

**North Dakota
International Registration Plan
Instruction Manual
2020**



Prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
BISMARCK, NORTH DAKOTA
www.dot.nd.gov

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Electronic Logging Devices (ELDs)

The Electronic Logging Device (ELD) Rule applies to most motor carriers and drivers who are required to keep records of duty status (RODS). As part of the MAP-21 Act, Congress required adoption of the ELD rule.

ELD's are NOT a substitute for the recordkeeping requirements for IFTA or IRP.

ELDs are required to record hours of service, not miles and fuel. The data provided by most ELDs does not meet the requirements for IFTA or IRP. In addition, most ELD providers do not retain your records for longer than one year; IRP requires records be retained for 3 years after the current registration period or longer if you are notified your records are being audited.

Questions on ELDs can be answered by FMCSA at (701) 250-4346.

Registration Manual Disclosure

This manual provides information on the International Registration Plan (IRP). For information on the International Fuel Tax Association (IFTA) including recordkeeping requirements, which are different from the IRP recordkeeping requirements, please refer to the most current NDDOT IFTA Manual. Additional IFTA information may be found at <https://www.iftach.org/>.

This manual is designed to guide and assist individuals in performing the registration of apportioned vehicles. When appropriate or necessary there may be deviations from these procedures due to changes in policies, interpretation, or law. Applicants are encouraged to read and follow the instructions provided precisely to speed up the registration process. Applications are processed on a first-in first-out basis. Same day service is not always available. This manual may be changed at any time.

Current International Registration Plan (IRP) details including the complete Plan, recordkeeping requirements, and audit details can be found at www.irponline.org.

Section 39-19-04 of the North Dakota Century Code grants the Department authority to participate in the International Registration Plan.

Anyone requiring more information should contact:

Motor Carrier Section
North Dakota Department of Transportation
608 E. Boulevard Ave, Suite 103
Bismarck, ND 58505-0791

Website: <https://www.dot.nd.gov/>
Email: MotorCarrier@nd.gov
Telephone: (701) 328-1287
Fax: (701) 328-3500

It is the NDDOT's policy that all employees have the right to work in an environment free of harassment. An employee may discontinue service to a customer if the customer subjects the employee to conduct, communication, or sexually explicit paraphernalia which may interfere with the employee's work performance or create a hostile, intimidating, or offensive work environment.

Under Title VI of the Civil Rights Act of 1964, and its related statutes and regulations, no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any and all programs, services, or activities administered by the North Dakota Department of Transportation.

Registration Offices

LOCATION	HOURS	SERVICES
Bismarck - Motor Carrier Section ND Department of Transportation 608 E. Boulevard Ave, Suite 103 Bismarck, ND 58505-0791 motorcarrier@nd.gov (701) 328-1287	8:00am – 4:30pm	All Motor Carrier services available. **All new accounts and renewals must be processed through the Bismarck office. New accounts are by appointment only.
Dickinson - T-Rex Plaza 1173 3rd Ave W, Suite 37-B Dickinson, ND 58601 (701) 227-6540	8:30am – 12:00pm MST 1:00pm – 4:30pm MST	Vehicle additions, deletions, and weight increases. Additional branch fees may apply.
Fargo - Westfield Business Park 855 45th St S Fargo, ND 58103 (701) 282-5070	8:00am – 4:00pm	Vehicle additions, deletions, and weight increases. Additional branch fees may apply.
Grand Forks - Grand Cities Mall 1726 S Washington St, Suite 55 Grand Forks, ND 58201 (701) 772-1390	8:30am – 4:15pm	Vehicle additions, deletions, and weight increases. Additional branch fees may apply.
Minot - Arrowhead Shopping Center 1600 2nd Ave SW, Suite 5 Minot, ND 58701 (701) 857-8221	8:30am - 5:00pm M,T,W,F 8:30am - 5:30pm Thurs	Vehicle additions, deletions, and weight increases. Additional branch fees may apply.

Additional contacts you might need:

Business	Phone Number
Federal Motor Carrier Safety Administration	701-250-4346
North Dakota Motor Carriers Association	701-223-2700
ND Highway Patrol Motor Carrier	701-328-5128
ND Highway Patrol Permit Office	701-328-2621
IRS Appointment Line Toll Free	1-844-545-5640
IRS Bismarck – 4503 Coleman St Ste 101	1-844-545-5640
IRS Fargo - 657 Second Ave N	1-844-545-5640
IRS Grand Forks - 102 N 4th St	1-844-545-5640
IRS Minot – 100 1 st Ave SW	1-844-545-5640
IRS Toll Free Number	1-800-829-1040
North Dakota Secretary of State	701-328-2900

What is IRP?

The International Registration Plan (IRP) is an agreement among 48 U.S. states, the District of Columbia and 10 Canadian provinces which recognizes the registration of commercial motor vehicles registered by other jurisdictions. In 1991 the U.S. Congress enacted legislation (the Intermodal Surface Transportation Efficiency Act of 1991) which mandated that all the states (except Alaska and Hawaii) join the IRP by 1996.

