REGISTRY OF MOTOR VEHICLES

International Registration Plan (IRP)
New and Amend Account Application

Registry of Motor Vehicles · IRP Department
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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 3-6 of this form in all applicable areas for the transaction being performed. Once completed, 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).

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

For IRP purposes, the structure of your business will determine which type you will fall under.

"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. If leased, the lease must be a minimum of 12 months. Registrants must maintain business hours totaling at least 20 hours per week and employ a minimum of one full-time staff member. Businesses must have permanent or semi-permanent signage and posted hours of operation. The RMV's IRP Department may accept and require any information necessary 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 you live, such as a single-family or multi-family home, including a mobile home. Rented, shared, flexible, or mailing location office spaces, known as 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/or your Social Security Number. Acceptable proof of FID includes the following IRS documents:

- Form 147C
- CP575 Notice - Notice of New Employer Identification Number Assigned
- Certificate of Exemption Form ST-2 (issued by the Department of Revenue)

Proof of these IRS documents must be 2 years old or less.

United States Department of Transportation Number (USDOT Number)
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 the FMCSA website [1]

RMV IRP Online Portal
All IRP applicants are strongly encouraged to utilize the IRP Online Portal [2]. Once your IRP account is active, you can request access to the IRP Portal at any time to renew your fleet, process amendments, and view your IRP account information, including all vehicles. Please visit the portal and search for the International Registration Plan 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

[1] FMCSA Website: https://www.fmcsa.dot.gov/
[2] IRP Online Portal: https://www.mass.gov/info-details/international-registration-plan-irp-portal-access

A. Account Information					**Account Type:** ☐ **New** ☐ **Amend**
Legal Name of Account					Doing Business As (DBA)- *this will not print on CAB Card*
TIN/FID/EIN #					SSN (required for sole proprietors)
Physical Address	Apt/Suite/Unit	City	State MA	Zip	
Mailing Address	Apt/Suite/Unit	City	State MA	Zip	

B. IRP Fleet Location If you are a franchise and have multiple locations, you can have a fleet per each garaging location.				
Massachusetts Physical Address	Apt/Suite/Unit	City	State MA	Zip
Massachusetts 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? ☐ YES ☐ NO If no, list address where the records are maintained.				Number of Employees: Hours of Operation:

C. IRP Contact Information 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.	
Contact 1. First Last	Email
Phone Number ☐ Business ☐ Cell ☐ Home	Alternate Phone ☐ Business ☐ Cell ☐ Home
Contact 2 First Last	Email
Phone Number ☐ Business ☐ Cell ☐ Home	Alternate Phone ☐ Business ☐ Cell ☐ Home

D. Carrier Operation/Fleet Information Required for new account or amending information.	
Operation Classification: ☐ Private ☐ For-Hire ☐ Rental ☐ Household Goods ☐ Exempt	If hauling household goods, list employer service representative:
If a rental vehicle, is the rental greater or less than 45 days?	Do you have a WY Operating Authority Permit? ☐ Yes ☐ No

Have any of your apportionable vehicles accrued actual mileage in any of the IRP Member Jurisdictions during the past year? ☐ Yes ☐ No	If Yes, list previous Jurisdiction:

E. United States Department of Transportation Number (USDOT) 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? ☐ Yes ☐ No **If yes, skip to part F**

USDOT Number M*ust be active and registered for **Interstate** commerce*	TIN associated to USDOT Number	MCRS Owner Name

F. Required Documents

Please provide 3 proofs of address from the document list below. Documents are deemed original if printed offline through a website; copies and emailed documents are accepted from most sources. Documents must not contain edits, white out, or alterations of any kind. 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**) (MA IDs are not accepted)
- ☐ 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 (no less than 12-months)
- ☐ 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)

The IRP Department does not return submitted documents, so please make copies for your records.

