

International Registration Plan (IRP) Requirements

Idaho Transportation Department – Motor Carrier Services



To be completed by each new and renewing IRP registrant:

Idaho Account Number	Fleet Number(s)	Registration Year	Application Effective Date
Registrant/Legal Name		Doing Business As (dba)	

To be eligible for vehicle registration under the International Registration Plan (IRP), the registrant must comply with all requirements of the Plan, including those listed below. The Plan may be viewed at www.irponline.org.

1. Selection of Base Jurisdiction – Select the requirement that qualifies the Registrant to base the Fleet in Idaho:

- Established Place of Business** – The Registrant maintains a physical structure in Idaho, owned, leased or rented by the Registrant, open for business and staffed during regular business hours by one or more persons employed by the Registrant for the purpose of the Registrant's trucking-related business. The business must be listed with the Idaho Secretary of State, reflecting the physical location, and cannot be that of a licensing agent/reporting service.
- Residency** – The Registrant qualifies to base in Idaho by meeting at least *three* of the following:
 - Current Idaho Driver's License in the name of the principal business owner.
 - Current Idaho Secretary of State filing reflecting the business name and Idaho physical location.
 - Immediate prior year income tax returns filed in the business name reflecting an Idaho address.
 - Immediate prior year real estate or personal property taxes filed for the Idaho physical location.
 - Current utility bills in the business name for the Idaho physical location.
 - Current Idaho title and registration for personal vehicles in the principal business owner name.

2. Distance Reporting Requirements –The Reporting Period is the prior July 1 through June 30, with June 30 ending in the previous calendar year. Exception: Fleets with a June 30, July 31 or August 31 expiration date must use the Reporting Period with June 30 occurring the year before the prior calendar year.

Actual distance must be declared for the vehicle(s) registered in the Fleet during the Reporting Period, even if the vehicle only operated for a portion of the Reporting Period or is not being renewed. Exception: A new Fleet established within the last 90 days of the Reporting Period may at renewal declare actual or estimated distance, at the option of the Registrant.

Actual distance must be declared if a vehicle was registered IRP under any account, in any IRP jurisdiction, while under the current ownership, including vehicles leased to a motor carrier as an owner/operator and vehicles changing base jurisdiction, during the 18 months prior to the date of this application.

Each vehicle in the Fleet must accrue actual distance in two or more IRP jurisdictions during the Reporting Period. One or more of the vehicles in the Fleet must accrue actual distance in Idaho each Reporting Period.

Select the type of distance to be declared on the Idaho Schedule B form, ITD 3543:

- Estimated distance** for Idaho and one or more IRP jurisdictions, by completing the Idaho Schedule G Estimated Distance form, ITD 3544.
- Actual distance** for Idaho and one or more IRP jurisdictions will be declared for the **Reporting Period of July 1, _____ through June 30, _____** (indicate the Reporting Years). Additional jurisdictions may be estimated by completing the Schedule G form.

3. Recordkeeping – Distance records are subject to audit, they must be retained for the current Registration Year and three prior years, and provided upon request. The source documents must contain sufficient detail: date of trip (starting and ending); trip origin and destination; route of travel; beginning and ending odometer or hubodometer reading; total distance per vehicle, per jurisdiction; power unit number or vehicle identification number (VIN); fleet number; registrant name; trailer number; and driver's signature and/or name.

Signature	Title	Date Completed	Reviewed By
-----------	-------	----------------	-------------