



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740382, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

(Service Providers)

- Follow steps in this section if you are a Service Provider for a new or existing IRP Account(s).
- You will need a USER ID and PASSWORD before access is granted to the IRP Online system.
- After completion of the following steps, a USER ID and PASSWORD will be provided.
- It is your responsibility to maintain a valid email address with the Department.
- Surety Bonds & Power of Attorneys must be updated prior to expiration dates to maintain access.

Setting up Service Provider Accounts:

1. Use a valid email address to send all required documents to: commercial.vehicles@dor.ga.gov
2. Notarized Surety Bond form which includes bond number, \$50,000 minimum, and effective date.
3. Notarized Service Provider Application Form.
4. The Department will email USER ID and PASSWORD within 2-3 business days.
5. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in the [Change Password](#) section.

Adding a New IRP Customer to a Service Provider Account:

1. Use a valid email address to send all required documents to: commercial.vehicles@dor.ga.gov
2. Service Provider Business Name.
3. Service Provider Account Number.
4. Notarized Power of Attorney.
5. New IRP Proof of a Georgia Established Place of Business or three proofs of Georgia Residence.
6. New IRP Proof of valid Georgia title and/or Notarized Lease if leasing.
7. New IRP Account Business Name.
8. New IRP Account TIN (Taxpayer Identification Number).
9. Complete T-239 (Schedule "G"), T-138 (Vehicle Schedule "A"), T-139 (Distance Schedule "B")
10. Proof of Liability Insurance (insurance card, insurance binder, or certificate of insurance).
11. If Applicable: IRS form 2290 (for vehicles with weights more than 54,999 lbs.)
12. If Applicable: Employment Lease/Contract w/USDOT # if not operating under own authority.
13. The Department will email USER ID and PASSWORD within 2-3 business days.
14. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.



For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.

(Service Providers: Continued)

Adding an Existing IRP Customer to a Service Provider Account:

15. Use a valid email address to send all required documents to: commercial.vehicles@dor.ga.gov
16. Service Provider Business Name.
17. Service Provider Account Number.
18. Notarized Power of Attorney.
19. Existing IRP Account Business Name.
20. Existing IRP Account TIN on the account number (Taxpayer Identification Number).
21. The Department will email USER ID and PASSWORD within 2-3 business days.
22. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.