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: _____
☐ **YES** ☐ **N/A**	**Motor Carrier Authority (MC):** This allows you to operate interstate when the MC# is active • 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)**
☐ **YES** ☐ **N/A**	**Unified Carrier Registration (UCR): (PERTAINS TO THE HOLDER OF THE DOT# ONLY)** • UCR Fees must be paid and up to date. To pay you can go to ucr.gov and pay those fees
☐**N/A** ☐ **YES**	**Power of Attorney (POA):** • 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**
☐	**IRP Schedule TC 95-303C: Kentucky IRP Apportioned Registration Application:** • Filled out completely and in full • Kentucky is taking "New Security Measures" and will no longer collect **Social Security Numbers** or establish new IRP accounts in a **Personal name**. • You can apply for a FEIN through the IRS
☐	**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. • **Please note that below the FEIN on this form, you MUST fill in the YEARS for the reporting period date**
☐	**Proof of Company Ownership: Copy of a valid Kentucky Driver's License/CDL/Real ID** • Driver's license should be of the applicant applying for IRP
☐	**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:** • 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: Three address proofs are required (PICK 3)**
☐	• For individuals- Driver license/Real ID or CDL license issued by KY (License should not be expired more than 1 year)
☐	• For corporations- Proof of incorporation or registration to conduct business as a foreign corporation in KY (Articles of Incorporation) verify thru Secretary of state
☐	• Federal or State Income (current or prior year) tax return
☐	• Carry Conceal Deadly Weapon License (CCDW)
☐	• Proof of Real Estate or Personal Property Taxes: Real Estate or Vehicle taxes paid to KY (must provide proof of payment)
☐	• Mortgage Statement (must be less than 60 days old)
☐	• 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)
☐	• Kentucky Certificate of Title or Apportioned Certificate (current)

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☐	• Bank statement **(less than 60 days old)**
☐N/A ☐ YES ☐ NO	**Secretary of State (SOS):** • 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.
☐ YES ☐ NO	**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.
☐ YES ☐ NO	**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.
☐N/A ☐YES	**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 TC 95-641 Operational Lease Agreement **(This is the only lease agreement accepted)**
☐ YES ☐N/A	**HVUT 2290 Form (Schedule 1):** The stamp or watermark (MUST be visible when scanned) 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 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: KYTCIRPApportionedRegistration@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
- Other credentials (such as KYU, IFTA, or UCR) may be applicable. Visit Drive.ky.gov for more information.