letter of Authorization ONLY | Yes |
| Florida | \$30 for 10 days | Yes |
| Georgia | \$30 for 72 hours | Yes |
| Idaho | \$30 single unit; \$60 combination for 120 hours | No |
| Illinois | \$19 for 72 hours | Yes |
| Indiana | \$15 for 72 hours | Yes |
| Iowa | \$10 for 72 hours | Yes |
| Kansas | \$26 for 72 hours | No |
| Kentucky | \$40 for 10 days | Yes |
| Louisiana | \$25 for 48 hours | Yes |
| Maine | \$25 for 72 hours | Yes |
| Manitoba | Weight X Kilometers | Yes |
| Maryland | \$15 for 72 hours | Yes |
| Massachusetts | \$15 for 72 hours | Yes |
| Michigan | \$20 for 72 hours | Yes |
| Minnesota | \$15 for 120 hours | Yes |
| Mississippi | \$25 for 72 hours | No |
| Missouri | \$10 for 72 hours | Yes |
| Montana | Up to 46,000 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs: \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; triple combinations: \$60/0-200 miles, \$80/201-400 miles; \$100/over 400 miles; unregistered trailer: \$10/0-200 miles, \$15/201-400 miles, \$20/over 400 miles | No |
| Nebraska | \$25 for 72 hours | No |
| Nevada | \$5 plus .15 cents per mile for 24 hours | No |
| New Brunswick | \$23 unladen, \$81 truck, \$161 truck tractor for 5 days | Yes |
| Newfoundland | | Yes |
| New Hampshire | \$15 for 72 hours | Yes |
| New Jersey | \$25 for 72 hours | Yes |
| New Mexico | Varies depending on mileage and vehicle weight for 48 hours | No |
| New York | \$15 for 72 hours | Yes |
| North Carolina | \$15 for 10 days | Yes |
| North Dakota | \$20 for 72 hours | No |
| Nova Scotia | \$50 truck | |
| Ohio | \$15 for 72 hours | Yes |
| Oklahoma | \$12 for 72 hours | Yes |

IRP Trip Permits (cont'd)

| | | |
|----------------------|--|-----|
| Ontario | \$15 unladen \$75 laden for 10 days, \$132 truck tractor for 10 days | |
| Oregon | \$21 for 10 days | No |
| Pennsylvania | \$15 for 72 hours | Yes |
| Prince Edward Island | \$75 truck \$150C truck tractor for 5 days | No |
| Quebec | \$38 for 10 days | Yes |
| Rhoda Island | \$25 for 72 hours | Yes |
| Saskatchewan | Varies by weight and distance for 24 hours | Yes |
| South Carolina | \$15 for 72 hours | Yes |
| South Dakota | \$15 per trip | Yes |
| Tennessee | \$30 for 72 hours | Yes |
| Texas | \$25 for 72 hours | Yes |
| Utah | \$20 single unit \$40 combination for 96 hours | No |
| Vermont | \$15 for 72 hours | Yes |
| Virginia | \$15 for 10 days | Yes |
| Washington | \$20 for 72 hours | Yes |
| Wisconsin | \$15 for 72 hours | Yes |
| Wyoming | \$20 single \$40 combination for 96 hours | No |

Appendix B

The following pages provide you with step-by-step instructions for completing both the **New Jersey** Schedule A/C (IRP-1) and the **New Jersey** Mileage Schedule B (IRP-2).

Both applications forms must be completed when:

- first making application for a **New Jersey** prorate account, or
- when renewing an existing **New Jersey** prorate account, or
- when adding a jurisdiction(s) to a current apportioned registration year.

Supplemental applications are submitted on the **New Jersey** Schedule A/C (IRP-1) and Schedule B (IRP-2) by the carrier after the original application has been filed.

**EQUIPMENT REGISTRATION FORM (Instructions On Back Of Form)**

**NEW JERSEY MOTOR VEHICLE COMMISSION
MOTOR CARRIER SERVICES - IRP SECTION
120 S. STOCKTON STREET, P.O. BOX 178
TRENTON, NEW JERSEY 08666-0178
(609) 633-9399 FAX: (609) 633-9394**

PLEASE CHECK ONE:

- ORIGINAL
 RENEWAL
 SUPPLEMENT

SUPPLEMENTAL TYPE - VEHICLE:

- ADDITION
 TRANSFER
 CHANGE WEIGHTS
 DUPLICATE CAB CARDS
 ADDRESS CHANGE
 DELETION*
 REPLACEMENT PLATES
 CORRECTION
 TOW TRUCK STICKERS

TYPE AND REGISTRATION CODE

| TYPE | CODE | TYPE | CODE |
|--------------------------|------|---------------------------|------|
| TK - TRUCK (SINGLE) | 11 | HD - HEAVY DUTY TOW TRUCK | 33 |
| TT - TRUCK TRACTOR | 11 | LD - LIGHT DUTY TOW TRUCK | 32 |
| SW - SOLID WASTE VEHICLE | 39 | AG - COMMERCIAL AGGREGATE | 16 |
| CV - CONSTRUCTOR VEHICLE | 41 | BS - BUS | 54 |

PAGE OF

| | | | | | |
|-----------------------|--|-------------------------|--|----|----|
| REGISTRATION YEAR | NAME OF REGISTRANT | REGISTRANT PHONE () | JURISDICTIONAL WEIGHTS LIST WEIGHT WHEN ADDING STATES OR WHEN WEIGHT IS GREATER THAN THE COMBINED GROSS WEIGHT | | |
| PERSON TO CONTACT: | | TELEPHONE NUMBER () | | | |
| ACCOUNT NUMBER | BUSINESS ADDRESS WHERE FLEET IS BASED (PROOF REQUIRED) | FAX NUMBER () | NJ | MA | TX |
| FLEET NUMBER | CITY, STATE, ZIP CODE | | AL | MI | UT |
| U.S. DOT NUMBER | MAILING ADDRESS FOR BILLS, CAB CARDS, PLATES | | AK | MN | VT |
| FEDERAL TIN# OR SSN # | CITY, STATE, ZIP CODE | | AZ | MS | VA |
| E-MAIL ADDRESS | | | AR | MO | WA |
| | | | CA | MT | WV |
| | | | CO | NE | WI |
| | | | CT | NV | WY |
| | | | DE | NH | AB |
| | | | DC | NM | BC |
| | | | FL | NY | MB |
| | | | GA | NC | NB |
| | | | ID | ND | NL |
| | | | IL | OH | NS |
| | | | IN | OK | NT |
| | | | IA | OR | ON |
| | | | KS | PA | PE |
| | | | KY | RI | QC |
| | | | LA | SC | SK |
| | | | ME | SD | YT |
| | | | MD | TN | MX |

