

New IRP Applications should be submitted via TNTAP or email to: [motor.carrier@tn.gov](mailto:motor.carrier@tn.gov).

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

## 1. Federal Regulatory Compliance – Pertains to the USDOT Holder Only

- If the USDOT is for hire, this allows you to operate interstate. Your USDOT must be active before your IRP application can be reviewed. All applications submitted without an active USDOT will be rejected (must not be pending).

## 2. Unified Carrier Registration (UCR) – Pertains to the USDOT Holder Only

- UCR Fees must be paid for current year and previous year, if applicable. Please visit the [UCR registration website](#) to verify and pay yearly dues.

## 3. Power of Attorney (POA)

- If someone other than a representative of the company completes and/or submits the IRP application, a power of attorney is required and should be signed/dated by both parties.

## 4. Proof of Company Ownership: Copy of a current REAL ID/CDL/Standard Driver's License or ID

- Driver's license should be of the applicant applying for IRP (same contact name on Schedule A)
- If applying as a Tennessee proof of residence, must have a TN issued identification (home address must match application; two additional address proofs are still required)

## 5. Schedule A: Tennessee IRP Apportioned Registration Application RV-R1309401 (9/22)

- Must be completed via TNTAP or Schedule A form filled out completely and submitted via email [motor.carrier@tn.gov](mailto:motor.carrier@tn.gov)
- Applicants must have an existing Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service (IRS) or social security number.

## 6. Schedule B: Tennessee IRP Schedule B RV-R1309501 (07/18)

- If previously plated/registered with IRP in another jurisdiction, applicants must report actual distance. If vehicle did not operate or have previous miles, applicants must use APVD chart with estimated miles.

## 7. Tennessee Secretary of State (SOS):

- If registering a business (LLC or Corporation), the carrier must be registered with Tennessee Secretary of State (Limited Liability Company/Corporation)? If LLC or Corporation is registered with Tennessee Secretary of State, the account must be listed in good standing.

## 8. 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 canceled check, or a credit/bank statement is acceptable with a copy of the 2290). Vehicle(s) should have the correct weight category reported.
  - 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 on the [Internal Revenue Service's \(IRS\) website](#) (search: 2290 e-file)

## 9. Registrant Only (Leased Applicants):

- When the registrant does not have their own USDOT, a USDOT lease agreement must be provided.

USDOT Lease Agreement vs. Vehicle Lease Agreement:

USDOT Lease Agreement	Vehicle Lease Agreement
DOT Owner - Lessor	Vehicle Owner - Lessor
IRP Plate Holder - Lessee	IRP Plate Holder - Lessee

## 10. Leased Vehicles Only:

- A copy of the vehicle lease agreement, and
- A copy of the leased vehicles Owners Authorization to Lessee form.

## 11. Choose One

- Established Place of Business (EPOB) or Tennessee Proof of Residence:

Established Place of Business (EPOB):

A physical structure located within Tennessee that is owned/leased, such property 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

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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).

## EPOB Qualifications:

- Business records kept at EPOB
- EPOB holds at least a one-year lease (copy of leased required) or property ownership
- Must be open to the public with business hours and days posted.
- Employee(s) must be staffed/present for EPOB for a minimum of 20 hours per week on a permanent basis for the purpose of the general management of the applicant/registrant's trucking-related business.

## Proofs Accepted:

- Proof of company ownership: copy of a current REALID/CDL/standard driver's license or ID. Driver's license should be of the applicant applying for IRP (same contact name on Schedule A)
- If applying as Tennessee proof of residence, must have a TN issued identification (home address must match application; two additional address proofs are still required)
- Concealed Carry of Deadly Weapons license (CCDW) (can only be used if a Tennessee proof of resident)
- House/apartment/EPOB lease (12 months minimum)
- Property/home mortgage statement (must be less than 60 days)
- Federal or state income tax return (current or prior year)
- Proof of real estate or personal property taxes: real estate or vehicle taxes paid to Tennessee (must provide proof of payment)
- Utility bill(s) (only one of each utility bill can be accepted) phone – cable – internet – gas – electric – water –garbage – ADT security – property insurance (must be less than 60 days old and service address must match physical address on application)
- Bank statement (must be less than 60 days)
- Tennessee Certificate of Title -or- Apportioned Certificate (current)

## Tennessee Proof of Residence:

If an applicant does not have an established place of business in Tennessee, the applicant may designate Tennessee as their base jurisdiction if the applicant can provide proof of residence with a Tennessee driver's license or ID.

Proof of Residency Qualifications:

Applicants may choose Tennessee as their base jurisdiction if they meet the following requirements:

- Physical address must be in Tennessee
- Fleet accrues distance in Tennessee
- Fleet records are maintained in Tennessee or can be made available

Proofs Accepted:

- Proof of company ownership: copy of a current REALID/CDL/standard driver's license or ID. Driver's license should be of the applicant applying for IRP (same contact name on Schedule A)
- If applying as Tennessee proof of residence, must have a TN issued identification (home address must match application; two additional address proofs are still required)
- Concealed Carry of Deadly Weapons license (CCDW) (can only be used if a Tennessee proof of resident)
- House/apartment/EPOB lease (12 months minimum)
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- Bank statement (must be less than 60 days)
- Tennessee Certificate of Title -or- Apportioned Certificate (current)

## 12. Proof of Title:

- 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 applying for title through IRP, If so, the following must be provided:

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

- MSO/Certificate of Origin
- Bill of Sale

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- Multi-Purpose Application
- Sales Tax Exemption form
- Owner's Authorization form (if name on title is different than IRP account)
- Vehicle Lease Agreement (if name on title is different than IRP account)

For a vehicle with a previous title, provide the following:

- Current title properly assigned
- Multi-Purpose Application
- Sales Tax Exemption form
- Owner's Authorization form (if name on title is different than IRP account)
- Vehicle Lease Agreement (if name on title is different than IRP account)

## Notes:

- 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 delays.
- Applications are processed in the order they are received.
- Applicants reporting 25 or more vehicles are required to file electronically.
- First-time/New IRP Applications may take 24 hours for the initial review (and each subsequent review if it is rejected).
- I am responsible for maintaining mileage records for 5 years, even if my lease company is reporting for IFTA and/or TN.
- Applications are accepted via TNTAP, email, and/or by mail, but results will be sent back via email. (Vehicle Services Division, Motor Carrier 500 Deaderick Street, Nashville, TN 37242)
- IRP resources and all motor carrier forms can be found on our [motor carrier website](#).

I acknowledge and understand that the documents and information provided 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 Tennessee, the EPOB account will be suspended, and the registration fees will not be refunded.