



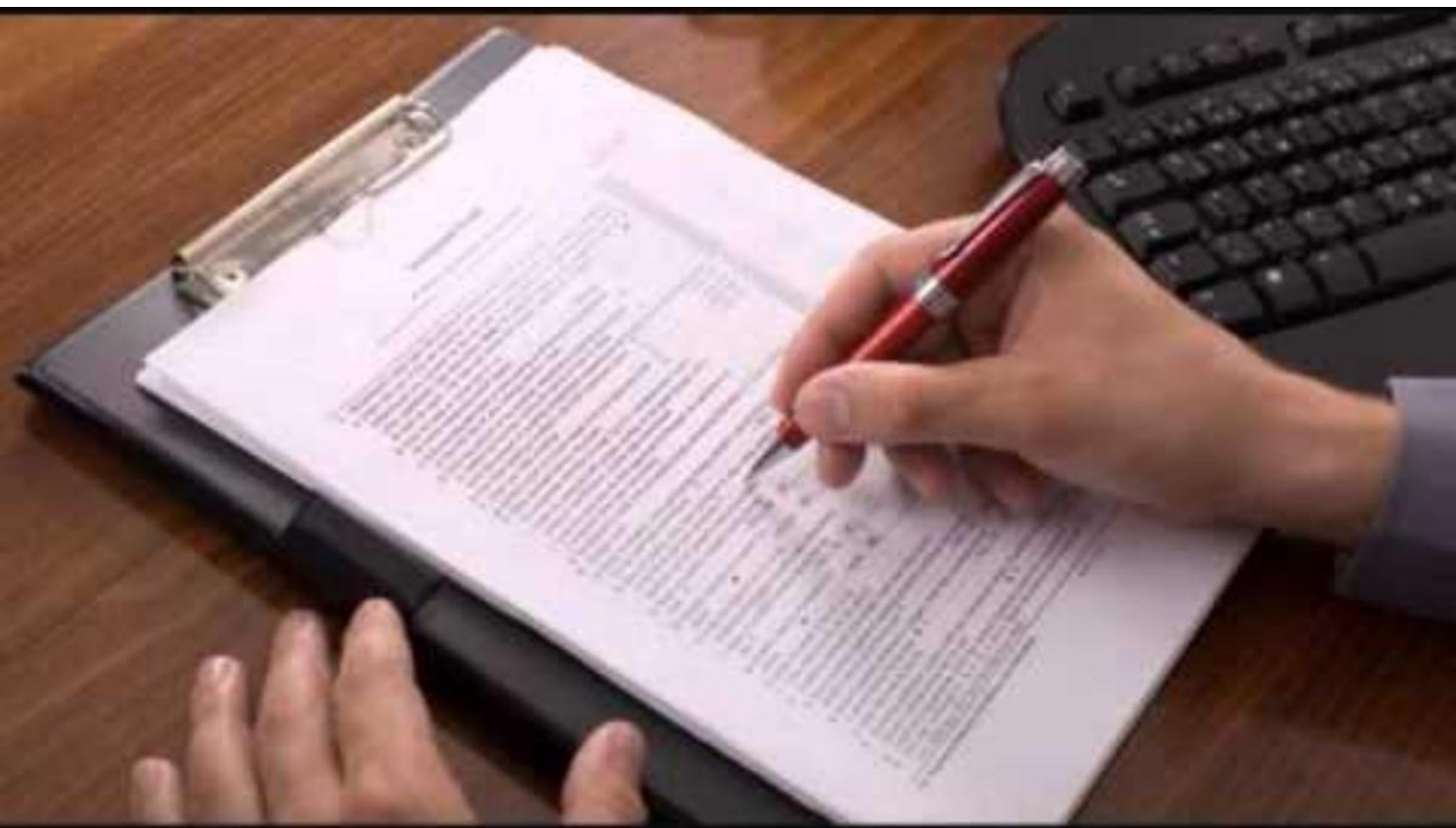
# *International Registration Plan (IRP)*





# Topics

- What is an apportionable vehicle?
- Renewal Process
  - Renewal Requirements
  - Renewal Checklist
  - Copy of IRP Renewal
  - When to Renew
  - Completing The Renewal Process
  - Renewal Processing Time
  - Methods of Payment
- IRP Transactions
  - Raleigh and Charlotte State Offices
  - License Plate Agencies
- Unified Carrier Registration





# WHAT IS AN APPORTIONABLE VEHICLE?

- Vehicles used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property.
- **EXCEPTIONS:** Recreational vehicles, vehicles displaying restricted plates, city pick-up and delivery, and government owned vehicles.