| EQUIPMENT ADDITION SECTION | | | EQUIPMENT ADDITION SECTION | | |
|--|---|--------|--|---|--------|
| EQUIPMENT NUMBER: | | | EQUIPMENT NUMBER: | | |
| MODEL YEAR & MAKE: | | | MODEL YEAR & MAKE: | | |
| VIN# | | | VIN# | | |
| NAME OF OWNER: | | | NAME OF OWNER: | | |
| VEHICLE TYPE: | FUEL TYPE: | AXLES: | VEHICLE TYPE: | FUEL TYPE: | AXLES: |
| COMBINED GROSS WEIGHT: | | | COMBINED GROSS WEIGHT | | |
| BUSES ONLY # OF SEATS: | LUGGAGE COMPARTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | BUSES ONLY # OF SEATS: | LUGGAGE COMPARTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| REGISTRATION CODE: | UNLADEN WEIGHT: | | REGISTRATION CODE: | UNLADEN WEIGHT: | |
| LATEST PURCHASE PRICE: | FACTORY PRICE: | | LATEST PURCHASE PRICE: | FACTORY PRICE: | |
| DATE OF PURCHASE: | | | DATE OF PURCHASE: | | |
| IS DESIGNATED CARRIER RESPONSIBLE FOR SAFETY EXPECTED TO CHANGE DURING THE REGISTRATION PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | IS DESIGNATED CARRIER RESPONSIBLE FOR SAFETY EXPECTED TO CHANGE DURING THE REGISTRATION PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| CURRENT PLATE NUMBER: | EXPIRATION MONTH: | | CURRENT PLATE NUMBER: | EXPIRATION MONTH: | |
| U.S. DOT NUMBER RESPONSIBLE FOR SAFETY: | | | U.S. DOT NUMBER RESPONSIBLE FOR SAFETY: | | |
| FEDERAL TIN # RESPONSIBLE FOR SAFETY: | | | FEDERAL TIN # RESPONSIBLE FOR SAFETY: | | |

| EQUIPMENT DELETION OR TRANSFER SECTION | | | EQUIPMENT DELETION OR TRANSFER SECTION | | |
|--|--|--|--|------|--|
| EQUIPMENT NUMBER: | | | EQUIPMENT NUMBER: | | |
| MODEL YEAR & MAKE: | | | MODEL YEAR & MAKE:: | | |
| VEHICLE IDENTIFICATION NUMBER: | | | VEHICLE IDENTIFICATION NUMBER: | | |
| PLATE NUMBER: | | | PLATE NUMBER: | | |
| COMBINED GROSS WEIGHT | | | COMBINED GROSS WEIGHT | | |
| REASON REMOVED: | | | REASON REMOVED: | | |
| <p>Insurance: I certify under penalty of law that the vehicle(s) noted on the face hereof is covered by at least the minimum amount of insurance required by New Jersey insurance laws, and that this vehicle will be continuously insured throughout its registration period. This certification may be used for insurance verification purposes.</p> <p>Certification: By signing this application I certify knowledge of the Federal and State motor carrier safety laws and further certify this fleet is maintained in compliance with the New Jersey Inspection / Maintenance Program.</p> | | | | | |
| SIGNATURE (APPLICANT OR AUTHORIZED REPRESENTATIVE) | | | | DATE | |

INSTRUCTIONS FOR COMPLETING THE EQUIPMENT REGISTRATION FORM

REGISTRANT/FLEET INFORMATION

Registration Year
Name of Registrant
Person to Contact
Account Number

- Provide month and year of expiration.
- Name of person, firm or corporation requesting apportioned registration.
- Name of person to be contacted to resolve problems with application. Include phone number.
- Enter the IRP account number assigned by the New Jersey Motor Vehicle Commission. If this is your initial IRP application leave this block blank as this number will be assigned when your original application is filed with MVC.

Business Address

- (Street, city, state and zip code) This would be where applicant has an established place of business and a telephone and will maintain and/or make records available for audit. Proof of address is required. **This address cannot be a post office box.**

Fleet Number

- If more than one fleet is registered under the same company name, indicate to which fleet number (001, 002, etc.) that this application refers.

US DOT #

- Must provide US DOT # for you or your company.

Mailing Address

- (Street, city, state and zip code) The Apportioned registration license plates and correspondence will be sent to this address.

Federal TIN # or SS #

- Must provide your Tax Identification Number or your Social Security Number.

E-Mail Address

- Correspondence may be forwarded to this address if applicable.

JURISDICTIONAL WEIGHT INFORMATION

List weight when adding states or when weight is greater than the combined gross weight

EQUIPMENT INFORMATION

Equipment Number

- Arbitrary number assigned by applicant to each unit. Number should be unique for each vehicle.

Model Year and Make

- Manufacturer's model year and make of vehicle.

Vehicle Identification #

- Complete VIN as shown on vehicle and listed on the manufacturer's Certificate of Origin or Title.

Name of Owner

- Name of owner for each vehicle if registrant is not the owner. Signed affidavit from owner must be on file with the Commission.

Vehicle Type

- See vehicle type abbreviations on front of MCS-IRP-1 form at top right.

Fuel

- Diesel (D), Gasoline (G), Propane (P) or Natural Gas (N)

Axles

- Enter the number of axles for each truck/tractor.

Combined Gross Weight

- The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For a tractor this would be the weight of the tractor plus that part of the weight of a fully loaded semi-trailer resting on the tractor.

Buses only # of seats

- Enter the number of seats for each bus.

Luggage Compartment - Yes/No

- Must answer yes or no to the question, Does the bus have a luggage compartment?

Registration Code

- Vehicle registration code for commercial vehicles and busses – refer to front of MCS-IRP-1 form at top right.

Unladen Weight

- Weight of the vehicle without a load (empty weight).

Latest Purchase Price of Vehicle

- The actual purchase price of the vehicle (i.e. price paid for the vehicle by the current owner).

Factory Price

- Manufacturer's list price of the vehicle when new, including accessories and modifications.

Date of Purchase

- Month, day and year of purchase.

Designated Carrier Change - Yes/No

- Must answer yes or no to the question, Is the Designated Carrier Responsible for Safety expected to change during the registration period?

Current Plate #

- If vehicle currently registered in New Jersey, list license plate number. **NOTE: If vehicle is not new and has never been titled in New Jersey, you must title the vehicle prior to registration.**

Expiration Month

- Provide current registration expiration date for each vehicle.

US DOT # Responsible for Safety

- Party responsible for the safety of each vehicle listed.

Federal TIN # Responsible for Safety

- Party responsible for the safety of each vehicle listed.

Insurance Information

- Provide the insurance company name, policy or binder number and NAIC insurance code from your insurance card. If your number is not listed on your I.D. card, contact your insurance agent.