IRP fees are calculated on an apportioned basis, depending on the percentage of actual distance the fleet traveled in each jurisdiction, vehicle value and type, vehicle age, registered weight, and vehicle identification information. Each base jurisdiction transmits the fees it collects from its IRP registrants to the IRP Clearinghouse which distributes it to other IRP member jurisdictions. Base jurisdictions issue a cab card and plate(s) for each IRP registered vehicle.

What is Apportioned Registration?

The apportioned registration system allows for flexibility of commerce between the member jurisdictions. Such efficient use of the highway system is beneficial to the economic and social growth of the member jurisdictions. Freedom of vehicle movement is achieved through official recognition of apportioned vehicles by all member jurisdictions.

IRP member jurisdictions:

- Agree to allow the base jurisdiction to collect apportionment fees for all jurisdictions collectively at the time of registration or renewal. The base jurisdiction will distribute fees to the other IRP jurisdictions as outlined by the IRP Plan.
- Accept a single registration plate. Buses will be issued two plates.
- Accept a single registration card (cab card).
- Allow registrants to travel both interstate and intrastate

jurisdictionally. Intrastate travel is subject to the terms of the operating authority issued by each member jurisdiction.

Apportioned Registration Does Not:

- Waive or exempt a carrier from obtaining operating authority from any jurisdiction in which the apportioned vehicle travels (either inter or intra);
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA);
- Waive or exempt the requirements of the Unified Carrier Registration (UCR);
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.);
- Allow registrants to exceed the maximum length, width, height, or axle limitations;
- Waive or exempt the payment or reporting of the IRS Federal Heavy Vehicle Use Tax (Form 2290);
- Exempt a carrier from filing the necessary proof of liability coverage in each jurisdiction, where required.

When to Apply for Apportioned Registration

Vehicles traveling exclusively within North Dakota will need an in-state commercial plate, which may be purchased from any branch office. If a carrier travels outside North Dakota, either a trip and fuel permit or an IRP plate (also known as a prorate plate) and IFTA is needed. New IRP accounts are opened by appointment at the Bismarck branch.

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

1. has two axles and a gross vehicle weight or registered gross vehicle

- weight in excess of 26,000 pounds, or
2. has three or more axles, regardless of weight, or
 3. is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

Exceptions/Exempt Vehicles

A Recreational Vehicle, a vehicle displaying Restricted Plates or a government-owned vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds, or less, nevertheless may be registered under the Plan at the option of the Registrant.

Temporary Registrations/Trip Permits

If you are only going to leave the state of North Dakota minimally, it may be beneficial to research trip and fuel permits instead of enrolling into the IRP and IFTA programs. You would need to contact each jurisdiction you would travel into for details.

Unladen Vehicle Registration

Operators who require a temporary registration to move their apportionable unladen vehicle may obtain an Unladen Permit for a \$30 fee. The permit is valid for up to 14 days.

Oversize/Overweight

Nondivisible oversize and overweight vehicles and load movements that exceed legal size and weight as provided in North Dakota law must obtain an oversize and/or overweight single trip permit. The permit must be in possession prior to movement on the North Dakota state/interstate system. A permit can be obtained by clicking on E-Permits at www.nd.gov/ndhp or by calling (701) 328-2621.

The NDHP Automated Permit Routing System can issue most single trip permits in real time 24/7. The permit fee ranges from \$20 to \$100 and is valid for 3 days. The routing service fee is \$10.

Reciprocity Agreements

North Dakota has entered into the agreements below with our bordering states. These agreements could be rescinded by either party with 30 days notice.

Check with the jurisdiction you are travelling into to determine if any permits or other credentials are needed prior to entering the jurisdiction.

South Dakota

North Dakota vehicles may be exempt from the IRP requirements while travelling into South Dakota no further than north of US Highway 12 on the east side of the Missouri River and north of SD Highway 20 on the west side of the Missouri River.

The purpose of this reciprocity agreement is to promote the north-south movement of vehicles only. A vehicle shall enter either state and proceed from the point nearest the destination and return in a like manner. This agreement does not permit you to traverse the length of a state within the free zone.

This agreement does not exempt you from fuel permits or IFTA unless you are a farmer/rancher operating a farm vehicle hauling your own farm products, supplies, or equipment into the free zone.

Minnesota

North Dakota vehicles may be exempt from the IRP and IFTA requirements while travelling within 20 miles of the Minnesota – North Dakota boundary line.

North Dakota farm plated vehicles may be exempt when travelling into Minnesota west of a line drawn north to south from MN Highway 72 to US Highway 71 to Cass Lake, then south on MN Highway 371 to Little Falls, then south on US Highway 10 to St. Cloud, then south on MN Highway 15 to the Minnesota – Iowa border.

Montana

North Dakota farm vehicles are exempt from IRP requirements, but not from fuel permits or IFTA.

Selection of Base Jurisdiction

An Applicant may elect as its Base Jurisdiction any member jurisdiction (i) where the applicant has an established place of business, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where records of the fleet are maintained or can be made available.

An Applicant that does not have an established place of business in any Jurisdiction may designate as a Base Jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where records of the fleet are maintained or can be made available.