# IRP RENEWAL PROCESS





# RENEWAL REQUIREMENTS

- Signed and completed IRP Renewal Application.

Including:

- Mileage totaled by state for reporting period indicated on Renewal-M – line 3. IFTA reports are now required
- USDOT Number must be active
- Motor Carrier Number must be active
- If Corporation, must be current-active through NC Secretary of State
- FHL Carriers must provide Lease Agreement and Current Insurance Card every renewal
- Stamped receipted Schedule 1 of the Form 2290
  - Failure to furnish the required 2290 will result in the cancellation of your apportioned license plate.

**ACCOUNT \_\_\_\_\_ FLEET \_\_\_\_\_ APPORTIONED RENEWAL CHECKLIST**

**AVOID DELAYS: READ this checklist. COMPLETE the renewal application. COMPARE the completed application with the items on this checklist to ensure accuracy.**

**Please provide the necessary documents to CLEAR the STOPS. Without them, we may be unable to Renew the vehicle and/or fleet!**

**SCHEDULE REN-A**

**ACCOUNT INFORMATION**

1. ACCOUNT NAME(S): If a name is changing, please call the IRP office for instructions. Each type of name change may require different documents.
2. ACCOUNT ADDRESSES: For the HEADQUARTERS Office for all fleets in this account.  
PHYSICAL: always a street or road location in NC. PO Box is NOT allowed.  
MAILING: PO Box IS allowed, and IS NOT limited to NC.
3. ACCOUNT CONTACT PERSON: Person or service (in the headquarters office) to contact by phone or fax. MAY BE DIFFERENT FOR EACH FLEET.
4. DISCLOSURE/PRIVACY: Mark the block with an X to ensure that your personal information (ie. name & address, etc.) is kept private by the DMV.
5. SIGNATURE: Sign & Date the form.

**SCHEDULE REN-F**

**FLEET INFORMATION**

1. FLEET ADDRESSES: OFFICE/TERMINAL location for all vehicles operating in this fleet.  
PHYSICAL: always a street or road location in NC. PO Box is NOT allowed.  
MAILING: PO Box IS allowed, and is NOT limited to NC.
2. FLEET CONTACT PERSON: Person (fleet administrator) or Service (at the fleet level) to contact by phone or fax for information about this fleet.
3. FLEET TYPE: If the type is changing, please call the IRP for instructions. Each fleet type requires different documents.
4. COMMODITY CLASS: If the kind of goods you haul changes, please call the IRP for instructions. Documents may be required.
5. FOR-HIRE LEASED CARRIERS: Are required to submit a copy of lease agreement & authority holders insurance card. Form-E may be required if you carry the full liability insurance on vehicle when loaded.
6. INSURANCE CERTIFICATION: Write in the insurance co name & policy number which covers the vehicle(s) in this fleet with FULL LIABILITY. Change of insurance may require you to submit proof of insurance documents. Please call IRP for specific instructions.
7. SIGNATURE: Sign and Date the form

**SCHEDULE REN-M**

**MILEAGE INFORMATION**

1. MILEAGE REPORTING YEAR: Refer to mileage reporting period on Schedule M forms.
2. JURISDICTION MILEAGE: If no actual miles for reporting period mark YES for compute average distance and you will be assessed a fee for each jurisdiction. You should continue to keep your mileage records.
3. MILEAGE TOTALS: Add the miles from the ACTUAL column on pages 1 & 2 and write it on the ACTUAL line. Enter GRAND TOTAL from pages 1 and 2.
4. MILEAGE CERTIFICATION: Read, Sign, & Date the form.