EQUIPMENT DELETION AND TRANSFER SECTION

Equipment Number

- Arbitrary number assigned by applicant to each unit. Number should be unique for each vehicle.

Model, Year and Make

- Manufacturer's model year and make.

Vehicle Identification #

- Complete VIN as shown on vehicle and listed on the manufacturer's Certificate of Origin or Title.

Plate Number

- Provide the license plate number of the vehicle you are deleting or transferring.

Combined Gross Weight

- The unladen (empty) weight of the vehicle plus the weight of the load carried on that vehicle.

Reason Removed

- Enter the reason the vehicle is being deleted (ex. sold, wrecked, junked, fleet transfer, etc.).

PLEASE SIGN THE APPLICATION AFTER COMPLETION



MILEAGE SCHEDULE (Instructions On Back Of Form)

**NEW JERSEY MOTOR VEHICLE COMMISSION
MOTOR CARRIER SERVICES - IRP SECTION
120 S. STOCKTON STREET, P.O. BOX 178
TRENTON, NEW JERSEY 08666-0178
(609) 633-9399 FAX: (609) 633-9394**

TYPE OF OPERATION:
 PRIVATE CARRIER RENTAL
 HAUL FOR HIRE BUS
 HOUSEHOLD GOODS MOVER

TYPE OF COMMODITY:
 ALL LOGS GRAVEL
 OTHER _____

SUPPLEMENTAL TYPE
 ORIGINAL
 RENEWAL
 ADD JURISDICTION

| | | | |
|------------------------|--|-------------------------|--|
| REGISTRATION YEAR | NAME OF REGISTRANT | REGISTRANT PHONE () | Insurance: I certify under penalty of law that the vehicle(s) noted on the face hereof is covered by at least the minimum amount of insurance required by New Jersey insurance laws, and that this vehicle will be continuously insured throughout its registration period. This certification may be used for insurance verification purposes. |
| PERSON TO CONTACT: | | TELEPHONE NUMBER () | |
| ACCOUNT NUMBER | BUSINESS ADDRESS WHERE FLEET IS BASED (PROOF REQUIRED) | FAX NUMBER () | NAME OF INSURANCE COMPANY AS SHOWN ON POLICY |
| FLEET NUMBER | CITY, STATE, ZIP CODE | | |
| U.S. DOT NUMBER | MAILING ADDRESS FOR BILLS, CAB CARDS, PLATES | | NAIC INSURANCE CODE NUMBER |
| FEDERAL TIN # OR SSN # | CITY, STATE, ZIP CODE | | POLICY OR BINDER NUMBER |
| E-MAIL ADDRESS | | | |

DO NOT SHOW ACTUAL AND ESTIMATED MILES FOR THE SAME STATE (SEE INSTRUCTIONS FOR REPORTING MILEAGE). LIST MILEAGE IN EACH STATE WHERE THIS FLEET TRAVELED FOR THE PERIOD OF JULY 1 THROUGH JUNE 30 OF THE YEAR PRECEDING THE LICENSE YEAR FOR WHICH YOU ARE APPLYING. MARK "X" IN SPACE FOR EACH IRP JURISDICTION WHERE YOU ARE FILING FOR PROPORTIONAL REGISTRATION.

| (X) | ST | STATE | ESTIMATED MILEAGE | ACTUAL MILEAGE | (X) | ST | STATE | ESTIMATED MILEAGE | ACTUAL MILEAGE | (X) | ST | STATE | ESTIMATED MILEAGE | ACTUAL MILEAGE |
|-----|----|-------|----------------------|----------------|-----|----|-------|-------------------|----------------|-----|----|-------|-------------------------|----------------|
| | | NJ | NEW JERSEY | | | | MA | MASSACHUSETTS | | | | TX | TEXAS | |
| | | AL | ALABAMA | | | | MI | MICHIGAN | | | | UT | UTAH | |
| | | AK | ALASKA | | | | MN | MINNESOTA | | | | VT | VERMONT | |
| | | AZ | ARIZONA | | | | MS | MISSISSIPPI | | | | VA | VIRGINIA | |
| | | AR | ARKANSAS | | | | MO | MISSOURI | | | | WA | WASHINGTON | |
| | | CA | CALIFORNIA | | | | MT | MONTANA | | | | WV | WEST VIRGINIA | |
| | | CO | COLORADO | | | | NE | NEBRASKA | | | | WI | WISCONSIN | |
| | | CT | CONNECTICUT | | | | NV | NEVADA | | | | WY | WYOMING | |
| | | DE | DELAWARE | | | | NH | NEW HAMPSHIRE | | | | AB | ALBERTA | |
| | | DC | DISTRICT OF COLUMBIA | | | | NM | NEW MEXICO | | | | BC | BRITISH COLUMBIA | |
| | | FL | FLORIDA | | | | NY | NEW YORK | | | | MB | MANITOBA | |
| | | GA | GEORGIA | | | | NC | NORTH CAROLINA | | | | NB | NEW BRUNSWICK | |
| | | ID | IDAHO | | | | ND | NORTH DAKOTA | | | | NL | NEWFOUNDLAND / LABRADOR | |
| | | IL | ILLINOIS | | | | OH | OHIO | | | | NS | NOVA SCOTIA | |
| | | IN | INDIANA | | | | OK | OKLAHOMA | | | | NT | NORTHWEST TERRITORY | |
| | | IA | IOWA | | | | OR | OREGON | | | | ON | ONTARIO | |
| | | KS | KANSAS | | | | PA | PENNSYLVANIA | | | | PE | PRINCE EDWARD ISLAND | |
| | | KY | KENTUCKY | | | | RI | RHODE ISLAND | | | | QC | QUEBEC | |
| | | LA | LOUISIANA | | | | SC | SOUTH CAROLINA | | | | SK | SASKATCHEWAN | |
| | | ME | MAINE | | | | SD | SOUTH DAKOTA | | | | YT | YUKON | |
| | | MD | MARYLAND | | | | TN | TENNESSEE | | | | MX | MEXICO | |

| | | |
|---|--|---------------|
| NOTE: Explain the scope of your operation for any Estimated Mileage shown above. You must use the maximum amount listed on the estimated mileage chart for each state for which you estimate mileage. If you choose to provide your own estimated mileage lower than the chart you must give a detailed explanation of specific location, routes of travel, and number of trips anticipated in each jurisdiction for one year. | ESTIMATED | ACTUAL |
| | GRAND TOTAL MILEAGE | |
| | TOTAL VEHICLES REPRESENTED BY ABOVE FLEET | |

IMPORTANT: Have you previously been registered in IRP? YES NO

Certification: By signing this application I certify knowledge of the Federal and State motor carrier safety laws and further certify this fleet is maintained in compliance with the New Jersey Inspection / Maintenance Program.