To establish residence in a Member Jurisdiction, an applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:

- if the Applicant is an individual, a valid North Dakota driver's license,
- if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in North Dakota,
- if the Applicant is a corporation, that the principal owner is a resident of North Dakota,
- the Applicant's federal income tax returns filed from an address in North Dakota,
- that the Applicant has paid personal income taxes to North Dakota,
- that the Applicant has paid real estate or personal property taxes to North Dakota,
- that the Applicant receives utility bills in North Dakota in its name,
- that the Applicant has a vehicle titled in North Dakota in its name, or
- that other factors clearly evidence the Applicant's legal Residence in North Dakota. Examples include

correspondence from the IRS, FMCSA, or ND Secretary of State.

Proof of residence documents must display a physical street address. Post office boxes and mail service providers such as Mail Boxes, Etc., The UPS Store, and similar businesses will not be accepted.

New IRP Account Checklist

The items in this checklist will each be described in the following sections.

1. Schedule A – SFN 2477 IRP Original Application
2. USDOT number
3. Validated IRS Form 2290 – Heavy Vehicle Use Tax
4. 3 proofs of ND residency or ND established place of business
5. Title(s) or Manufacturer Certificate of Origin (MCO) for vehicles to be registered
6. Unified Carrier Registration (UCR)
7. Agreement to Maintain Records [SFN 60450](#)
8. Lease Agreement (if applicable) – must include the lessee, lessor, lease term, VIN and who is responsible for IFTA

Completion of Applications

The applicant is responsible for the completion of all forms necessary. Incomplete, inaccurate, or illegible applications will be returned and will delay processing. Some forms must be signed by the owner of the account or DOT number; power of attorney is not able to sign some documents.

Data submitted on the applications is subject to review and verification. The base jurisdiction acts for all jurisdictions in the verification of information submitted. The applicant's signature attests to the accuracy of data contained on the application(s). Applications can be obtained in person or online at www.dot.nd.gov.

Schedule A IRP Original Application is used when a new account is opened. North Dakota uses a staggered registration

system, which means carriers have the option of choosing their expiration date from the dates listed on the Schedule A. This cannot be changed once the account is established. Fill in the weight you wish to be registered for in each state listed on page 3.

Your fees will be calculated on the method you choose to declare distance. If you had actual miles operated for the preceding July 1 – June 30 enter those miles in on page 3. If you did not operate during the preceding July 1 – June 30 your fees will be calculated using North Dakota’s average per vehicle distance chart. This will result in each jurisdiction getting a portion of your first cycle’s fees. After that, you will pay fees only to the jurisdictions you accrue miles in.

USDOT number The FMCSA monitors and ensures compliance with regulations governing safety (all carriers) and commerce (for-hire carriers). Carriers may be subject to both USDOT Number and MC Number registration requirements or either one separately. To determine your requirements, call 701-250-4346 or visit www.fmcsa.dot.gov.

Form 2290 Heavy Vehicle Use Tax. Anyone who registers a heavy highway motor vehicle with a gross weight of 55,000 pounds or more must file IRS Form 2290. Your filing deadline is not tied to your vehicle registration date. Regardless of your vehicle’s registration renewal date, file Form 2290 by the last day of the month following the month in which you first used the vehicle on a public highway during the taxable period and must be renewed each year by June 30.

To file, visit www.irs.gov/trucker or call 1-844-545-5640 to make an appointment to file in person at your local IRS office. The IRS does not accept walk-in applicants. Please note, mailed applications take significantly longer to process which may delay your registration.

Vehicle Title or MCO. To register a vehicle in North Dakota, the vehicle’s properly

assigned title or MCO must be submitted. A vehicle with an out-of-state title is required to be registered but not titled in North Dakota unless:

1. There is a change of ownership
2. The title is from Alaska, Delaware, Georgia, Montana, New Hampshire, Oregon, or a Canadian province.

These two situations would require the title to be transferred to a North Dakota title and excise tax due.

UCR Unified Carrier Registration. Any motor carrier or other entity that is required to obtain a USDOT, Freight Forwarder, or Motor Carrier number and/or is required to register with FMCSA or should be registered as an interstate or international commerce carrier is subject to the UCR Agreement. Carriers based in Canada and Mexico that operate in the United States are also subject to the UCR Agreement.

To register, visit www.ucr.gov. This is the only authorized website to complete UCR registration. There are many other websites that claim to file UCR, but they are not the official site and likely charge an unnecessary extra fee. We recommend typing the address directly into the address bar at the very top of a web page, not into a search browser.

Agreement to Maintain Records Every carrier who registers vehicles in the IRP must maintain records to verify the miles reported to the jurisdiction. These mileage records must be kept for a period of three years following the close of the Registration year to which the application pertains and made available for audit upon 30 days notice or in the event you are notified you have been selected for an audit you are required to retain all records under audit until such time as you are notified the audit has been completed, whichever is longer.

Recordkeeping Requirements

Complete requirements can be found in Section 1010 of the International Registration Plan. The records maintained by each Registrant must be adequate to enable NDDOT to verify the distances reported in your application and to evaluate your distance accounting system.