**SCHEDULE REN-W**

**WEIGHT GROUP INFORMATION**

1. WEIGHT GROUP NUMBER: Displays the weight group number from previous year. SHOULD NOT BE CHANGED.
2. NUMBER OF VEHICLES IN THIS WEIGHT GROUP: Displays the number of active vehicles in this weight group at the print date.  
SHOULD BE CHANGED if vehicles were/are added to or deleted from the weight group since the print date.
3. UNIT/EQUIPMENT NUMBERS ASSIGNED TO THIS WEIGHT GROUP: Displays the unit numbers for active vehicles in this fleet at the print date.  
TO DELETE A UNIT: draw one line through the unit number on this schedule, and line through it on the equipment schedule (REN-E)  
TO ADD A UNIT: write in the unit number on this schedule and complete the equipment additions schedule (REN-EA).
4. NORTH CAROLINA WEIGHT: Displayed from the previous year. Also indicates if this is a FIXED weight group (NC & all other jurisdictions have the SAME weight and CANNOT BE CHANGED) or VARIABLE weight group (weights in other jurisdictions may vary within 10% of NC weight and MAY BE CHANGED). If a VARIABLE weight group is changed, ALL VEHICLES in that weight group are changed. WEIGHT CHANGE FOR A VEHICLE WITHIN A WEIGHT GROUP requires delete from the current weight group and add to the other/new weight group. CAUTION: Weight changes which took place after the PRINT DATE should be indicated on your renewal.
5. SIGNATURE: Sign & Date the form.

**SCHEDULE REN-E**

**EQUIPMENT INFORMATION**

1. VERIFY equipment information. MAKE necessary corrections including WEIGHT GROUP NUMBER if it changes.  
SEE ARTICLE NO. 4 IN THE SECTION ABOVE FOR INSTRUCTIONS.
2. DELETE (draw one line through) any vehicle you do not wish to renew. Be sure to delete vehicles you took out of service after the PRINT DATE.
3. ADD vehicles to this renewal (use form REN-EA) which were put into service after the Print Date.
4. ENCLOSE FORM 2290 SCH 1: proof of payment for Federal Heavy Vehicle Use Tax for the current tax year on vehicles with a declared weight of 55000 pounds or more.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

**Process Your IRP Renewal via The Internet!**

**You can renew your International Registration Plan (IRP) Renewal via the Internet. The system will be available as of \_\_\_\_\_ for your convenience.**

You may view the Online Services offered by DMV by going to the DMV website at:

**[www.ncdot.gov/dmv/](http://www.ncdot.gov/dmv/)**

Click on **Programs** and then click on **IRP Renewals** and then click on **TRANSEXPRESystem Renewal** to view the services offered for motor carriers. Click on **International Registration Plan** to begin your renewal. When you get to the Login screen, click on **"First Time User/Initial Access Setup"** and follow the instructions. **To set up your Internet account, use the information listed at the bottom of this page.**

**\*\* You may complete your IRP Renewal via the Internet or you may elect to process your renewal, create an invoice and then stop prior to payment and send your check for payment to the Raleigh or Charlotte IRP office for completion.**

**If you have any questions, please call the Raleigh Office at 919-615-6700.**



TYPE OR PRINT (blue or black ink)

APPORTIONED RENEWAL APPLICATION

PRINT DATE: \_\_\_\_\_

**1. FIRST REGISTRANT** US DOT NUMBER: \_\_\_\_\_

TYPE (check one)  I (individual) or  B (business)

REGISTRANT ID: \_\_\_\_\_ RELATIONSHIP: \* \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
 Individual Name (First, Middle, Last, Suffix / Sr, Jr, I, II, etc.) \_\_\_\_\_

Business name \_\_\_\_\_

ACCOUNT PHYSICAL ADDRESS (must be street or road in NC) PO BOX IS NOT VALID  
 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

ACCOUNT MAILING ADDRESS (if different from physical address) PO BOX IS VALID  
 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ACCOUNT CONTACT PERSON: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Draw one line through the information to be corrected and write in the correction.

**2. SECOND REGISTRANT**

TYPE (check one)  I (individual) or  B (business)

REGISTRANT ID: \_\_\_\_\_ RELATIONSHIP: \* \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
 Individual Name (First, Middle, Last, Suffix / Sr, Jr, I, II, etc.) \_\_\_\_\_

Business name \_\_\_\_\_

**3. \*\* RELATIONSHIP NAME (Complete only if a relationship is indicated in Section 1 and / or 2)**

TYPE (check one)  I (individual) or  B (business)

REGISTRANT ID: \_\_\_\_\_ SSN: \_\_\_\_\_ FEIN: \_\_\_\_\_  
 Individual Name (First, Middle, Last, Suffix / Sr, Jr, I, II, etc.) \_\_\_\_\_

Business name \_\_\_\_\_

**4. DISCLOSURE SECTION (Privacy)**  
 In 1997, the North Carolina Legislature passed a bill, which allows citizens to protect the personal information contained in the records of the Division of Motor Vehicles. Failure to check the block below will allow the Division of Motor Vehicles to release your name and address for marketing and solicitation after July 1, 1999.

