

## 1. IRP SCHEDULE A

**2. IRP SCHEDULE B** – If previously licensed in another jurisdiction, applicants must report actual distance and provide a copy of the previous registration on each vehicle being registered.

**3. PROOF OF RESIDENCY/ESTABLISHED PLACE OF BUSINESS** - Applicants may elect Tennessee as its base jurisdiction if the applicant meets the following requirements:

- If the applicant has an established place of business in Tennessee
- If the applicant's fleet accrues distance in Tennessee, and
- If records of the fleet are maintained in Tennessee or can be made available

“Established Place of Business” means a physical structure located in Tennessee 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). Applicants are required to provide 3 proofs of residency for new account registration. If the applicant is applying with a Business name, at least 2 proofs of residency must be with Business Name and Address. If you are applying as Sole Proprietor, you may provide all 3 with Personal Name and Address. To provide proof, the applicant must provide three (3) of the following:

- (for individuals) Driver's license issued by TN
- (for corporations) Proof of incorporation or registration to conduct business as a foreign corporation in TN
- (for corporations) Proof that the principal owner is a resident of TN
- Copy of federal income tax return indicating a Tennessee address
- Proof of paid income taxes to TN
- Proof of paid real estate or personal property taxes to TN
- Mortgage agreement or rental lease agreement
- Current utility bills in the applicant's name with a Tennessee address
- Current TN Certificate of Title
- Current bank statements (not checks)
- Current automobile, life, or health insurance policy
- Current TN voter registration
- Home or rental insurance statement
- Other documentation that clearly proves evidence of the applicant's legal residence

NOTE: All documents submitted for the previous list must reference the same physical address. If mileage is not accrued in Tennessee the Department of Revenue reserves the right to deny renewal of license. Applicant will be given time make documents available.

**4. POWER OF ATTORNEY** – If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney is needed.

**5. FOR “REGISTRANT ONLY” APPLICANTS** – When the registrant does not have their own USDOT and/or Motor Carrier authority, a USDOT Lease Agreement must be provided

**PLEASE NOTE:** Failure to provide the documentation required in this checklist prior to filing an application for registering a new vehicle through the International Registration Plan will result in rejection and processing delay.

## 6. PROOF OF TITLE - *Check one (1) only:*

- Applicant has a TN title in own or company's name (**Must be state issued original or state issued duplicate - No photocopies**)
- Applicant has an out of state title (**Must provide copy of front and back of title**)
- Applicant is applying for title through IRP. If so, the following must be provided:

**For a new vehicle that has never been titled, provide all of the following:**

- MSO/Certificate of Origin
- Bill of Sale
- Multi-Purpose Application
- Sales Tax Exemption form (if you have MC#)
- Owner's Authorization Form (if name on title is different than what is on the IRP account)
- Vehicle Lease Agreement (if name on title is different than what is on the IRP account)

**For a vehicle with a previous title, provide all of the following:**

- Previous title properly assigned
- Multi-Purpose Application
- Sales Tax Exemption form (if you have MC#)
- Owner's Authorization Form (if name on title is different than what is on the IRP account)
- Vehicle Lease Agreement (if name on title is different than what is on the IRP account)

All forms are available at [www.tn.gov/revenue](http://www.tn.gov/revenue)

## 7. FOR LEASED VEHICLES ONLY

- A copy of the lease agreement, **and**
- A copy of the Leased Vehicle Owners Authorization to Lessee if the owner of the vehicle is different from the applicant.

## 8. HVUT - 2290 - Applicable for vehicles with a combined gross weight of 55,000 lbs. or more and purchase date is over 60 days. **Check one (1) only:**

- Stamped copy of the Schedule 1 (Form 2290), **or**
- A copy of the 2290 along with the front and back of the cancelled check, **or**
- If filed electronically\*, provide a copy of the PDF file with watermark indicating "IRS e-file" and "Received MM/DD/YYYY"

\*Applicants reporting twenty-five (25) or more vehicles are required to file electronically.

## 9. Federal Regulatory Compliance - Compliance must be maintained by lessee or lessor.

- US DOT number in good standing
- Unified Carrier Registration (UCR) fees paid

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