An acceptable source document to record distances is an Individual Vehicle Mileage and Fuel Report (SFN 16921). This document is completed for each trip made by a vehicle in an IRP fleet, including owner-operated and leased vehicles.

If you are using an Electronic Logging Device (ELD) to comply with FMCSA's hours of service and record of duty status rulemaking, those records may not be sufficient for IRP records.

Records may be produced through any means, and retained in any format or medium available to the Registrant and accessible by the NDDOT.

Regardless of the format chosen to record distance the following items must be recorded for each trip by an IRP vehicle and maintained for a period of three years after the current registration period. For example, records for registration year 2018 (operation and mileage years 7/1/16 – 6/30/17) must be retained through December 2021. In the event you are notified you have been selected for an audit you are required to retain all records under audit until such time as you are notified the audit has been completed.

For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):

1. the original GPS or other location data for the Vehicle to which the Records pertain
2. the date and time of each GPS or other system reading
3. the location of each GPS or other system reading
4. the beginning and ending reading from the odometer, hubodometer,

engine control module (ECM), or any similar device for the period to which the Records pertain

5. the calculated distance between each GPS or other system reading
6. the route of the Vehicle's travel
7. the total distance traveled by the Vehicle
8. the distance traveled in each jurisdiction
9. the Vehicle identification number or Vehicle unit number

For Records produced by a means other than a vehicle-tracking system:

1. the beginning and ending dates of the trip to which the Records pertain
2. the origin and destination of the trip
3. the route of travel
4. the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the trip
5. the total distance of the trip
6. the distance traveled in each Jurisdiction
7. the Vehicle identification number or Vehicle unit number

Summaries:

1. a summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
2. a summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
3. a summary of the quarterly summaries

Title and Registration Instructions

To register a vehicle in a North Dakota IRP account, the following must be submitted:

1. A properly assigned title or MCO
 - a. MCO – Must have proper assignments
 - b. North Dakota title changing ownership – must have title, proper assignments, and lien releases
 - c. North Dakota title not changing ownership – title number and VIN
 - d. Out-of-state title changing ownership – must have title, proper assignments, and lien releases
 - e. Out-of-state title not changing ownership* – 2 options:
 - i. Transfer the title to a ND title by providing title, proper assignments, and lien releases
 - ii. Keep the title as an out of state title and complete ND Registration only by providing a copy of the front and back of the title

*Note: If title is from Alaska, Delaware, Georgia, Montana, New Hampshire, Oregon, or a Canadian jurisdiction the title must be transferred to a ND title and excise tax will be collected on the fair market value or a dealer appraisal.

2. A completed Schedule A (new accounts only) or Schedule C (existing accounts)
3. [SFN2872](#) Application for Certificate of Title and Registration of a Vehicle (not required for a ND title not changing ownership)
4. Bill of Sale that includes date of purchase, purchase price (including

additions/modifications made at time of purchase, and freight). Purchase price should not include FET, document fees, or any labor costs.

5. Proof of legal name. If account is in a business name: Secretary of State filing, state or federal tax return, or trust agreement. If the account is in a personal name: Driver's license, identification card or military ID card.
6. 2290 – Proof of Heavy Vehicle Use Tax is required if past 59 days from date of sale.
7. [SFN18609](#) Damage Disclosure if vehicle is less than nine years old. If the vehicle was purchased out-of-state, buyer can complete the Damage Disclosure.
8. Odometer Statement – if vehicle has a gross vehicle weight rating less than 16,000 pounds and is less than eleven years old.

Other Forms

Schedule C – [SFN 2479](#) This form is submitted when you need to add or delete a vehicle from your established IRP account.

Weight Increase - [SFN 53330](#) This form is submitted when you need to increase the registered weight for one or more jurisdictions on your cab card. **This can also be done online for instant processing** if you have been approved for online access.

Application for Duplicate Credentials - [SFN 61273](#) This form is submitted to obtain duplicate or replacement credentials in the event credentials are lost, stolen, or damaged. You can also use this form to request a back plate or a replacement front plate. **Many duplicate credentials such as cab cards can be requested online** if you have been approved for online access.

Individual Vehicle Mileage and Fuel Report - [SFN 16921](#) This form is completed and retained by the carrier for each vehicle in their fleet to record operational and mileage events.

Lease Change Notification - [SFN 61274](#) IRP account holders must provide the USDOT Number and TIN for the carrier responsible for safety of all vehicles registered. This form is used to comply with this requirement when a carrier changes the DOT number on their registration for the company they are leased to. In addition, a copy of the current lease agreement must be submitted that includes who is responsible for IFTA.

Audit of Records The IRP agreement requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Each member jurisdiction is required to audit an average of three percent of the number of renewed Fleets each year. If your Fleet is chosen for an audit, you will be contacted at least 30 days in advance of an audit. You will be required to submit to the NDDOT your records for the timeframe being audited. You must retain all records under audit until such time as you are notified the audit has been completed. This is the reason you must retain your operational and mileage records for a period of three years after the current registration year.

