



# International Registration Plan (IRP) New and Amend Account Application

Registry of Motor Vehicles · IRP Section  
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Mass.Gov/RMV/IRP

## Instructions

This application is used to apply for a new IRP fleet account or to amend an existing account. If you are adding a vehicle(s) to the IRP account, you **MUST** also complete the [IRP Supplement Application](#). Please complete pages 3 and 4 of this form in all applicable areas for the transaction being performed. This application can be sent via email, mailed to the address listed above, or processed at an IRP Service Center location. This form can only be completed by a person authorized to conduct business on behalf of the registrant.

If you or your company are a Motor Carrier Responsible for Safety, the account information must match Federal Motor Carrier Safety Administration (FMCSA).

For IRP purposes, the structure of your business will determine which type you will fall under. According to the IRP Plan, your account can be set up as only one of the following:

- Established Place of Business OR
- Established Resident of Massachusetts

**“Established Place of Business”** means a physical structure located within Massachusetts that is a commercial building designed for accommodating a work environment and located in a non-residential site. The structure must be owned or leased by the Applicant or Registrant, have hours of operation, and at least 1 full-time employee. The RMV’s IRP section may accept and require any information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

**“Established Resident of Massachusetts”** means a location where people live, such as single-family or multi-family homes, including mobile homes. Virtual offices are not allowed on the IRP Plan.

**A valid, unexpired Massachusetts driver’s license is required when using a residential address.**

The RMV does not register vehicles in “Doing Business As” (DBA) names. If your company is not incorporated, you will be required to register in your individual name as a Sole Proprietor. When registering vehicles as a Sole Proprietor, you must provide proof of FID and your Social Security Number.

**Business Entities** – You must either be a Registered Business Entity or a Sole Proprietor with a valid Tax Identification Number (TIN). The RMV does not use social security numbers for business purposes.

### **United States Department of Transportation Number (USDOT #)**

When opening a new IRP account, you must submit your USDOT number, and the TIN associated with that USDOT number.

- You can only open an account using **your own** USDOT number.
- USDOT numbers are verified and must be active and registered for **Interstate** commerce.
- Multiple accounts cannot be opened using the same USDOT number. To obtain a new USDOT number visit [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

### **RMV IRP Online Portal**

All IRP applicants are strongly encouraged to open and utilize the IRP Online Portal. Once your IRP account is active, you can request access to the IRP Portal at any time to renew, amend, and view your IRP account information, including all vehicles. Please visit <https://www.mass.gov/international-registration-plan-irp> for additional IRP information and applications. For questions, contact the IRP department at 857-368-8120 or via email at [rmvmairp@dot.state.ma.us](mailto:rmvmairp@dot.state.ma.us)



<b>A. Account Information</b>		<b>Account Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Amend		
Legal Name of Account		Doing Business As (DBA)- <i>this will not print on CAB Card</i>		
TIN/FID/EIN #		SSN (required for sole proprietors)		
Physical Address	Apt/Suite/Unit	City	State MA	Zip
Physical Address	Apt/Suite/Unit	City	State MA	Zip
<b>B. IRP Fleet Location</b> If you are a franchise and have multiple locations, you can have a fleet per garaging location. Leave blank if same as account.				
<b>Massachusetts</b> Physical Address	Apt/Suite/Unit	City	State MA	Zip
<b>Massachusetts</b> Mailing Address	Apt/Suite/Unit	City	State MA	Zip
Business Website Address:				
Records concerning the Fleet shall be maintained at the physical structure (unless such records are to be made available in accordance with the provisions of Section 1035 of the IRP Plan). Are the records for operation maintained at the physical address listed above? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, list address where the records are maintained.			Number of Employees:	
			Hours of Operation:	
<b>C. IRP Contact Information</b> - Required for new account or amending information. The IRP Department sends information, invoices, payment requests, and updates via email. Ensure that the email is valid and legible.				
<b>Contact 1.</b> First Last		Email		
Phone Number <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Home		Alternate Phone: <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Home		
<b>Contact 2</b> First Last		Email		
Phone Number <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Home		Alternate Phone: <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Home		
<b>D. Carrier Operation/Fleet Information</b> Required for new account or amending information.				
Operation Classification: <input type="checkbox"/> Private <input type="checkbox"/> For-Hire <input type="checkbox"/> Rental <input type="checkbox"/> Household Goods <input type="checkbox"/> Exempt		If hauling household goods, list employer service representative:		
Do you have a WY Operating Authority Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have any of your apportionable vehicles accrued actual mileage in any of the IRP Member Jurisdictions during the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, list previous Jurisdiction:		
<b>E. United States Department of Transportation Number (USDOT)</b> - Required for new account or amending information. If USDOT number belongs to the IRP account owner, all information must match FMCSA.				
You are a Registrant Only if you have authority to use someone else's USDOT number and/or are under a Lease Agreement. Proof of authority must be presented with the IRP Supplement application.		Are you a Registrant Only? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, skip to part F</b>		
USDOT Number  <i>Must be active and registered for <b>Interstate</b> commerce</i>	TIN associated to USDOT Number	MCRS Owner Name		

## F. Required Documents

Please provide 3 proofs of address from the document list below. Documents must be original with no alterations. We will not accept any other source documents to open a new account or change an address.

- Valid/unexpired MA License (**required if residential address**)
- Utility bills in the name of the account (within 60 days)
- Business license from town or city
- Mortgage statement (within 60 days)
- Rental lease for building
- Proof of FID number - IRS issued document which must include the company name, address, and complete FID number.
- Insurance Policy or bill (within 60 days)
- Recent pay stub from employer (within 60 days)
- Tax documents – includes property, excise, W2, 1099 or tax returns (all must be from the most recent year)

## G. Certification and Signature(s) of Applicant(s)

I hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant, any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate.

The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in an application for registration of a motor vehicle may be prosecuted and subject to a fine and/or imprisonment. (M.G.L. c.90, §§ 2, 20). The Registrar may revoke any registration obtained by false statements or misrepresentations. M.G.L. c. 90, §§ 2, 20; 540 CMR 2.05(5).

Signature: Owner/Lessee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

A POA is required for lessees and anyone signing on behalf of the owner.

Signature on this application by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Commonwealth of Massachusetts Registry of Motor Vehicles, the Department of Revenue or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).