I (We) would like the personal information contained in this application NOT TO BE RELEASED.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

\* A RELATIONSHIP MAY EXIST FOR THE FIRST OR SECOND REGISTRANT OR BOTH  
IF A RELATIONSHIP EXISTS FOR THE FIRST and SECOND REGISTRANTS, IT MUST BE THE SAME.

DBA: Doing business as DIV: A Division of TRU: Trustee GUA: Guardian CUS: Custodian LIF: For life then JTW: Joint w right of survivorship

\*\*ENTER THE FULL NAME OF THE RELATIONSHIP IN SECTION 3.

OFFICE USE

ACCOUNT NUMBER: \_\_\_\_\_

**NORTH CAROLINA APPORTIONED REGISTRATION RENEWAL APPLICATION**

ACCOUNT NUMBER: NC \_\_\_\_\_ FLEET NUMBER: \_\_\_\_\_ SUPPLEMENT NUMBER: 0000

EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ RENEWAL MONTH \_\_\_\_\_

**RENEWAL SCHEDULE F**

**FLEET INFORMATION**

**PRINT DATE:** \_\_\_\_\_

**1. FLEET ADDRESSES**

**PHYSICAL:** (ST or RD) \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: NC ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
**MAILING:** (PO BOX etc) \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CORRECTIONS ?**  
 Draw one line through the information to be corrected, and write in the correction.

**2. FLEET CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EXT:** \_\_\_\_\_ **ALTERNATE PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**INTERNET ADDRESS:** \_\_\_\_\_

**CORRECTIONS ?**  
 Draw one line through the information to be corrected, and write in the correction.

**3. FLEET TYPE**

- PRIVATE
- COMMON CARRIER
- CONTRACT CARRIER
- FOR HIRE EXEMPT
- FOR HIRE LEASED
- FOR HIRE RENTAL

**TO CHANGE FLEET TYPE: Place an X in the appropriate block and provide insurance & authority filings if necessary.**

- PRIVATE Hauls property belonging only to this Account Holder.
- COMMON CARRIER Hauls federally regulated property/passengers under **FHWA/MC Number** \_\_\_\_\_
- CONTRACT CARRIER Hauls federally regulated property under **FHWA/MC Number** \_\_\_\_\_
- FOR HIRE EXEMPT Hauls property (exempt from federal regulation) interstate. (Form E required)
- FOR HIRE LEASED Hauls property interstate operating under another carrier's authority **FHWA/MC Number \*** \_\_\_\_\_
- FOR HIRE RENTAL Rents vehicles to others for transporting property. (Form E required)

\* When the vehicle is loaded, do you carry full liability insurance?  **NO - If not registered in NC: enter base state of authority holder** \_\_\_\_\_ (copy of Lease Agreement & Insurance ID required)  
 **YES - I am using my own insurance** (Form E & copy of Lease Agreement. required)

**ALLOCATED FLEETS**

- ONE-WAY RENTAL TRUCKS** Minimum Number of Trucks: \_\_\_\_\_ (See Form IRPTA-21) **GVWR** (NC WT) \_\_\_\_\_
- POOL FLEET TRAILERS** Minimum Number of Trailers: \_\_\_\_\_ (See Form IRPTA-19) **GVWR** (Greater than 6,000 pounds) (from previous year)

**4. COMMODITY CLASS** (from previous year)

- ALL COMMODITIES
- LOGS
- EXEMPT
- HOUSEHOLD GOODS
- PASSENGER BUS

**TO CHANGE COMMODITY CLASS: Place an X in the appropriate block.**

- ALL COMMODITIES All Kinds of Commodities/Goods: to be used with fleet types PVT, COM, CON, or FHL only
- LOGS Logs: to be used with fleet types PVT or FHE only
- EXEMPT Interstate Exempt Commodities/Goods: to be used with fleet types FHE or FHR only
- HOUSEHOLD GOODS Household Goods Mover: to be used with fleet type COM only
- PASSENGER BUS Passengers: to be used with fleet type COM only

**5. INSURANCE CERTIFICATION: I certify that I have Financial Responsibility as required by law for the motor vehicles operating in this fleet.**