At the completion of an audit the preliminary findings will be discussed with you. Audit reports are provided to you and each member jurisdiction affected by the audit.

Audit Purpose The purpose of an Audit shall be to assess the accuracy of the distances reported in a Registrant's application for apportioned registration and, where inaccuracies are found, to adjust the Registrant's fees accordingly. The audit ensures compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to IRP member

jurisdictions. If the records you provide for audit are adequate to enable NDDOT to verify the distances reported in your application and to evaluate your distance accounting system, they are deemed to be adequate.

Inadequate Records Assessments If records are not made available or are determined to be inadequate for audit, NDDOT shall impose on the Registrant an assessment in the amount of twenty percent of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the Records pertain. In the event of a second such offense, NDDOT shall impose an assessment of fifty percent of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the Records pertain. In the event of a third offense and any subsequent offense, NDDOT shall impose an assessment of 100 percent of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the Records pertain.

Appeals Section 39-02-03.1 of the North Dakota Century Code (NDCC) allows you to request a hearing on an audit assessment. If you wish to have a hearing, you must submit a written request to the NDDOT Motor Carrier office within 30 days of the date of the audit report letter. If you do not request a hearing, full payment of the assessment is required. If you fail to respond to the notice within 30 days, the provisions of the IRP agreement and section 39-04-06 (NDCC) requires this department to revoke or suspend IRP credentials.

PRISM
The Performance and Registration Information Systems Management (PRISM) program, managed by Federal Motor Carrier, links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

1. Determine the safety fitness of the motor carrier prior to issuing license plates.
2. Influence the carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes - the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring, and treatment.

Registration

The International Registration Plan (IRP) commercial vehicle registration process of the states provides the framework for the PRISM program. It serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions provides powerful incentive for unsafe carriers to improve their safety performance.

The vehicle registration process ensures that all carriers engaged in interstate commerce are uniquely identified through a USDOT number when registering their vehicles. The safety fitness of each carrier can then be checked prior to issuing vehicle registrations. Those motor carriers that have been prohibited from operating in interstate commerce by the Federal Motor Carrier Safety Administration will be denied by the State of North Dakota their ability to register vehicles.

Enforcement

The Motor Carrier Safety Improvement Process (MCSIP) is the means by which carrier safety is systematically tracked and improved. MCSIP is a data-driven process that uses current safety event information

such as crashes, inspections, driver violations, compliance review data and other data to assess, and monitor motor carrier safety performance. Safety events are assigned to the motor carrier responsible for the safety of the motor vehicle and are weighted according to severity, frequency, and time since the occurrence.

The process is designed to improve the safety performance of carriers with demonstrated poor safety performance through accurate identification, performance monitoring, and treatment. Once the carrier exceeds the bounds of the established safety threshold, the motor carrier enters MCSIP. MCSIP provides opportunities for the motor carriers to improve operations and return to a safe condition.

Within MCSIP, carriers with potential safety problems are identified and prioritized for an on-site review using the Motor Carrier Safety Status (SafeStat) prioritization methodology developed for the PRISM program. A federal operations out-of-service order and concurrent state registration suspension or revocation is the ultimate penalty if there is no improvement in the motor carrier's safety fitness record.

Types of Apportionable Vehicles

Vehicle	Definition	Examples
Tractor - TR	A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.	A semi that pulls a semi-trailer, includes mobile home movers.
Truck (straight) - TK	A power unit designed, used, or maintained primarily for the transportation of property.	A straight truck like a pickup, flatbed truck, dump truck, etc.
Truck Tractor - TT	A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.	A straight truck that pulls a trailer.
Bus - BU	A motor vehicle designed to carry passengers.	Busses and vans that carry passengers if the gross weight or registered weight is in excess of 26,000 lbs.

Maximum Weight Chart (in pounds)

For the most up-to-date information, visit www.irponline.org

Note: If hauling over 80,000lbs contact affected jurisdictions for any required permits.

Jurisdiction	Max Operating Weight	Max Cab Card Weight
Alabama (AL)	80000	
Arizona (AZ)	80000	80000
Arkansas (AR)	80000	80000
California (CA)	80000	80000
Colorado (CO)	85000	80000
Connecticut (CT)	*Unlimited	
Delaware (DE)	80000	80000
District of Columbia	80000	80000
Florida (FL)	80000	80000
Georgia (GA)	80000	80000
Idaho (ID)	129000	129000
Illinois (IL)	80000	80000
Indiana (IN)	80000	80000
Iowa (IA)	*Unlimited	
Kansas (KS)	85500	85500
Kentucky (KY)	80000	80000
Louisiana (LA)	88000	88000
Maine (ME)	100000	100000
Maryland (MD)	80000	80000
Massachusetts (MA)	*Unlimited	
Michigan (MI)	160001	160001
Minnesota (MN)	80000	
Mississippi (MS)	80000	80000
Missouri (MO)	80000	80000
Montana (MT)	138000	138000
Nebraska (NE)	94000	94000
Nevada (NV)	129000	80000
New Hampshire (NH)	80000	80000
New Jersey (NJ)	80000	80000
New Mexico (NM)	86400	80000
New York (NY)	80000	
North Carolina (NC)	80000	80000
North Dakota (ND)	105500	105500
Ohio (OH)	80000	80000
Oklahoma (OK)	90000	90000
Oregon (OR)	105500	105500
Pennsylvania (PA)	80000	80000
Rhode Island (RI)	80000	80000
South Carolina (SC)	80000	80000
South Dakota (SD)	Unlimited*	
Tennessee (TN)	80000	80000
Texas (TX)	80000	80000
Utah (UT)	129000	80000
Vermont (VT)	80000	80000