MUST BE SIGNED ►

SIGNATURE (APPLICANT OR AUTHORIZED REPRESENTATIVE) _____ DATE _____

INSTRUCTIONS FOR COMPLETING MILEAGE SCHEDULE

- Type of Operation** - This portion of the form must be completed. Enter all applicable data.
- Type of Commodity** - Provide type of commodity.
- Supplement Type** - Place an "X" to indicate the type of supplemental application you are submitting.
- Registration Year** - Provide month and year of expiration.
- Name of Registrant** - Name of the person, firm or corporation requesting apportioned registration.
- Person to Contact** - Name of person to be contacted to resolve problems with application. Include phone number.
- Account Number** - Enter the IRP account number assigned by the New Jersey Motor Vehicle Commission. If this is your initial IRP application, leave this block blank as this number will be assigned when your original application MCS-IRP-1 is filed with MVC.
- Business Address** - (Street, city, state and zip code) This would be where applicant has an established place of business and a telephone and will maintain and/or make records available for audit. Proof of address is required. **This address cannot be a post office box.**
- Fleet Number** - If more than one fleet is registered under the same company name, indicate which fleet number (001, 002, etc) that this application refers to.
- US DOT #** - Must provide US DOT # for you or your company.
- Mailing Address** - (Street, city, state and zip code) The Apportioned registration license plates and correspondence will be sent to this address.
- Federal TIN # or SS #** - Must provide your Tax Identification Number or your Social Security Number.
- E-Mail Address** - Correspondence may be forwarded to this address if applicable.
- Insurance Information** - Provide the insurance company name, policy or binder number and NAIC insurance code from your insurance card. If your number is not listed on your I.D card, contact your insurance agent.
- IRP Jurisdiction** - Place an "X" beside each IRP jurisdiction in which you wish to travel.
- Reporting Mileage** - Actual or estimated mileage in every jurisdiction you will be traveling through. (Refer to Carrier Guide or Mileage Chart).
- Important** - Important: Have you previously been registered in IRP? (Check box for yes or no)
- Signature** - Signature of person authorized to apply for registration

FEDERAL HEAVY VEHICLE USE TAX: - If you are required by Section 4481 of the Internal Revenue Code to pay a Heavy Vehicle Use Tax, (Vehicles registered at 55,000 lbs. and greater) registration must be accompanied by proof of payment as prescribed by the Secretary of the Treasury. Acceptable proofs of payment are:

- Received IRS Form 2290, Schedule 1 (**Stamped PAID or RECEIVED by the IRS**)
- Photocopy of the received IRS Form 2290, Schedule 1 (**Stamped PAID or RECEIVED by the IRS**)
- Photocopy of non-receipted IRS Form 2290 with Schedule 1 attached along with a copy of both sides of the cancelled check showing payment of the tax.
- Photocopy of non-receipted IRS Form 2290 with the Schedule 1 attached along with a copy of original of the IRS Statement Form 4428 or 8488 that shows an installment has been made.



STATE OF NEW JERSEY

IRP REGISTRATION CERTIFICATION

This form must be completed prior to IRP Registration

1. Does the New Jersey address have a physical structure owned, leased or rented by the fleet registrant?

YES

NO

Proof of this address must be submitted before your application will be processed.

2. Is this location open during normal business hours? (Monday - Friday 8 a.m. to 5 p.m.)

YES

NO

3. Does the location have a telephone or telephones publicly listed in the name of the fleet registrant, supported by a New Jersey telephone company's billing records?

YES

NO

4. Is there a person or persons conducting the fleet registrant's business in the location during normal business hours?

YES

NO

5. Are the operational records of the fleet located at this location?

YES

NO

6. If not, can the operational records be made available at the New Jersey location in the event of an audit?

YES

NO

If no, the registrant must pay all costs of travel and per diem expenses in accordance with the IRP Agreement, Section 1602.

I/we, the undersigned, do hereby certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief. I/we understand that in the event the established place of business is proven to be outside the State of New Jersey, the registrant will be suspended and the registration and document fees will not be refunded.

Name of Company

Print Name of Registrant

Signature of Registrant

Date

IRP Account Number
MVC Use Only

New Jersey Is An Equal Opportunity Employer

Application Checklist

To prevent processing delays, please take the time to carefully check your application. Did you:

- List the correct IRP account number and fleet number at the top of all pages of the application?
- Indicate the registration year and the effective date in the appropriate boxes?
- Check the “Type of Operation” on the application?
- Attach proof of payment of the Federal Heavy Vehicle Use Tax for vehicles weighing 55,000 lbs or more?
- Provide a contact person and telephone number?
- Provide the New Jersey business telephone number if the contact phone number is out of state?
- Make sure that all vehicle information is accurate and legible and the complete vehicle identification number (VIN) is provided?
- Complete the weight section for all registered states?
- Sign the application(s) where indicated?
- Provide a detailed explanation of estimated miles or indicate that you used the mileage chart?
- Write mileage next to jurisdictions and check (“X”) if you want to prorate?
- Keep copies for your records?
- Provide proof for the business address you are using? If you require the particulars for this proof, kindly call the IRP office.



**NEW JERSEY
MOTOR VEHICLE
COMMISSION**
**MOTOR CARRIER SERVICES
IRP SECTION**
120 S. Stockton St., P.O. Box 178
Trenton, New Jersey 08666-0178
Phone: (609) 633-9399
Fax: (609) 633-9394

