

TC 95-303 INSTRUCTIONS**International Registration Plan (IRP) New Account Checklist**

NOTE: Failure to provide the required documentation listed in the International Registration Plan (IRP) New Account Checklist prior to filing an application for registering a new vehicle through the IRP will result in a rejected application.

	REQUIREMENTS: – COMPANY NAME: _____
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Motor Carrier Authority (MC): This allows you to operate interstate when the MC# is active <ul style="list-style-type: none"> Your MC# MUST be ACTIVE before we will review your IRP application. All applications submitted without an MC# active will be rejected. (PERTAINS TO THE HOLDER OF THE DOT# ONLY)
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Unified Carrier Registration (UCR): (PERTAINS TO THE HOLDER OF THE DOT# ONLY) <ul style="list-style-type: none"> UCR Fees must be paid and up to date. To pay you can go to ucr.gov and pay those fees
<input type="checkbox"/> N/A <input type="checkbox"/> YES	Power of Attorney (POA): <ul style="list-style-type: none"> If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney is required and should be hand signed/dated by both parties. A copy of the owner's driver license is required – Must be signed in front of a Notary
<input type="checkbox"/>	IRP Schedule TC 95-303C: Kentucky IRP Apportioned Registration Application: <ul style="list-style-type: none"> Filled out completely and in full Kentucky is taking "New Security Measures" and will <u>no longer collect Social Security Numbers</u> or establish <u>new IRP accounts in a Personal name.</u> You can apply for a FEIN through the IRS
<input type="checkbox"/>	IRP Schedule TC 95-303B: Reported Estimated or Actual Miles Traveled <ul style="list-style-type: none"> 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. Please note that below the FEIN on this form, you MUST fill in the YEARS for the reporting period date
<input type="checkbox"/>	Proof of Company Ownership: Copy of a valid Kentucky Driver's License/CDL/Real ID <ul style="list-style-type: none"> Driver's license should be of the applicant applying for IRP
<input type="checkbox"/>	ESTABLISHED PLACE OF BUSINESS/PROOF OF RESIDENCY – Applicants may elect Kentucky as the base jurisdiction for their business/residency if they meet the following requirements: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> * 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) <p><u>Proof of Residency: Three address proofs are required (PICK 3)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>For individuals-</u> Driver license/Real ID or CDL license issued by KY <input type="checkbox"/> Federal or State Income (current or prior year) tax return <input type="checkbox"/> Carry Conceal Deadly Weapon License (CCDW) <input type="checkbox"/> Proof of Real Estate or Personal Property Taxes: Real Estate or Vehicle taxes paid to KY (must provide proof of payment) <input type="checkbox"/> Mortgage Statement (must be less than 60 days old) <input type="checkbox"/> Current utility bill in the applicant's name with a Kentucky address (must be less than 60 days old) Phone, Cable, Internet, Gas, Electric, Water, Garbage (only one of each utility bill can be accepted) <input type="checkbox"/> Kentucky Certificate of Title or Apportioned Certificate (current)

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<input type="checkbox"/> N/A	Secretary of State (SOS):
<input type="checkbox"/> YES	<ul style="list-style-type: none"> Is the carrier listed as an LLC (Limited Liability Company) or Corporation? If so, are they listed in good standing with SOS? Are they listed at all? If not, carrier needs to register with SOS.
<input type="checkbox"/> NO	
<input type="checkbox"/> YES	Apportioned Certificate (REQUIRED): This must be obtained by going to your local county clerk's office and applying for one. COMMERCIAL PLATE HOLDERS: DO NOT obtain the apportioned certificate until this office notifies you that your IRP application has been approved so that you can continue current operations.
<input type="checkbox"/> NO	
<input type="checkbox"/> YES	Apportioned Plate: Is your vehicle currently, or within the last year, registered on another IRP account? If yes, please provide a copy of the cab card.
<input type="checkbox"/> NO	
<input type="checkbox"/> N/A	Operational Lease Applicants (Registrants): When the registrant does not have their own USDOT and/or Motor Carrier's authority (MC number), a USDOT lease Agreement must be provided by filling out <u>TC 95-641</u> Operational Lease Agreement (This is the only lease agreement accepted)
<input type="checkbox"/> YES	
<input type="checkbox"/> YES	HVUT 2290 Form (Schedule 1): The stamp or watermark (<u>MUST</u> be visible when scanned) or a cancelled check (front and back), is considered proof of payment.
<input type="checkbox"/> N/A	
	<ul style="list-style-type: none"> 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 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 to: IRP.DMC@KY.GOV

- Applications are processed in the order they are received in
- First-time/New IRP applications may take 10 – 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 (such as KYU, IFTA, or UCR) may be applicable. Visit Drive.ky.gov for more information.