

International Registration Plan New Application Checklist

New IRP Applications should be submitted via email to: irp.dmc@ky.gov

NOTE: Failure to provide the required documentation listed on the International Registration Plan (IRP) New Application Checklist will result in a REJECTED application.

APPLICANT/COMPANY NAME

1	<input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> Private	Motor Carrier Authority (MC) – PERTAINS TO THE USDOT HOLDER ONLY <ul style="list-style-type: none"> If the USDOT is For Hire, this allows you to operate Interstate when the MC number is active. Your MC number MUST be ACTIVE before we will review your IRP application. All applications submitted without an active MC # will be REJECTED (must not be pending).
2	<input type="checkbox"/> YES <input type="checkbox"/> N/A	Unified Carrier Registration (UCR) – PERTAINS TO THE USDOT HOLDER ONLY <ul style="list-style-type: none"> UCR Fees must be paid and up to date. Please visit ucr.gov to pay your yearly dues.
3	<input type="checkbox"/> N/A <input type="checkbox"/> YES	Power of Attorney (POA) – MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC <ul style="list-style-type: none"> If someone other than a representative of the company completes and/or submits the application, a Motor Carrier Power of Attorney is required and should be hand signed/dated by both parties.
4	<input type="checkbox"/>	Proof of Company Ownership: Copy of a current REAL ID/CDL/Standard Driver's License or ID <ul style="list-style-type: none"> Driver's License should be of the applicant applying for IRP (same contact name on Schedule C) If applying as a Kentucky Proof of Residence, must have a KY issued identification (home address on ID must match application; two additional matching address proofs are still required)
5	<input type="checkbox"/>	Schedule C: Kentucky IRP Apportioned Registration Supplemental Application (TC 95-303C) <ul style="list-style-type: none"> Must be filled out completely (see Schedule C Instructions for a step-by-step guide) Applicant must have an existing Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service (IRS) – We will not accept applications with a Social Security Number Must be signed and dated by the applicant (<i>cannot be signed by a licensing agent or third party</i>).
6	<input type="checkbox"/>	Schedule B: Kentucky IRP Apportioned Registration Application (TC 95-303B) <ul style="list-style-type: none"> If previously plated/registered with IRP in another jurisdiction, applicants must report actual distance and provide a copy of the previous Cab Card for each vehicle being registered (see #7). Must be signed and dated by the applicant (<i>cannot be signed by a licensing agent or third party</i>).
7	<input type="checkbox"/> YES <input type="checkbox"/> NO	Apportioned Plate: Is your vehicle currently, or within the last year, registered on another IRP account (in any jurisdiction)? If yes, please provide a copy of the cab card. Cab Card Provided <input type="checkbox"/>
8	<input type="checkbox"/> YES <input type="checkbox"/> NO	Apportioned Certificate (REQUIRED): This must be obtained by going to your local county clerk's office and applying for one. COMMERCIAL PLATE HOLDERS: Please 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. My vehicle(s) is/are currently registered with commercial plate(s). <input type="checkbox"/>
9	<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO	Kentucky Secretary of State (SOS): <ul style="list-style-type: none"> Is the carrier registered with SOS (Limited Liability Company/Corporation)? If so, are they listed in good standing with SOS? Are they listed at all? If reporting an LLC/Corp, carrier must register. Name and physical address listed with FMCSA (if registered) must match Kentucky SOS exactly.
10	<input type="checkbox"/> N/A <input type="checkbox"/> YES	Operational Lease Applicants (Registrants): When the registrant does not have their own USDOT and/or Motor Carrier Authority (MC number), a USDOT lease agreement must be provided by filling out the Kentucky Operational Lease Agreement (TC 95-641). NOTE: This is the only lease agreement accepted.
11	<input type="checkbox"/> YES <input type="checkbox"/> N/A	HVUT 2290 Form (Schedule 1): The stamp or e-file watermark (MUST be visible when scanned) is considered proof of payment (front and back of cancelled check, or a credit/bank statement is acceptable with a copy of the 2290). Vehicle(s) should have the correct weight category reported. <ul style="list-style-type: none"> 2290 HVUT is required for commercial vehicles that have been owned 60 days or more from the purchase date and have a combined gross weight of 55,000 pounds or above Registration and payment can be filed electronically at irs.gov (search: 2290 e-file)