SCOPE OF OPERATION (In Detail) ON USING YOUR OWN ESTIMATED MILES

NAME OF REGISTRANT

ACCOUNT NUMBER

FLEET NUMBER

| JURISDICTION | DESCRIPTION OF ROUTE | ROUND TRIP MILES | X | # OF VEH | = | TOTAL EST MILES | JURISDICTION | DESCRIPTION OF ROUTE | ROUND TRIP MILES | X | # OF VEH | = | TOTAL EST MILES |
|---------------------------|----------------------|------------------|---|----------|---|-----------------|------------------------------|----------------------|------------------|---|----------|---|-----------------|
| (NJ) NEW JERSEY | | | X | | = | | (NC) NORTH CAROLINA | | | X | | = | |
| (AL) ALABAMA | | | X | | = | | (ND) NORTH DAKOTA | | | X | | = | |
| (AZ) ARIZONA | | | X | | = | | (OH) OHIO | | | X | | = | |
| (AR) ARKANSAS | | | X | | = | | (OK) OKLAHOMA | | | X | | = | |
| (CA) CALIFORNIA | | | X | | = | | (OR) OREGON | | | X | | = | |
| (CO) COLORADO | | | X | | = | | (PA) PENNSYLVANIA | | | X | | = | |
| (CT) CONNECTICUT | | | X | | = | | (RI) RHODE ISLANE | | | X | | = | |
| (DE) DELAWARE | | | X | | = | | (SC) SOUTH CAROLINA | | | X | | = | |
| (DC) DISTRICT OF COLUMBIA | | | X | | = | | (SD) SOUTH DAKOTA | | | X | | = | |
| (FL) FLORIDA | | | X | | = | | (TN) TENNESSEE | | | X | | = | |
| (GA) GEORGIA | | | X | | = | | (TX) TEXAS | | | X | | = | |
| (ID) IDAHO | | | X | | = | | (UT) UTAH | | | X | | = | |
| (IL) ILLINOIS | | | X | | = | | (VT) VERMONT | | | X | | = | |
| (IN) INDIANA | | | X | | = | | (VA) VIRGINIA | | | X | | = | |
| (IA) IOWA | | | X | | = | | (WA) WASHINGTON | | | X | | = | |
| (KS) KANSAS | | | X | | = | | (WV) WEST VIRGINIA | | | X | | = | |
| (KY) KENTUCKY | | | X | | = | | (WI) WISCONSIN | | | X | | = | |
| (LA) LOUISIANA | | | X | | = | | (WY) WYOMING | | | X | | = | |
| (ME) MAINE | | | X | | = | | (AB) ALBERTA | | | X | | = | |
| (MD) MARYLAND | | | X | | = | | (BC) BRITISH COLUMBIA | | | X | | = | |
| (MA) MASSACHUSETTS | | | X | | = | | (MB) MANITOBA | | | X | | = | |
| (MI) MICHIGAN | | | X | | = | | (NB) NEW BRUNSWICK | | | X | | = | |
| (MN) MINNESOTA | | | X | | = | | (NL) NEWFOUNDLAND / LABRADOR | | | X | | = | |
| (MS) MISSISSIPPI | | | X | | = | | (NS) NOVA SCOTIA | | | X | | = | |
| (MO) MISSOURI | | | X | | = | | (NT) NORTHWEST TERRITORY | | | X | | = | |
| (MT) MONTANA | | | X | | = | | (ON) ONTARIO | | | X | | = | |
| (NE) NEBRASKA | | | X | | = | | (PE) PRINCE EDWARD ISLAND | | | X | | = | |
| (NV) NEVADA | | | X | | = | | (QC) QUEBEC | | | X | | = | |
| (NH) NEW HAMPSHIRE | | | X | | = | | (SK) SASKATCHEWAN | | | X | | = | |
| (NM) NEW MEXICO | | | X | | = | | (YT) YUKON TERRITORIES | | | X | | = | |
| (NY) NEW YORK | | | X | | = | | | | | | | = | |

I UNDERSTAND THAT IF I CHOOSE TO PROVIDE MY OWN ESTIMATED TRIP MILES AND ROUTES, I AM REQUIRED TO COMPLETE THE SCOPE OF OPERATION SECTION ABOVE EXPLAINING HOW THE MILEAGE WAS DETERMINED IN EACH JURISDICTION. I ALSO UNDERSTAND I CANNOT USE THE SAME ESTIMATED MILEAGE FIGURES FOR EACH JURISDICTION OR UNREASONABLE MILEAGE. IF I DO NOT PROVIDE REASONABLE ESTIMATED MILEAGE, I UNDERSTAND NEW JERSEY HAS THE AUTHORITY TO CHANGE MY MILEAGE.

I CERTIFY UNDER THE PENALTY OF THE CIVIL AND CRIMINAL LAWS OF THE STATE OF NEW JERSEY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AND THAT I AM AUTHORIZED TO EXECUTE AND FILE DOCUMENTS ON BEHALF OF THIS APPLICANT.

| | |
|-----------------------|-------|
| AUTHORIZED SIGNATURE: | DATE: |
| EXAMINED BY: | DATE: |

Appendix C

Contact Information for New Jersey

| MOTOR CARRIER SERVICES | |
|---|--|
| IRP | |
| <p>Physical Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services 225 East State Street Trenton, NJ 08666-0178 (609) 633-9399</p> | <p>Mailing Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services IRP Section 225 East State Street P.O. Box 178 Trenton, NJ 08666-0178</p> |
| <p>Commercial Trip Permits</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services 225 East State Street Trenton, NJ 08666-0178 (609) 633-9400</p> | |
| IFTA | |
| <p>Physical Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services 225 East State Street Trenton, NJ 08666-0133 (609) 633-9400</p> | <p>Mailing Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services IFTA Section 225 East State Street P.O. Box 133 Trenton, NJ 08666-0133</p> |
| OVERDIMENSIONAL/OVERWEIGHT | |
| <p>Physical Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services 225 East State Street Trenton, NJ 08666 (609) 633-9402</p> | <p>Mailing Address:</p> <p>N.J. Motor Vehicle Commission Motor Carrier Services 225 East State Street P.O. Box 133 Trenton, NJ 08666 (609) 633-9402</p> |

| IRP JURISDICTIONS | |
|---|---|
| ALABAMA | ALBERTA |
| Department of Revenue Motor Vehicle Division International Registration Section PO Box 327620 Montgomery, AL 36132-7620 IRP (334) 242-9000 IFTA (334) 353-7839 Authority (334) 242-5176 Oversize (334) 834-1092 | Alberta Transportation Prorate Services 1st Fl 803 Manning Road NE Calgary, AB Canada T2E 7M8 IRP (403) 297-2920 IFTA (708) 427-3044 Authority (403) 340-5444 Oversize (403) 342-7138 |
| ARIZONA | ARKANSAS |
| Motor Vehicle Division 1801 W. Jefferson Street Mail Drop 520M Phoenix, AZ 85007 IRP (602) 712-8340 IFTA (602) 255-8506 Authority Not Required Oversize (602) 255-7346 | Office of Motor Vehicle IRP Unit 1900 West 7th, Room 1010 Little Rock, AR 72201 IRP (501) 682-4653 IFTA (501) 682-4800 Authority (501) 569-2358 Oversize (501) 569-2381 |
| BRITISH COLUMBIA | CALIFORNIA |
| Insurance Corporation of British Columbia PO Box 7500, Station Terminal Vancouver, BC Canada V6B 5R9 IRP (604) 443-4450 IFTA (250) 387-0635 Authority (604) 660-5454 Oversize 1-800-559-9688 | Department of Motor Vehicles PO Box 932320 MS: C160 Sacramento, CA 94232-3200 IRP (916) 657-7971 IFTA (916) 322-9669 Authority (916) 657-6636 Oversize North (916) 322-1297 Oversize South (909) 383-4637 |
| COLORADO | CONNECTICUT |
| Department of Revenue IRP Section 1881 Pierce Street Rm 114 Lakewood, CO 80214-1497 IRP (303) 205-5602 IFTA (303) 205-5602 Authority (303) 894-2000 ext 364 Oversize (303) 205-5691 | Department of Motor Vehicles IRP/SSRS 60 State Street Wethersfield, CT 06161-1010 IRP (860) 263-5281 IFTA (860) 541-3222 Authority (860) 594-2816 Oversize (860) 594-2880 |