**Insurance Co Name:** \_\_\_\_\_ **Insurance Policy Number:** \_\_\_\_\_

**OFFICE USE**  
**INS CO CODE:** \_\_\_\_\_

**6. SIGNATURE**

\_\_\_\_\_  
 \_\_\_\_\_ **DATE:** \_\_\_\_\_

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

NORTH CAROLINA APPORTIONED REGISTRATION RENEWAL APPLICATION

ACCOUNT NUMBER NC \_\_\_\_\_ FLEET NUMBER \_\_\_\_\_ SUPPLEMENT NUMBER 0000

REGISTRATION PERIOD EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**RENEWAL SCHEDULE E**

EQUIPMENT INFORMATION

PAGE \_\_\_\_\_ OF \_\_\_\_\_

PRINT DATE \_\_\_\_\_

NUMBER OF VEHICLES IN THIS FLEET		TR _____		TK _____		TL _____		BU _____								
STOPS	EQUIP NUMBER	PLATE NUMBER	STOYDLYE	YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER (PRIMARY & SECONDARY)	TAX CNTY	A X L E S	S E A T S	CO OVER 10000 MILES	TITLE OR CONTROL NUMBER	WGT GRP# F - FIX V - VAR	UNL EMPTY WGT	** Y/N	*USDOT#	*TIN
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																

\*\* Is the control and responsibility for the safety of this vehicle expected to change?

\*USDOT# Number of the person responsible for the safe operation of the vehicle

\* TIN (Taxpayer ID#) Either the SSN(Social Security#) or FEIN(Fed Employer ID#) used when applying for the USDOT#

STOPS: I = INSURANCE C = CHILD SUPPORT D = DWI B = BAD CREDIT R = REG CORRE T = TAX S = STOLEN O = TOLL H = SHP G = GLOBAL M = MULTIPLE U = SCH. BUS P = AOC BUS

***** TO ADD VEHICLES ***** USE THE ATTACHED FORM RENEWAL SCHEDULE EA	NUMBER TO MODIFY	NUMBER TO DELETE	NUMBER TO RENEW
	THIS PAGE:	THIS PAGE:	THIS PAGE:
	ALL PAGES:	ALL PAGES:	ALL PAGES:

1. IRP ACCOUNT NUMBER: \_\_\_\_\_ FLEET NUMBER: \_\_\_\_\_

OFFICE USE  
 SUPPLEMENT NUMBER: **0000**

2. REGISTRATION PERIOD: EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

3. MILEAGE REPORTING YEAR: JULY 01, \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_

4. JURISDICTION MILEAGE (continued on page 2)

- \* LIST ACTUAL MILES in the ACTUAL MILES column for each state traveled by all vehicles in this fleet during the mileage-reporting period.
- \* COMPUTE AVERAGE VEHICLE DISTANCE  Yes  No Use AVERAGE VEHICLE DISTANCE if First Renewal or No Actual mileage traveled during the mileage reporting period.

	OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES		OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES
AK ALASKA				LA LOUISIANA			
AL ALABAMA				MA MASSACHUSETTS			
AR ARKANSAS				MD MARYLAND			
AZ ARIZONA				ME MAINE			
CA CALIFORNIA				MI MICHIGAN			
CO COLORADO				MN MINNESOTA			
CT CONNECTICUT				MO MISSOURI			
DC DST OF COLUMBIA				MS MISSISSIPPI			
DE DELAWARE				MT MONTANA			
FL FLORIDA				<b>NC NORTH CAROLINA</b>			
GA GEORGIA				ND NORTH DAKOTA			
IA IOWA				NE NEBRASKA			
ID IDAHO				NH NEW HAMPSHIRE			
IL ILLINOIS				NJ NEW JERSEY			
IN INDIANA				NM NEW MEXICO			
KS KANSAS				NV NEVADA			
KY KENTUCKY				NY NEW YORK			

**THIS IS A TWO-PART FORM. PLEASE CONTINUE TO THE NEXT PAGE.**

TYPE OR PRINT (blue or black ink)