Jurisdiction	Max Operating Weight	Max Cab Card Weight
Virginia (VA)	80000	80000
Washington (WA)	105500	105500
West Virginia (WV)	80000	80000
Wisconsin (WI)	80000	80000
Wyoming (WY)	117000	117000
Virginia (VA)	80000	80000
Washington (WA)	105500	105500
West Virginia (WV)	80000	80000

Alberta	139992	139992
British Columbia	139994	139994
Manitoba	139994	139994
New Brunswick	137787	
Newfoundland/Labrador	137787	
Ontario	139992	139992
Prince Edward Is	137788	137788
Saskatchewan	139994	139994
Quebec	8 axles	

*If hauling over 80,000 you must contact the jurisdiction for a permit even if listed as unlimited.

Permit Information (Trip, fuel, overweight)

If hauling over 80,000lbs contact affected jurisdictions for any required permits.

For the most up-to-date information including contact info, visit www.irponline.org

Jurisdiction	Trip Permits-Cost/Duration	Prior to Entry?	Contact
Alabama	\$20 for 7 days	Yes	www.revenue.alabama.gov (334) 242-9000
Arizona	Varies based on distance and number of axles for 96 hours	No	https://adotepro.azdot.gov/adot/login.asp
Arkansas	\$33 for 72 hours	No	http://www.arkansashighways.com/arpars/login.asp (501) 569-2381
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes	http://www.dot.ca.gov/trafficops/permits/index.html (916) 322-1297
Colorado	\$60 to \$80 depending on weight for 72 hours	No	https://coopr.codot.gov/ 1-800-350-3765
Connecticut	\$15 for 72 hours	Yes	https://www.cvisn.ct.gov/ (860) 263-5700
Delaware	\$15 for 72 hours	Yes	https://deldot.gov/osow/application/ (302) 744-2700
District of Columbia	\$50 for six days	Yes	https://tops.ddpt.dc.gov (202) 442-4670
Florida	\$30 Ten Days	Yes	http://www.fdot.gov/maintenance/OWODPermits.shtm (850) 414-4700
Georgia	\$30 for 72 hours	Yes	http://www.dot.ga.gov/PS/Permits/OversizePermits (844) 837-5500
Idaho	\$60 single unit/\$120 combination for 120 hours.	No	https://trucking.idaho.gov/permits.html (208) 334 8420
Illinois	\$19 for 72 hours	Yes	https://truckpermits.dot.illinois.gov/ (217) 785-1477
Indiana	\$15 for 72 hours	Yes	https://motorcarrier.dor.in.gov/loginHome.html (317) 615-7320
Iowa	\$50 for 72 hours	Yes	https://iowadot.gov/mvd/motorcarriers (515) 237-3268
Kansas	\$26 for 72 hours	No	https://www.k-trips.com/ (785) 368-6501
Kentucky	\$40 for 10 days	Yes	https://drive.ky.gov/Pages/default.aspx (502) 564-1257
Louisiana	\$50 for 48 hours	Yes	https://www.la-trucks-online.org/ (225) 925-6146 Option 5
Maine	\$25 for 72 hours	Yes	http://www.maine.gov/sos/bmv/commercial/index.html (207) 624-9000 Extension 52134
Maryland	Information not provided		http://www.sha.state.md.us/index.aspx?PageId=58 1-800-543-4564
Massachusetts	\$15 for 72 hours	Yes	https://www.mass.gov/commercial-transport-permits (781) 431-5148
Michigan	\$20/72 Hours	Yes	http://michigan.gov/mdotmpg (517) 241-8999
Minnesota	\$15 for 120 hours	Yes	http://www.dot.state.mn.us/cvo/oversize/ 800-657-3774
Mississippi	\$25 for 72 hours	No	http://mdot.ms.gov/portal/home.aspx (601) 359-1717
Missouri	\$10 for 72 hours	Yes	http://www.modot.org/mcs/ 1-866-831-6277
Montana	Depends on weight and duration	No	http://www.mdt.mt.gov/business/mcs/permits.shtml (406) 444-7262