IRP JURISDICTIONS (continued)

| DELAWARE | DISTRICT OF COLUMBIA |
|---|--|
| Department of Transportation IRP Unit PO Drawer 7065 Dover, DE 19903-7065 | Department of Motor Vehicles IRP Unit 301 C Street N.W., Room 1063 Washington, DC 20024-1400 |
| IRP (302) 744-2701 IFTA (302) 739-4538 Authority Oversize (302) 739-4538 | IRP (202) 727-6426 IFTA (202) 727-6426 Authority () Oversize () |
| FLORIDA | GEORGIA |
| Dept. of Highway Safety & Motor Vehicles Motor Carrier Services Bureau Neil Kirkland Building 2900 Apalachee Parkway Tallahassee, FL 32399-0626 | Department of Revenue Motor Vehicle Division, IRP Section 1200 Tradeport Boulevard Hapeville, GA 30354 |
| IRP (850) 488-6921 IFTA (850) 488-6921 Authority No regulation Oversize (850) 488-4961 | IRP (404) 657-4186 IFTA (404) 651-8651 Authority (404) 559-6613 Oversize (404) 656-5267 |
| IDAHO | ILLINOIS |
| Transportation Department Division of Motor Vehicles P.O. Box 7129 Boise, ID 83707-1129 | Secretary of State Vehicle Services Department Room 300, Howlett Building Springfield, IL 62756 |
| IRP (208) 334 8611 IFTA (208) 334 8692 Authority (208) 334 0332 Oversize (208) 334 8420 | IRP (217) 785-1800 IFTA (217) 785-1397 Authority (217) 782-4654 Oversize (217) 785-1477 |
| INDIANA | IOWA |
| Motor Carrier Services Division IRP Section 5252 Decatur Boulevard, Suite R Indianapolis, IN 46241 | Department of Revenue Division of Vehicles Motor Carrier Services Bureau 3718 SW Burlingame Road Topeka, KS 66609-1217 |
| IRP (317) 615-7340 IFTA (317) 486-5500 Authority (317) 232-2727 Oversize (317) 486-5500 | IRP (515) 237-3268 IFTA (515) 237-3224 Authority (515) 237-3324 Oversize (515) 237-3264 |

IRP JURISDICTIONS (continued)

| KANSAS | KENTUCKY |
|--|--|
| Department of Revenue Division of Vehicles Motor Carrier Services Bureau 3718 SW Burlingame Road Topeka, KS 66609-1217 IRP (785) 291-3384 IFTA (785) 296-4458 Authority (785) 271-3100 Oversize (913) 296-7400 | Kentucky Transportation Cabinet IRP Section Box 2323 Frankfort, KY 40602-2323 IRP (502) 564-4120 IFTA (502) 564-4540 Authority (502) 564-4540 Oversize (502) 564-7150 |
| LOUISIANA | MAINE |
| Office of Motor Vehicles IRP Unit 7979 Independence Blvd.; Room #101 Baton Rouge, LA 70806 IRP (225) 925-6270 IFTA (225) 925-7656 Authority (225) 342-4414 Oversize (225) 342-2345 | Bureau of Motor Vehicles #29 State House Station Augusta, ME 04330 IRP (207) 624-9000 ext:52135 IFTA (207) 287-8618 Authority (207) 287-8633 Oversize (207) 287-8632 |
| MANITOBA | MARYLAND |
| Commercial Vehicle Registration 1075 Portage Avenue Winnipeg, MB Canada R3G 0S1 IRP (204) 945-7380 IFTA (204) 945-3194 Authority (204) 945-8915 Oversize (204) 945-3961 | Motor Vehicle Administration Motor Carrier Services Section 6601 Ritchie Highway NE Glen Burnie, MD 21062 IRP (410) 424-3014 IFTA (401) 799-4009 Authority None Oversize (410) 582-5727 |
| MASSACHUSETTS | MICHIGAN |
| IRP Section One Copley Place Tower One, 3rd Fl Boston, MA 02116 IRP (617) 351-9320 IFTA (617) 887-5080 Authority (617) 727-3559 Oversize (508) 624-7446 | Department of State Secondary Complex 7064 Crowner Drive Lansing, MI 48918-9915 IRP (517) 322-1097 IFTA (517) 373-3183 Authority (517) 334-6389 Oversize (517) 373-2120 |

IRP JURISDICTIONS (continued)

| MINNESOTA | | MISSISSIPPI | |
|---|----------------|--|----------------|
| Department of Public Safety 1110 Centre Pointe Curve Suite 425 Mendota Heights, MN 55120 | | State Tax Commission Prorate Section PO Box 1140 Jackson, MS 39205 | |
| IRP | (612) 405-6161 | IRP | (601) 923-7100 |
| IFTA | (612) 296-0893 | IFTA | (601) 923-7150 |
| Authority | (612) 405-6060 | Authority | (601) 961-5439 |
| Oversize | (612) 296-6441 | Oversize | (601) 359-1148 |
| MISSOURI | | MONTANA | |
| Department of Transportation Motor Carrier Services P.O. Box 893 Jefferson City, MO 65105-0893 | | Department of Transportation Motor Carrier Services Division P.O. Box 4639 Helena, MT 59620 | |
| IRP | (573) 751-6433 | IRP | (406) 444-6130 |
| IFTA | (573) 751-6433 | IFTA | (406) 444-6130 |
| Authority | (573) 751-6060 | Authority | (406) 444-6130 |
| Oversize | (800) 877-8499 | Oversize | (406) 444-6130 |
| NEBRASKA | | NEVADA | |
| Department of Motor Vehicles Motor Carrier Services P.O. Box 94729 Lincoln, NE 68509-4729 | | Department of Motor Vehicles Compliance Enforcement 555 Wright Way Carson City, NV 89711-0625 | |
| IRP | (402) 471-4435 | IRP | (775) 684-4711 |
| IFTA | (402) 471-4435 | IFTA | (775) 684-4711 |
| Authority | (402) 471-4435 | Authority | (775) 688-2800 |
| Oversize | (402) 471-0034 | Oversize | (702) 687-5410 |
| NEW BRUNSWICK | | NEW FOUNDLAND & LABRADOR | |
| Department of Public Safety 364 Argyle Street, 3rd Floor Fredericton, NB E3B 1T9 | | Motor Registration Division IRP Section PO Box 8710 St. John's NF Canada A1B4J5 | |
| IRP | (516) 453-2407 | IRP | (709) 729-4921 |
| IFTA | (516) 453-2408 | IFTA | (709) 729-6386 |
| Authority | None | Authority | (709) 729-6342 |
| Oversize | 1-800-567-7775 | Oversize | (709) 729-4640 |

