

International Registration Plan (IRP) New Account Checklist

NOTE: Failure to provide the required documentation listed in the International Registration Plan (IRP) New Account Checklist will result in a rejected application. (Submit this completed checklist with your completed applications)

IRP Schedule TC 95-303C: Kentucky IRP Apportioned Registration Application

IRP Schedule TC 95-303B: Reported Estimated or Actual Miles Traveled

Note TC 95-303B: If previously licensed in another jurisdiction, applicants must report actual distance and provide a copy of the previous IRP Cab Card/Registration for each vehicle being registered.

Proof of Company Ownership: Copy of a valid Kentucky Driver's License/CDL/Real ID

PROOF OF RESIDENCY/ESTABLISHED PLACE OF BUSINESS - Applicants may elect Kentucky as the base jurisdiction for their residency/business if they meet the following requirements:

- Established place of business* Required to have a physical address in Kentucky;
- Fleet accrues distance in Kentucky; and
- Fleet records are maintained in Kentucky or can be made available

*Established Place of Business means a physical structure located in Kentucky that is owned/leased by the applicant/registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant/Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the 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 inquiries).

Proof of Residency: Applicants MUST Provide Three (3) different Proofs, MUST Match Physical Address on Application

Business Applicants: Kentucky Issued valid Driver's License

Corporation Applicants: Proof of incorporation or registration to conduct business as a foreign corporation in KY (Articles of Incorporation) MUST be active and in good standing with KY Secretary of state

Copy of federal or state income tax return (Must match physical address on IRP application (Kentucky address))

Mortgage Statement (Must be less than 60 days old from statement date)

Current Utility Bill (Water, Electric, Phone, Garbage etc.) in the applicant's name and **Must match physical address on IRP application**

Current Kentucky Certificate of Title (Register for apportion certificates at your local County Clerks Office)

Current bank statement (less than 60 days old from bank statement date (No Checks accepted))

If Applicable please submit the documents below with your IRP application:

Power Of Attorney: If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney signed by both parties must be submitted.

Operational Lease Applicants (Registrants): When the registrant does not have their own USDOT and/or Motor Carriers authority (MC number), a USDOT lease Agreement must be provided by filling out TC 95-641 Operational Lease Agreement (This is the only lease agreement accepted, **Must** be signed by both parties)

STAMPED OR WATERMARKED FORM (HVUT 2290) – The stamp (red or blue stamp from IRS with date) or watermark (E-file with Date). Stamp or Watermark **Must** be visible when uploaded) or a cancelled check (front and back), is considered proof of payment.

- 2290 HVUT is required for commercial vehicles that have been owned for 60 days or more from the purchase date and have a combined gross weight of 55,000 lbs or above
- 2290 HVUT are required to be carried in each vehicle and must include proof of payment (stamp or watermark, or front and back of cancelled check)

Registration and payment can be filed electronically with the Internal Revenue Service at www.IRS.ky.gov.

Note: IRP Applications should be submitted via email: IRP.DMC@KY.GOV

- Applications are processed in the order received
- First-time/New IRP applications may up to 14 days to process
- IRP resources can be found online at:
<https://drive.ky.gov/motor-carriers/Pages/International-Registration-Plan.aspx>
- All Motor Carrier forms can be found online at:
[https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-\(TC-95\).aspx](https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-95).aspx)

Other credentials may be required see below:

- KYU Kentucky Weight Distance Tax 59,999lbs or greater (Apply on-line 24/7)
- IFTA International Fuel Tax (submit a TC 95-1 with IRP packet if applicable. Visit Drive.ky.gov for more information.
- UCR Unified Carrier Registration (Apply on-line at www.ucr.gov)

Mailing address for "IRP New Account" mailed applications: (A drop box is located inside the foyer at the KYTC Bldg at 200 Mero Street)

PO Box 2004

Frankfort KY 40602-2004

Phone: 502-564-1257