Jurisdiction	Trip Permits-Cost/Duration	Prior to Entry?	Contact
Nebraska	\$25 for 72 hours	Yes	http://dot.nebraska.gov/business-center/permits/truck (402) 471-0034
Nevada	Depends on weight and duration	Yes	https://www.nevadadot.com/doing-business/commercial-vehicles (800) 552-2127
New Hampshire	\$15 for 72 hours	Yes	https://nhlicenses2.nh.gov/cqi-bin/osow/login.cqi (603) 271-2691
New Jersey	\$25 for 72 hours	Yes	https://nj.gotpermits.com/njpass/login.asp (609) 530-6089
New Mexico	Varies upon mileage/weight for 48 hours	No	http://www.nmmtdpolice.org/ 505-476-2475
New York	\$18.75 for 72 hours	Yes	https://www.dot.ny.gov/nypermits 1-888-783-1685
North Carolina	\$15 for 10 days	Yes	https://connect.ncdot.gov/business/Pages/default.aspx (888)221-8166
North Dakota	\$20 for 72 hours	No	https://www.nd.gov/ndhp/motor-carrier/e-permits (844) 474-6347
Ohio	\$15 for 72 hours	Yes	http://www.dot.state.oh.us/Divisions/operations/Maintenance/Permits (614) 351-2300
Oklahoma	\$12 for 72 hours	Yes	https://www.ok.gov/dps/Online_Services/index.html (405) 425-2390
Oregon	\$43 for 10 days	Yes	http://www.oregon.gov/ODOT/MCT/Pages/SelfIssuePermit.aspx (503)-373-0000
Pennsylvania	\$15 for 72 hours	Yes	http://www.penndot.gov/Doing-Business/Permits/Pages/default.aspx (717) 787-4680
Rhode Island	\$25 for 72 hours	Yes	https://www.ri.gov/app/dmv/osow (401) 462-1384
South Carolina	\$15 for 72 hours (each unit)	Yes	http://www.scdot.org/doing/permits_OSOW.aspx (877) 349-7190
South Dakota	\$25/single or \$60 annual	Yes	www.sdtruckinfo.com 605-773-4578
Tennessee	\$30 for 72 hours	Yes	https://www.tn.gov/tdot/central-services/oversize---overweight-permits.html (615) 741-3821
Texas	\$25 for 72 hours	Yes	http://www.txdmv.gov/motor-carriers/oversize-overweight-permits (800) 299-1700
Utah	\$25 for 96 hours or \$50 for a combo	No	https://www.udot.utah.gov (801) 965-4892
Vermont	\$15 for 72 hours	Yes	http://dmv.vermont.gov/commercial-services/permits (802) 828-2064
Virginia	\$15 for 10 days	Yes	https://www.dmv.virginia.gov/general/#hauling.asp (804) 497-7135
Washington	\$10 for 3 days	Yes	http://www.wsdot.wa.gov/commercialvehicle (360) 704-6340
West Virginia	\$34 for 10 day permit.	Yes	http://www.dmv.wv.gov (304) 558-9547
Wisconsin	\$15 for 72 hours	Yes	http://wisconsin.dot.gov (608) 266-9900
Wyoming	\$20 single unit/\$40 combination for 96 hours	No	http://www.dot.state.wy.us/home/trucking_commercial_vehicles.html (307) 777-4376

Jurisdiction	Trip Permits-Cost/Duration	Prior to Entry?	Contact
Alberta	Varies by distance, net weight	Varies	(403) 297-2920
British Columbia	Varies by distance, net weight	No	1-800-559-9688
Manitoba	Varies by distance, net weight	Varies	1-866-798-1186
New Brunswick	Varies by distance, net weight	Yes	506 453-2410
Newfoundland/Labrador	Varies by distance, net weight	Varies	709-729-4718
Ontario	Varies by distance, net weight	Varies	416-235-3923
Prince Edward Island	Varies by distance, net weight	Varies	902-368-5222
Saskatchewan	Varies by distance, net weight	Yes	306-775-6969
Quebec	Varies by distance, net weight	Yes	1-866-642-1865

DEFINITIONS

ALLOCATION

A system of registering a fleet that operates in more than one member jurisdiction under which the vehicles are fully registered in individual member jurisdictions in proportion to a measure of the presence or travel of the fleet in each one, and under which the vehicles so registered are granted reciprocity in all the member jurisdictions in which any of the fleet is registered.

APPLICANT

A person in whose name and application is filed for registration under the IRP Plan.

APPORTIONABLE FEE

Any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees.

APPORTIONABLE VEHICLE

"Apportionable Vehicle" means (except as provided below) any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- has three or more axles, regardless of weight, or
- is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).
- a recreational vehicle, a vehicle displaying restricted plates or a government-owned vehicle, is not an apportionable vehicle; except that a power unit, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, nevertheless may be registered under the IRP Plan at the option of the registrant.

APPORTIONED VEHICLE

"Apportioned Vehicle" means an apportionable vehicle that has been registered under the IRP Plan.

APPORTIONMENT PERCENTAGE

"Apportionment Percentage" means the ratio of the distance traveled in the member jurisdiction by a fleet during the reporting period to the distance traveled in all member jurisdictions by the fleet during the reporting period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.

AUDIT

"Audit" means the examination of a registrant's records, including source documents, to verify the distances reported in the registrant's application for apportioned registration and evaluate the accuracy of the registrant's distance-accounting system for its fleet. Such an examination may be of multiple fleets for multiple years.