IRP JURISDICTIONS (continued)

| NEW HAMPSHIRE | NEW MEXICO |
|---|---|
| Department of Safety IRP Section 10 Hazen Drive Concord, NH 03305 | New Mexico Taxation & Revenue Dept Motor Vehicle Division IRP Vehicle Services Bureau Rm 2129 PO Box 1028 Santa Fe, NM 87504-1028 |
| IRP (603) 271-2196 IFTA (603) 271-2311 Authority (603) 271-2447 Oversize (603) 271-2691 | IRP (505) 827-2265 IFTA (505) 827-0392 Authority (505) 827-4519 Oversize (505) 827-0376 |
| NEW YORK | NORTH CAROLINA |
| Department of Motor Vehicles International Registration Bureau PO Box 2850-ESP Albany, NY 12220-0850 | Division of Motor Vehicles IRP Section 1425 Rock Quarry Road, Ste 100 Raleigh, NC 27610 |
| IRP (518) 472-5834 IFTA 1-800-972-1233 Authority (518) 457-1155 Oversize (518) 457-1155 | IRP (919) 733-3642 IFTA (919) 733-3409 Authority (919) 733-7631 Oversize (919) 733-7154 |
| NORTH DAKOTA | NOVA SCOTIA |
| Department of Transportation Motor Vehicle Division Motor Carrier Section 608 E Blvd Ave. Bismarck, ND 58505-0780 | Department of Business & Consumer Service 1505 Barrington St. 9th Floor, Merritime Center Halifax, NS B3J 3P7 |
| IRP (701) 328-2725 IFTA (701) 328-2928 Authority (701) 328-2825 Oversize (701) 328-2621 | IRP (902) 424-6964 IFTA (902) 424-2850 Authority (902) 424-5517 Oversize (902) 424-5536 |
| OHIO | OKLAHOMA |
| Bureau of Motor Vehicles PO Box 16520 Columbus, OH 43216-6520 | Oklahoma Tax Commission Motor Vehicle Division 2501 N Lincoln Blvd Oklahoma City, OK 73194 |
| IRP (614) 752-7587 IFTA (614) 466-3410 Authority (614) 466-3392 Oversize (614) 777-0224 | IRP (405) 521-3036 IFTA (405) 521-3036 Authority (405) 521-2253 Oversize (877) 425-2390 |

IRP JURISDICTIONS (continued)

| ONTARIO | OREGON |
|---|---|
| Ministry of Transportation Projectes & Change Management Branch 1201 Wilson Avenue Building "C", Room 143 Downsview, Ontario M3M 1J8 IRP (416) 235-3923 IFTA 1-800-263-7775 Authority Oversize (416) 235-3551 | Department of Transportation Motor Carrier Transportation 550 Capitol Street NE Salem, OR 97301-2530 IRP (503) 378-6699 IFTA (503) 373-1634 Authority (503) 378-6699 Oversize (503) 373-0000 |
| PENNSYLVANIA | PRINCE EDWARD ISLAND |
| Department of Transportation Commercial Registration Section 1101 S. Front Street, 1st Floor Harrisburg, PA 17104 IRP (717) 783-6095 IFTA (717) 783-0936 Authority (717) 787-3834 Oversize (717) 787-5367 | Dept. of Transportation & Public Works Highway Safety Operations 33 Riverside Drive PO Box 2000 Charlottetown, PEI Canada C1A 7N8 IRP (902) 368-5202 IFTA (902) 368-5703 Authority Not required Oversize (902) 368-5222 |
| QUEBEC | RHODE ISLAND |
| Societe de l'assurance 333, boul. Jean Lesage, Local C-3-13 Quebec City, QC Canada G1K 8J6 IRP (418) 528-3379 IFTA 1-800-237-4382 Authority (418) 528-4343 Oversize - Quebec City (418) 643-5694 Oversize - Montreal (514) 873-6424 | Division of Motor Vehicles IRP Service Section 45 Park Place Pawtucket, RI 02860 IRP (410) 728-6692 IFTA (410) 222-6317 Authority Oversize (401) 588-3011 |
| SASKATCHEWAN | SOUTH CAROLINA |
| Saskatchewan Government Insurance Motor Vehicle Division 2260 11th Avenue Regina, SK Canada S4P 2N7 IRP (306) 751-1251 IFTA (306) 787-7749 Authority (306) 775-6662 Oversize (306) 775-6969 | Department of Motor Vehicles P.O. Box 1993 Blythewood, SC 29016 IRP (803) 896-3870 IFTA (803) 898-5872 Authority (803) 737-6620 Oversize (803) 253-6250 |

IRP JURISDICTIONS (continued)

| SOUTH DAKOTA | | TENNESSEE | |
|---|----------------|---|----------------|
| Department of Revenue Prorate and Commercial Licensing 445 East Capitol Avenue Pierre, SD 57501-3100 | | Department of Safety 1150 Menzler Road Nashville, TN 37210 | |
| IRP | (605) 773-4111 | IRP | (615) 687-2260 |
| IFTA | (605) 773-5335 | IFTA | (615) 687-2274 |
| Authority | (605) 698-3925 | Authority | (615) 741-3821 |
| Oversize | (605) 698-3925 | Oversize | (615) 741-3821 |
| TEXAS | | UTAH | |
| Department of Transportation Vehicle Titles & Registration 4000 Jackson Avenue Austin, TX 78779-0001 | | Motor Carrier Services 210 North 1950 West Salt Lake City, UT 84134 | |
| IRP | (512) 465-7570 | IRP | (801) 297-6800 |
| IFTA | (512) 463-4600 | IFTA | (801) 297-7705 |
| Authority | (512) 463-7079 | Authority | (801) 965-4508 |
| Oversize | (512) 465-1784 | Oversize | (801) 965-4508 |
| VERMONT | | VIRGINIA | |
| Department of Motor Vehicles Commercial Vehicle Operation 133 State Street Montpelier, VT 05633-5001 | | Department of Motor Vehicles Motor Carrier Service 2300 West Broad Street PO Box 27412 Richmond, VA 23269 | |
| IRP | (802) 828-2657 | IRP | (866)-878-2582 |
| IFTA | (802) 828-2070 | IFTA | (804) 367-0479 |
| Authority | No regulation | Authority | (804) 367-0479 |
| Oversize | (802) 828-2064 | Oversize | (804) 786-2787 |
| WASHINGTON | | WEST VIRGINIA | |
| Department of Licensing Prorate and Fuel Tax Services P.O. Box 9048 Olympia, WA 98507-9048 | | Division of Motor Vehicles 1800 Kanawha Boulevard, East Bldg. 3, Room 138 Charleston, WV 25317 | |
| IRP | (360) 664-1858 | IRP | (304) 558-3629 |
| IFTA | (360) 644-1868 | IFTA | (304) 558-4448 |
| Authority | (360) 753-3111 | Authority | (304) 340-0417 |
| Oversize | (360) 664-1820 | Oversize | (304) 558-0384 |

