

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

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:
<input type="checkbox"/>	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.
<input type="checkbox"/>	Unified Carrier Registration (UCR): <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 and 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 Number's or establish 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"/>	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: <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 <p>* *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> <p>Proof of Residency: Three address proofs are required (PICK 3)</p> <ul style="list-style-type: none"> <input type="checkbox"/> For individuals- Driver license/Real ID or CDL license issued by KY (License should not be expired more than 1 year) <input type="checkbox"/> For corporations- Proof of incorporation or registration to conduct business as a foreign corporation in KY (Articles of Incorporation) verify thru Secretary of state <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) <input type="checkbox"/> Bank statement (less than 60 days old)

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<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO	Secretary of State (SOS): <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. Click or tap here to enter text.
<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 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)
<input type="checkbox"/> YES <input type="checkbox"/> N/A	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. <ul style="list-style-type: none"> 2290 HVUT is required for commercial vehicles that have been owned for 60days or more from the purchase date and have a combined gross weight of 55,000 lbs. or above Current year reporting period: July 1, 2022 – June 30, 2023 2290 HVUT must include proof of payment (stamp or watermark, or front andback 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.