

INTERNATIONAL REGISTRATION PLAN (IRP) REQUIREMENTS

Any registrant filing an apportioned registration application with Kentucky must prepare and maintain operational records to support all distance.

Distance Records: Source records (i.e., driver's trip sheets, trip reports, etc.) must be prepared for each trip made by an apportioned power unit. These documents are for recording trip and distance information of the individual apportioned vehicles and they must be maintained so the continuous movement of each apportioned vehicle can be audited. Records containing the following elements shall be accepted as adequate under IRP Section 1005(a):

- The beginning and ending dates of the trip
- Trip origin and destination points
- Routes of travel
- The beginning and ending reading from the odometer, hubodometer, or any similar device for the trip
- The total distance of the trip
- The distance traveled in each jurisdiction
- The vehicle identification number or vehicle unit number

Actual distance is required. IRP mileage must be actual distance, not estimated or rounded, from your mileage records. If the distance reported appears to be rounded or estimated, your registration may be delayed up to 30 days for review.

- If you need to correct your mileage, complete a Schedule B and submit to the IRP Section to irp.dmc@ky.gov, fax 502.564.2950 or mail to the IRP Section, 200 Mero Street, Frankfort, KY 40602. If your mileage is actual, you will need to provide IFTA tax returns, mileage record logs or a detailed letter of explanation to corroborate the mileage. Submit these documents to irp.dmc@ky.gov, fax 502.564.2950 or mail to the IRP Section, 200 Mero Street, Frankfort, KY 40602.
- Print temporary cab card(s) from IRP Online until your mileage is approved. You can operate on the temporary cab card(s) for 45 days.

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, and off-highway distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported on the application, regardless of changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business locations. Due to the implementation of Full Reciprocity Plan, distance must be reported for all jurisdictions in which the fleet vehicles were operated in the preceding year even if apportioned registration is not sought in all of the jurisdictions.

Record Retention: Pursuant to IRP Section 1000, distance records must be retained to support the reported distance for the **current registration year and three previous registration years**. Failure to make records available or provide adequate records for audit within 30 calendar days of the request for records may result in the assessment of 20% of the apportioned fees paid by the registrant for the registration year to which records pertain. This assessment increases to 50% for the second offense and to 100% for the third offense.

Interjurisdictional Travel: Apportioned registration is intended for commercial vehicles that travel in two or more jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees. For detailed recordkeeping and reporting information and requirement, please refer to the IRP Audit Assistance Manual.

Motor Carrier Responsible for Safety (MCRS): When you register your vehicle(s) with the IRP office we capture the motor carrier responsible for safety (MCRS) USDOT number. If the MCRS changes, you must notify the IRP office to update the MCRS in our system so we can send you a corrected registration (cab card). If you are stopped with the registration USDOT number not matching the USDOT number displayed, you are subject to a citation by enforcement.

- To change the MCRS on your vehicle(s), visit irp.ky.gov. Enter your IRP account number, select update lease and complete the transaction. Once the update lease transaction has been paid and lease agreement has been approved, we will issue you an updated cab card with the correct MCRS.
- Or complete the IRP notification of lease correction form located on drive.ky.gov. Submit with a copy of your active safety lease agreement signed by both parties to the IRP office via email irp.dmc@ky.gov, fax 502-564-2950 or call the Call Center 502-564-1257 and ask for the IRP Section.

Address Change: If the physical or mailing address on your IRP account changes, you must update your address with IRP. To change the physical address on your IRP account, we need 3 proofs of the new address in the name on the IRP account. Examples of these include KY driver's license, phone or utility bills, articles of incorporation, copies of KY vehicle title/registration, income tax return, or proof of personal property.

Declaration: The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP apportioned registration requirements. I understand I need to contact the IRP office if the MCRS changes or the company address changes.