**APPORTIONED RENEWAL MILEAGE APPLICATION**

OFFICE USE SUPPLEMENT NUMBER: <b>0000</b>
--

1. IRP ACCOUNT NUMBER: \_\_\_\_\_ FLEET NUMBER: \_\_\_\_\_

2. REGISTRATION PERIOD: EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

3. MILEAGE REPORTING YEAR: JULY 01, \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_

4. JURISDICTION MILEAGE (continued from page 1)

	OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES		OFFICE USE	ACTUAL MILES	AVERAGE VEHICLE DISTANCE MILES
OH OHIO				AB ALBERTA			
OK OKLAHOMA				BC BRITISH COLUMBIA			
OR OREGON				MB MANITOBA			
PA PENNSYLVANIA				NB NEW BRUNSWICK			
RI RHODE ISLAND				NF NEWFOUNDLAND			
SC SOUTH CAROLINA				NS NOVA SCOTIA			
SD SOUTH DAKOTA				NT NORTHWEST TERR			
TN TENNESSEE				ON ONTARIO			
TX TEXAS				PE PRINCE EDWARD IS			
UT UTAH				QC QUEBEC			
VA VIRGINIA				SK SASKATCHEWAN			
VT VERMONT				YT YUKON TERRITORY			
WA WASHINGTON							
WI WISCONSIN							
WV WEST VIRGINIA							
WY WYOMING				MX MEXICO			

**MILEAGE TOTALS**

(pages 1 & 2)

ACTUAL: \_\_\_\_\_ AVERAGE DISTANCE: \_\_\_\_\_ GRAND TOTAL: \_\_\_\_\_

5. MILEAGE CERTIFICATION: I CERTIFY THE MILEAGE ON THIS SCHEDULE REPRESENTS THE ACTUAL MILES FOR THE VEHICLES OPERATING IN THIS FLEET. I AM DECLARING THE AVERAGE VEHICLE DISTANCE MILEAGE FORMULA.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS





# When to Renew

The renewal application will be sent via mail

Once you receive the renewal application it can be processed 60 days prior to your expiration date.



# Completing the Renewal Process

There are three methods by which you can process your renewal:

- Raleigh or Charlotte IRP Offices
- Via the Internet – [www.ncdot.gov/dmv](http://www.ncdot.gov/dmv)
  - Payment process EFT or local IRP License Plate agencies
- Mail



## Reminder:

- You **cannot** process your IRP Renewal at your local License Plate Agencies
- You can only payout an IRP renewal at a local IRP License Plate Agency that was originally processed via the IRP online renewal system



# Renewal Processing Time

- If using the Internet, due to processing time, **10-14 business days** are required if having cab cards mailed.
- If renewing by mail, due to processing procedures please allow ample time for processing. Once your IRP Renewal is received and processed an invoice will be mailed to you.
- Payments can be mailed to the Charlotte or Raleigh IRP offices, and credentials will be mailed to you or visit the Charlotte or Raleigh IRP offices, pay and leave with your credentials.



NORTH CAROLINA APPORTIONED LICENSE CAB CARD

DATE REGISTERED: 10/27/2022 EXPIRES: 03/31/2023

1st REG: SAMPLE CAB CARD
2nd REG:
RLTNSHP:
ADDRESS: 123
CITY: RALEIGH STATE: NC ZIPCODE: 27601
TAX COUNTY: WAKE



00000282

Motor Carrier Responsible for safety
USDOT: 12345678

TEST
123 ACCT NO: NC 6646
RALEIGH NC 27601 FLEET /SUP NO: 1 /3

THIS OFFICIAL NORTH CAROLINA REGISTRATION MUST BE CARRIED IN THE VEHICLE DESCRIBED HEREIN

Table with 8 columns: Plate, Type/ Class, Equipment No, Unladen Weight, NC License Weight, Axles, Seats, Special Vehicle code. Row 1: PVT/A, 100, 12000, 80000, 3, Seats, TEST.

Title/Owners:
SAMPLE CAB CARD

INSURANCE COMPANY: ALLSTATE PROPERTY AND CASUALTY INS CO
INSURANCE POLICY NUMBER: D0F80D0D0DD

The vehicle described herein has been proportionally registered with North Carolina and other jurisdictions listed below:

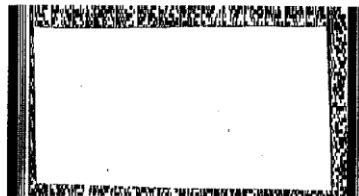
Table with 12 columns: JUR, WEIGHT, JUR, WEIGHT, JUR, WEIGHT, JUR, WEIGHT, JUR, WEIGHT, JUR, WEIGHT. Lists various state abbreviations and weights.