G. IRP Record Keeping Requirements

All Registrants filing for an IRP registration application with the state of Massachusetts must prepare and maintain operational records to support and track miles driven per jurisdiction, per vehicle(s) registered in their IRP fleet. This is known as Distance Records.

Responsible Person for records: The IRP Account holder is responsible for maintaining records and reporting the distance traveled for all vehicles in the IRP Fleet. If the Motor Carrier Responsible for the Safety (MCRS) of the

vehicle maintains the Distance Records, you, the registrant, should retain copies of the Distance Records as a backup system of distance recordkeeping.

Distance records: Individual Vehicle Mileage Reports (IVMR) or Individual Vehicle Distance Records (IVDR) are documents that can be used to track the distance a vehicle travels and fuel usage. They are used to ensure compliance and accurate reporting and must be prepared for all vehicles in the IRP Fleet.

If you are tracking distance for the fleet using paper records or by non-electronic means, the records should contain the following details:

1. Company name
2. Fleet number
3. Operator equipment number
4. Dates of trip beginning and ending
5. Trip origin and destination
6. Intermediate trip stops
7. Routes or highway numbers traveled
8. Actual beginning odometer/ hubometer reading for the trip
9. Actual ending odometer/ hubometer reading for the trip
10. Miles traveled in each jurisdiction
11. Driver's name and or ID

Electronic Logging Devices (ELD) can be used for Distance Records that utilize latitudes and longitudes. When the vehicle engine is on, a location record must be created at a minimum of every 15 minutes. Most of the details listed above, the latitude and longitude, and a minimum of 4 decimal places (0.0001) of location reading is required. Digital records must be downloaded from the ELD into an excel report for auditing purposes.

Distance Report Summaries: Distance records must be summarized on a monthly and quarterly basis. The summary must contain information by vehicle (e.g., vehicle, miles per jurisdiction, total distance traveled in each jurisdiction) and by fleet (distance by jurisdiction, total distance). Actual miles driven will be required regardless of changes in fleet vehicles. In recording the actual distance of an apportioned vehicle, the registrant must record ALL movement (in-state and out-of-state) including loaded, empty, dead head, and/or bobtail distance.

Distance Reporting Period: Distance for the power units in the IRP fleet will be required from July 1st through June 30th, the reporting period, for the renewal or audits of your IRP Fleet.

Retention: The distance records for the apportioned fleet should be retained for at least five years and made available to MassDOT RMV IRP auditors upon request within a 30-day time period. The distance records must be adequate to enable Massachusetts to verify the distances reported on the IRP application for apportioned registration.

Audits: Failure to make records available or provide adequate records for audits will result in an inadequate records penalty. The IRP Auditor will explain the penalty amount, if applicable, at the conclusion of the audit. The IRP auditor may deem a vehicle as not meeting the definition of apportionable and ask you to surrender your apportioned plates and obtain commercial plates if mileage traveled does not include interstate commerce.

H. Certification and Signature(s) of Applicant(s)

Declaration: The undersigned has read this document and agrees to prepare and maintain records and report all information in accordance with the IRP reporting requirements. This document must be signed by the licensed or authorized officer of the business. No power of attorney or agent signature will be accepted.

I hereby certify under the pains and penalties of perjury that the representations and/or documents I have provided in this Section are true, complete, 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. Chapter 90, §§ 2, 20). The Registrar may revoke any registration obtained by false statements or misrepresentations. M.G.L. Chapter 90, §§ 2, 20; 540 CMR 2.05(5). This may also result in a license suspension.

Pursuant to the 49 C.F.R. 350, inclusive, I hereby certify knowledge of applicable Federal Motor Carrier Safety Regulations (FMCSRs) and Hazardous Material Regulations (HMRs), and state laws and regulations related to Commercial Motor Vehicle (CMV) safety, standards and orders, and I declare that all operations will be conducted in compliance with such requirements.

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).

Registrant Name (First, Middle, Last):_____

Business Name: _____

Physical Address:_____

Registrant Title:_____

Registrant Signature: _____ Date: _____