



# IRP- International Registration Plan

Registry of Motor Vehicles · IRP Section  
PO Box 55889 · Boston, MA 02205-5889 · PHONE: 857-368-8120

## Do you have the following?

### New Account

- ☐ New Account Application
- ☐ Proof of Established Place of Business (3)
- ☐ USDOT# for interstate commerce, unless a Registrant Only
- ☐ Correct payment – Payable by cash, check (payable to MassDOT), money order, credit or debit card

### Adding a Vehicle

- ☐ IRP Supplement Application with proof of insurance
- ☐ Certificate of Origin (for a new vehicle) or a Certificate of Title (for a used vehicle)
- ☐ Valid USDOT# for interstate commerce required for each vehicle being registered
- ☐ Correct payment – Payable by cash, check (payable to MassDOT), money order, credit or debit card
- ☐ Proof of Heavy Vehicle Use Tax (HVUT) – Schedule 1 (Form 2290) is required for all vehicles with a GVW of 55,000 lbs. or more

### Amending a Vehicle

- ☐ IRP Supplement Application with proof of insurance
- ☐ Correct payment – Payable by cash, check (payable to MassDOT), money order, credit or debit card
- ☐ Proof of Heavy Vehicle Use Tax (HVUT) – Schedule 1 (Form 2290) is required for all vehicles with a GVW of 55,000 lbs. or more

IRP applications can be processed at the following RMV locations:

- Quincy Headquarters (mail only)
- Milford Service Center
- Springfield Service Center
- Wilmington Service Center

All applications can be obtained from our website at [Mass.Gov/RMV](http://Mass.Gov/RMV) or by calling 857-368-8120.

### Acceptable proof of established place of business

You must provide 3 documents from the list below. Documents must be dated within 60 days and only originals will be accepted.

- 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 (within 2 years)
- 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)

## USDOT Number Requirements

If the Motor Carrier Responsible for Safety (MCRS) is different from the vehicle owner, or the account holder, you must provide a lease agreement or notarized statement which authorizes the use of the USDOT#. The following information must be included on the lease agreement or notarized statement:

- USDOT#
  - To obtain a new USDOT#, call FMCSA at 781-425-3210 or visit [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)
- Tax Identification Number (FEIN or SSN)
- Name of the company authorizing the use of their USDOT#
- Name of the individual/company that has permission to use that USDOT#
- Vehicle year, make, model and VIN

## Proof of FID

Acceptable documents

- 147C or CP515 - Issued by the IRS - For more information call 1-800-829-0115

Massachusetts 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. When registering vehicles as sole proprietor, you must provide proof of FID and your Social Security Number.