



**IRP / International Registration Plan (Apportioned Tag)
Documents Required for IRP Application by Florida Department of Motor Vehicles (FDMV)**

PROOF OF OWNERSHIP (FLORIDA)

- TIN # (Tax ID #) and DOT#
- Florida Title (copy)
- Previous Florida registration (copy)
- Florida Title Receipt, Form HSMV 82041 (copy)
- Your Lease Agreement (copy) if you don't own the vehicle with complete Vehicle Identification Number/VIN

PROOF OF OWNERSHIP (OUT-OF-STATE)

- VIN verification form, HSMV 82042 (completed) AND
- Out-of-State TITLE (copy front and back) AND
- Statement Letter from Lienholder on letterhead stationery stating there is an outstanding lien on described vehicle;
- If Out-of-State Title is "electronic", write this on Letter.
– OR –
- VIN verification form, HSMV 82042 (completed) AND
- Out-of-State TITLE (copy front and back) AND
- Lease Agreement (copy) of vehicle leased to a Florida-based motor carrier with no outstanding lien.

SCHEDULE OF HEAVY VEHICLE ROAD TAX

SCHEDULE 1 (Federal Form 2290)(GVW 55,000 lbs or more)

Proof of Current Payment for annual tax must have been paid to the IRS (Internal Revenue Service / Federal Govt.).

SCHEDULE 1 (Form 2290) will be accepted as follows:

- Legible copy stamped "RECEIVED" by IRS
- Legible copy not stamped "RECEIVED" by IRS AND copy of cancelled check (front & back) showing payment received by IRS for Heavy Vehicle Use Tax
- Electronic form / e-File showing watermark receipt

LEASE AGREEMENT / CONTRACT

- TIN and DOT#, if leased to another Carrier
- Your Lease Agreement if Liability Insurance is not in your company name. (IF you don't own the vehicle, with complete Vehicle Identification Number [VIN])

ACTUAL MILES (RENEWALS ONLY)

- Miles traveled in each jurisdiction _____
- Time period for requested Miles:
07 / 01 / _____ to 06 / 30 / _____

INSURANCE

- Uniform Motor Carrier (Trucking) Bodily Injury and Property Liability Insurance Policy referred to as Combined Single Limits (CSL). Minimum Levels: (* Per occurrence for private carriers only)
 - \$50,000 * 26,000 lbs to <35,000 GVW
 - \$100,000 * 35,000 lbs to <44,000 GVW
 - \$300,000 * 44,000 lbs or more GVW
 - \$750,000 ALL For-Hire Carriers
 - \$1,500,000 Buses with 16 seats
 - \$5,000,000 Buses with 16 or more seats
- Expiration date on ALL documents must extend **past** effective date of carrier's new registration
- Certificate of Insurance (COI) Liability Insurance must contain the following: (**see sample attached**)
 - FDMV Endorsement Statement
 - FDMV as Certificate Holder:**
Dept of Highway Safety and Motor Vehicles, #A110
2900 Apalachee Parkway, Tallahassee FL 32399
 - Personal Injury Protection (PIP) coverage
 - Florida Insurance Company's NAIC number

VERIFICATION (ESTABLISHED PLACE OF BUSINESS)

The International Registration Plan (IRP) requires motor carriers to have an "established place of business" in their base State or jurisdiction. Definition:

- A physical structure owned, leased, or rented by the Registrant, which is open and staffed during normal business hours and has located within it:
 - The operational records of the fleet, unless the records can be made available.

PROOF OF ADDRESS

Original Applications or Renewals require documentation of physical business location.

Changes to physical business address **require three (3) proofs of address** from the following. **Copies of:**

- Driver's license
- Document indicating your Company is a Florida Corporation or is registered to conduct business as a Foreign Corporation in Florida.
- Utility Bill (electric, water, cable or home/business phone)(No cell phone bills)
- Tax Bill indicating real estate or personal property taxes paid in registrant's name for Florida address.
- Apartment Lease Agreement
- Federal Income tax return, in registrant's name filed from Florida address.
- Car Registration or FL Title in registrant's name