



# GEORGIA DEPARTMENT OF REVENUE

## ▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740381, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

### **Application process for opening a new International Registration Plan (IRP) account**

Opening an International Registration Plan (IRP) account requires Applicant/Registrant to select a **Base Jurisdiction**. There are **three (3) requirements** which must be met in order to select "Georgia" as base jurisdiction:

- ✓ Applicant must demonstrate proof of an Established Place of Business or Proof of Residence in Georgia.
- ✓ IRP Account must have fleets which produce Georgia distance/miles.
- ✓ Fleet records must be maintained or have the ability to be made available within the state of Georgia.

**"Established Place of Business"** means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or 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 or 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). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

#### **Required documents to open a new IRP account:**

- ✓ Required documents should be emailed directly to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov).
  - ✓ Addresses for all submitted proofs of Established Place of Business or Residence must match.
  - ✓ P.O. Box addresses will not be accepted as proof of Established Place of Business or Residence.
  - ✓ If supplying three (3) proofs of residence, submittal must contain three separate/different proofs.
1. Five (5) proofs of Established Place of Business or three (3) separate proofs of Georgia residence.
  2. Title receipt reflecting valid proof of Georgia title (include a notarized lease agreement if leasing).
  3. Completed forms T-239 (New Account Schedule "G") and T-138 (Vehicle Schedule "A").
  4. Liability Insurance Card, Binder, or Certificate of Insurance (Declarations of Insurance will not be accepted).
  5. Copy of Applicant's current driver's license.
  6. IRS Schedule 1 (form 2290) reflecting all VINs which will be registered at a weight over 54,999lbs.
    - Each page of IRS form 2290 containing registered vehicles must clearly show Efile watermark.
    - IRS form 2290 must reflect the correct year's July 1<sup>st</sup>-June 30<sup>th</sup> period at top of form.
  7. Employment lease or contract if operating fleet vehicle(s) and you are not the Carrier Responsible for Safety.
    - Lease or Contract must list USDOT of Carrier Responsible for Safety.
    - Lease or Contract must list name and signature of Authorized Representative of IRP account.
    - Lease or Contract must list name and signature of Authorized Representative of Carrier.



For more information, please visit the Georgia Trucking Portal at [www.cvisn.dor.ga.gov/Home](http://www.cvisn.dor.ga.gov/Home) or scan the QR code.

**When demonstrating an Established Place of Business in the state of Georgia, below are the five (5) required documents needed in order to demonstrate owning or leasing an Established Place of Business in Georgia:**

- ✓ Addresses for all submitted proofs of Established Place of Business or Residence must match.
  - ✓ P.O. Box addresses will not be accepted as proof of Established Place of Business or Residence.
  - ✓ If supplying three (3) proofs of residence, submittal must contain three separate/different proofs.
1. County issued Certification of Zoning Compliance:
    - Demonstrating physical structure is located within base jurisdiction (Georgia).
    - Demonstrating physical structure is owned or leased by the Applicant or Registrant.
    - Demonstrating a specific street address which does not include a PO Box number.
  2. Publicly Listed Document Page (dated within 30 days of application date and verifiable via the internet):
    - Demonstrating physical structure is open for business.
  3. Employee Schedule:
    - Demonstrating physical structure is staffed during regular business hours.
    - Demonstrating physical structure is staffed by one or more persons.
  4. Employee Paystub:
    - Demonstrating physical structure staff member(s) are employed by the Applicant or Registrant.
    - Demonstrating physical structure staff member(s) are employed on a permanent basis (not contracted).
  5. Georgia Secretary of State's "Annual Registration" form (with "business purpose" section completed:
    - Demonstrating physical structure is utilized for the purpose of the general management of the Applicant's or Registrant's trucking-related business (not limited to credentialing, distance reporting, and phone inquiries).
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**\*Applicant's which do not have an Established Place of Business in any Jurisdiction may designate Georgia as base jurisdiction by demonstrating Residence in Georgia by providing any three (3) of the following documents:**

- ✓ Addresses for all submitted proofs of Established Place of Business or Residence must match.
  - ✓ P.O. Box addresses will not be accepted as proof of Established Place of Business or Residence.
  - ✓ If supplying three (3) proofs of residence, submittal must contain three separate/different proofs.
1. If an individual, Current and Valid Driver's License issued to applicant by the State of Georgia.
  2. Proof of Incorporation or proof of registration that entity is authorized to do business in Georgia.
  3. If a corporation, proof owner of corporation is a legal, Georgia resident.
  4. Proof applicant's Federal Income Tax return is filed from a Georgia address.
  5. Proof applicant has paid personal Income Tax to Georgia.
  6. Proof applicant has paid Real Estate Tax or personal Property Tax to Georgia.
  7. Proof applicant receives Utility Bills in Georgia that are in either applicant or business's name.
  8. Proof applicant has a vehicle titled in Georgia that is in either applicant or business's name.