AUXILIARY AXLE

"Auxiliary Axle" means an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.

AXLE

"Axle" means an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP Plan, an "axle" is any such assembly whether or not it is load-bearing only part of the time.

BASE JURISDICTION

"Base Jurisdiction" means the member jurisdiction, selected in accordance with the IRP Plan Section 305, to which an applicant applies for apportioned registration or the member jurisdiction that issues apportioned registration to a registrant.

CAB CARD

"Cab Card" means an evidence of registration, other than a plate, issued for an apportioned vehicle registered by the base jurisdiction and carried in or on the identified vehicle.

CHARTERED PARTY

"Chartered Party" means a group of persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

COMBINATION OF VEHICLES

"Combination of Vehicles" means a power unit used in combination with one or more trailers, semi-trailers, or auxiliary axles.

CREDENTIALS

"Credentials" means the cab card and plate issued in accordance with the IRP Plan.

ENFORCEMENT DATE

"Enforcement Date" means the date the base jurisdiction requires a registrant to display the new registration year's credentials.

ESTABLISHED PLACE OF BUSINESS

"Established Place of Business" means a physical structure located within the base jurisdiction that is owned or leased by the applicant or 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 or 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).

The applicant or registrant need not have land line telephone service at the physical structure. Records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of IRP Plan Section 1035). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

FLEET

"Fleet" means one or more apportionable vehicles designated by a registrant for distance

reporting under the IRP Plan.

GRACE PERIOD

"Grace Period" means a period of time from the expiration of apportioned registration until the enforcement date for new credentials.

HOUSEHOLD GOODS CARRIER

"Household Goods Carrier" means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

INTERJURISDICTION MOVEMENT

"InterJurisdiction Movement" means vehicle movement between or through two or more jurisdictions.

INTRAJURISDICTION MOVEMENT

"IntraJurisdiction Movement" means vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

JURISDICTION

"Jurisdiction" means a country or a state, province, territory, possession, or federal district of a country.

LEASE

"Lease" means a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term. A long-term lease is for a period of 30 calendar days or more. A short-term lease is for a period of less than 30 calendar days.

LESSEE

"Lessee" means a person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.

LESSOR

"Lessor" means a person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

MEMBER JURISDICTION

"Member Jurisdiction" means a jurisdiction that has applied and has been approved for membership in accordance with Section 1100 of the IRP Plan.

MOTOR VEHICLE

"Motor vehicle," all vehicles or machines propelled by any power other than muscular used upon the public highways for the transportation of persons or property or both.

PERSON

"Person" means a natural person or business entity such as a corporation, partnership, or limited liability company.

PLATE

"Plate" means the license plate, including renewal decals, if any, issued for a vehicle registered under the IRP Plan by the base jurisdiction.

POOL

"Pool," with respect to motor bus operations, means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

POWER UNIT

"Power Unit" means a motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.

PROPERLY REGISTERED VEHICLE

"Properly Registered Vehicle" means a vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

RECIPROCITY

"Reciprocity" means the reciprocal grant by one Jurisdiction of operating rights or privileges to properly registered vehicles registered by another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.

RECIPROCITY AGREEMENT

"Reciprocity Agreement" means an agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdictions grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.

RECIPROCITY DISTANCE

"Reciprocity Distance" means the distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.

RECORDS

"Record" means information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

RECORDS REVIEW

"Records Review" means an evaluation of a registrant's distance accounting system and internal controls to assess the registrant's compliance with the requirements of the IRP Plan. Unlike an audit, a records review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full registration year; it may be conducted before the registrant's first registration renewal; and it does not result in any fee adjustments.

RECREATIONAL VEHICLE

"Recreational Vehicle" means a vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

REGISTRANT

"Registrant" means a person in whose name a properly registered vehicle is registered.

REGISTRATION YEAR

“Registration Year” means the twelve-month period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.

RENTAL FLEET

“Rental Fleet” means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

RENTAL OWNER

“Rental Owner” means someone who rents vehicles to others with or without drivers.

RENTAL TRANSACTION

“Rental Transaction” means the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

RENTAL VEHICLE

“Rental Vehicle” means a vehicle of a rental fleet.

RENTING AND LEASING

“Renting and Leasing” means, the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

REPORTING PERIOD

“Reporting Period” means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

RESIDENCE

“Residence” means the status of an applicant or a registrant as a resident of a member jurisdiction.

RESTRICTED PLATE

“Restricted Plate” means a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.

SEMI-TRAILER

“Semi-Trailer” means a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.

TOTAL DISTANCE

“Total Distance” means all distance operated by a fleet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor’s fleet.

TRACTOR

"Tractor" means a motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

TRAILER

"Trailer" means a vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.

TRUCK

"Truck" means a power unit designed, used, or maintained primarily for the transportation of property.

TRUCK TRACTOR

"Truck Tractor" means a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

UNLADEN VEHICLE WEIGHT

"Unladen Vehicle Weight" means the empty weight of the vehicle fully equipped to service excluding the weight of any load.

VEHICLE

"Vehicle" means a device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