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12	CHOOSE ONE	<input type="checkbox"/> ESTABLISHED PLACE OF BUSINESS		<input type="checkbox"/> KENTUCKY PROOF OF RESIDENCE		
		DEFINITIONS				
		<p>*Established Place of Business (EPOB): A physical structure located within Kentucky that is owned/leased, such lease agreements shall be for no less than 12 months by the applicant/registrant and whose street address shall be specified by the applicant/registrant. The physical structure shall have clear company signage with hours of operation posted (on location or via website/online), be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the application/registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant/registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries).</p> <p>*Proof of Residency: If an Applicant does not have an Established Place of Business in Kentucky, the Applicant may designate Kentucky as their base jurisdiction if the applicant can demonstrate Residence with a Kentucky Driver's License or ID.</p>				
		<p>Address Proofs: Applicants may elect Kentucky as their base jurisdiction if they meet the following requirements:</p> <ul style="list-style-type: none"> Physical address must be in Kentucky Fleet accrues distance in Kentucky Fleet records are maintained in Kentucky or can be made available 		<p>TWO ADDRESS PROOFS REQUIRED (Pick 2 from the list below):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Concealed Carry of Deadly Weapons License (CCDW) – can only be used if a Kentucky Proof of Residence <input type="checkbox"/> House/Apartment/EPOB Lease (One-Year contract minimum) <input type="checkbox"/> Property/Home Mortgage Statement (must be less than 60 days old) <input type="checkbox"/> Federal or State Income Tax Return (current or prior year) <input type="checkbox"/> Proof of Real Estate or Personal Property Taxes: Real Estate or Vehicle taxes paid to Kentucky (must provide proof of payment) <input type="checkbox"/> Utility Bill(s) - only one of each Utility Bill can be accepted <i>Circle up to 2 of the following:</i> Phone – Cable – Internet – Gas – Electric – Water – Garbage – ADT (must be less than 60 days old and service address must match physical address on application) <input type="checkbox"/> Kentucky Certificate of Title -OR- Apportioned Certificate (current) 		
EPOB QUALIFICATIONS		<i>Initials</i>				
Business Records kept at EPOB						
EPOB holds at least a One-Year Lease (copy of Lease required, will count as first address proof)						
Is open during the business hours of: ____ : ____ AM to ____ : ____ PM MON-TUE-WED-THU-FRI-SAT-SUN (circle days open)						
Employee(s) name: 1. 2.						
Please initial the following items to confirm that you understand the terms of this checklist.						<i>Initials</i>
Applications are processed in the order they are received.						
First-time/New IRP Applications may take 10-14 business days for the initial review (and each subsequent review if it is rejected).						
Who will be responsible for reporting the IFTA?		<input type="checkbox"/> APPLICANT (Trucking Application included)		<input type="checkbox"/> LEASE COMPANY		
Who will be responsible for reporting the KYU (60,000+ pounds)?		<input type="checkbox"/> N/A		<input type="checkbox"/> APPLICANT		<input type="checkbox"/> LEASE COMPANY
I am responsible for maintaining mileage records for 5 years, even if my lease company is reporting for IFTA and/or KYU.						
Applications are also accepted by mail, but results will be sent back via email. (Division of Motor Carriers, PO Box 2323, Frankfort, KY 40602)						
IRP resources and all Motor Carrier forms can be found on our website at drive.ky.gov .						
ACKNOWLEDGEMENT (cannot be signed by a licensing agent or third party)						
I, the undersigned, do hereby certify, under penalty of perjury, that the provided documents and the statements made herein are true and correct to the best of my knowledge, information, and belief. I understand that in the event the Established Place of Business (EPOB) is proven to be outside the State of Kentucky, the EPOB account will be suspended, and the registration fees will not be refunded.						
(PLEASE PRINT) APPLICANT NAME – must match provided Driver's License					DATE	
SIGNATURE					KYTC/DMC USE ONLY	
					IRP Account #	
					Agent	Date