IRP JURISDICTIONS (continued)

| WISCONSIN | | WYOMING | |
|---|----------------|--|----------------|
| Division of Motor Vehicles Motor Carrier Services Section P.O. Box 7911 Madison, WI 53707-7911 | | Department of Transportation Motor Vehicle Services 5300 Bishop Boulevard Cheyenne, WY 82009-3340 | |
| IRP | (608) 266-9900 | IRP | (307) 777-4829 |
| IFTA | (608) 267-4382 | IFTA | (307) 777-4827 |
| Authority | (608) 266-1356 | Authority | (307) 777-4858 |
| Oversize | (608) 266-7320 | Oversize | (307) 777-4376 |

Appendix D

Glossary Definitions

Ad Valorem – a tax charged by some states in proportion to the estimated value of the vehicle.

Allocated Vehicle – vehicle to which a particular state’s basic registration plate or apportioned registration plate is attached upon payment of the state’s full basic registration fee. Apportion of each fleet of one-way vehicles is “allocated” to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Applicant – person, firm, corporation in whose name or names a vehicle of fleet will be properly registered.

Apportionable Fee – any periodic recurring fee required for license or registering vehicles, such as, but not limited to, registration fees, license and weight fees.

Apportionable Vehicle – any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register a vehicle designed, used, or maintained primarily for the transportation of property or passengers.

Apportioned Registration – registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction, and to pay registration fees based on the percentage of operation in those jurisdictions.

Audit – physical examination of carrier’s records, including source documents, to verify fleet mileage and accuracy of record keeping.

Axle – a supporting shaft or member upon which a wheel or wheels revolve.

Axle Weight – the weight transmitted to the highway by an axle unit.

Base Jurisdiction – a jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.

Base Plate – the plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word “APPORTIONED” (“IRP”, “PRP”) and the jurisdiction’s name on the plate.

Cab Card – a registration card issued for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered.

Carrier – individual, partnership, or corporation engaged in the business of transporting persons or property.

Chartered Bus – a motor vehicle used as a limited passenger vehicle exclusively for the

conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.

Chartered Party – group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary.

Combination of Vehicles – two or more vehicles coupled together.

Combined Gross Weight – total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.

Commercial Vehicle – vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property.

Converter Gear – auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semitrailer to a full trailer.

Credentials – the registration plate, cab card, and sticker issued to reflect the apportioned registration of a vehicle.

Double Bottom Combination – a combination of a power unit pulling two (2) semitrailers or a semitrailer and a full trailer.

Dump Truck (DT) – a truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open.

Empty Weight – weight of a vehicle fully equipped for service, excluding the weight of any load.

Established Place of Business – a physical structure owned, leased, or rented by a fleet registrant and designated by street number or road location, and which is open during normal business hours and in which are located:

- A telephone or telephones publicly listed in the name of the fleet registrant, and
- A person or persons conducting the fleet registrants business, and
- The operational records of the fleet or where the records can be made available.

Factory List Price – the manufacturer’s retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax – tax paid to the US Federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs / 24,947 kg or more.

Fifth Wheel Coupler – a device that is mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.

Fleet – one or more vehicles registered for operation in the same jurisdictions.

Gross Vehicle Weight – the number of pounds derived by adding the weights on all the axles of a commercial vehicle.

ICC – the abbreviation for the former United States Interstate Commerce Commission, now under the authority of the US Department of Transportation.

IRP – International Registration Plan.

Identification – see credentials.

InJurisdiction Miles – the total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year.

International Registration Plan – an agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction.

Interstate – vehicle movement between or through two or more jurisdictions.

Intrastate – vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Jurisdiction – state or province of a country.

Lease – written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time.

- **Long term lease** – a lease of 30 days and longer
- **Short term lease** – a lease of less than 30 days which is typically considered a **‘Rental’** in Oregon

Lessee – individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor - individual, partnership, or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation.

Loaded Weight – the weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded.

Mileage Reporting Year – period of twelve (12) consecutive months (July 1 to June 30) immediately prior to the beginning of the registration or license year for which apportioned registration is requested.

Mobile Home Toter (MT) – a motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles.

Operational Records – documents supporting miles traveled in each jurisdiction and total miles traveled, such as VTRs, fuel reports, trip sheets and logs.

Owner – any individual, partnership or corporation other than a lien-holder, holding legal title to a vehicle.

Owner-Operator – equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.

Power Unit – see bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter.

Private Carrier – individual, partnership, or corporation, which utilizes its own trucks to transport its own freight.

Purchase Price – actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.

Reciprocity – reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations, or understandings.

Reciprocity Agreement – an agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles, which are parties to such an agreement, arrangement, or understanding.

Recreational Vehicle/Motor Home – a motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure

- designed or used primarily for accommodation during travel or recreation, and
- designed or intended to be detachable.

Registrant – see applicant.

Registration Card – see cab card.

Registration Year – the twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet – one or more vehicles that are rented or offered for rent without drivers and which are designated by a rental owner as a rental fleet.

Restricted Plate – a registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).

Road Tractor (RT) – a motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the

vehicle being towed.

Semitrailer (ST) – vehicle without motive power designed for carrying people or property, pulled by a motor vehicle and constructed so that some part of its weight rests upon or is carried by the pulling vehicle.

Serial Number – see vehicle identification number.

Service Representative – one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Sublease – lease made to another person or company by the person or company to whom a vehicle is leased.

Tare Weight (Unladen Weight) – the actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

Total Fleet Miles – total number of miles operated by a fleet of apportioned vehicles registered in all IRP jurisdictions during the mileage-reporting period.

Tow/Recovery Vehicle (TW) – a motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned, or are replacement vehicles.

Tow Dolly – see converter gear.

Tractor (TR) – motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load.

Trip Lease – lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state.

Trip Permit – temporary permit issued by a jurisdiction in lieu of regular registration.

Trip Records – records maintained on distances traveled for each unit on a monthly/quarterly basis and accumulate totals annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

Truck (TK) – motor vehicle designed and used for the transportation of property – generally not designed and used to pull other vehicles.

Truck-Tractor (TT) – motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and its load.

Unladen Weight (Tare Weight) – the actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the

weight of any load.

VTR – the abbreviation for an Vehicle Trip Record (Same as an IVMR).

Vehicle Identification Number – identifying numbers and letter assigned to a vehicle for the purpose of titling and registration.

WUC – Western Uniform Compact. Also known as the Uniform Vehicle Registration Proration and Reciprocity Agreement.