NO JURISDICTIONS ARE TO BE LISTED AFTER THE ROW OF ASTERISKS OR CARD IS INVALID. COPIES OF THIS LICENSE CAB CARD ARE NOT VALID.

You must apply for a duplicate apportioned registration. The fee is \$ 21.50

This Apportioned cab card:

- \* MUST BE CARRIED IN VEHICLE AT ALL TIMES
\* MUST BE SURRENDERED ALONG WITH CORRESPONDING APPORTIONED LICENSE PLATE IF VEHICLE IS DELETED FROM FLEET





# YOU MUST TURN IN LICENSE PLATE AND CAB CARD IF YOU ELECT NOT TO RENEW

- **IF YOU ELECT NOT TO RENEW A LICENSE PLATE WHEN PROCESSING YOUR APPORTIONED RENEWAL, YOU MUST TURN IN LICENSE PLATE AND CAB CARD BEFORE YOUR EXPIRATION DATE TO YOUR LOCAL LICENSE PLATE AGENCY. MAKE SURE YOU ARE GIVEN A RECEIPT; THIS SERVES AS PROOF VEHICLE HAS NOT BEEN OPERATED AFTER EXPIRATION. IF YOU TURN IN YOUR LICENSE PLATE AND DECIDE TO ADD THE VEHICLE BACK TO YOUR FLEET, LICENSE FEES WILL BE PRORATED, AND NO LATE FEE WILL BE ACCRUED.**
- **IF YOU DO NOT TURN IN YOUR LICENSE PLATE BEFORE THE EXPIRATION DATE, YOU WILL BE CHARGED THE FULL REGISTRATION FEE AND LATE FEE WILL BE CHARGED.**
- **YOU CAN TURN IN AN APPORTIONED LICENSE PLATE AT ANY DMV OFFICE.**
  - **MUST TURN IN THE LICENSE PLATE, THE STICKERS AND THE APPORTIONED CAB CARD.**

## Inability to Surrender Apportioned Cab Card

Registered Owner \_\_\_\_\_  
(Print or type)

Street \_\_\_\_\_

Post Office \_\_\_\_\_

Make

Serial No.

License No.

I, the undersigned, do hereby certify that the herein identified Apportioned Cab Card, which was issued to me for the vehicle described has been

Lost       Stolen       Destroyed

State other \_\_\_\_\_

I agree to immediately surrender the Apportioned Cab Card to the Division of Motor Vehicles should it be recovered by me.

\_\_\_\_\_  
Signature of Registered Owner



# Methods of Payment

## Charlotte and Raleigh IRP Offices

- Check
- Credit/Debit Card
- Money Order



# *IRP TRANSACTIONS*





# IRP transactions that must be processed at the Raleigh or Charlotte IRP Offices

- New Account
- Renewals
- Name change –
  - Before name change can be processed all required documentation must reflect the correct name (USDOT Number, MC Number, NC Secretary of State, Lease Agreement, Form E, etc.).
  - Must have titles for all vehicles in fleet.
- Fleet to Fleet
- Fleet Type/Commodity Class Change
- Change who leased to (need new lease agreement and insurance card)





# IRP TRANSACTIONS THAT CAN BE PROCESSED AT ONE OF THE 41 LICENSE PLATE AGENCIES ACROSS THE STATE (Branch Office List Enclosed)

- Add Equipment
- Weight Group Change
- Change Insurance(unable to change insurance for leased carrier)
- Turn in License Plate (must turn in license plate, sticker and cab card or complete Inability to Surrender Apportioned Cab Card form)
- Duplicate Cab Card
- Amend Equipment (Correct Vehicle Information)
- Replace Plate
- Replace Sticker
- Lien Recording
- Duplicate Title
- Duplicate Title with Lien Recording
- Pay out IRP online renewal(renewal must be processed online by customer)



# FOR-HIRE/IRP BRANCHES

LOCATION	BRANCH NUMBER	LOCATION	BRANCH NUMBER
ALLIANCE	51	MORGANTON	35
ASHEBORO	2	NEW BERN	37
ASHEVILLE	42	N. WILKESBORO	38
ASHEVILLE	56	REIDSVILLE	95
BURLINGTON	8	ROCKY MOUNT	44
CHEROKEE COUNTY	39	RURAL HALL	102
ELIZABETH CITY	14	SALISBURY	46
GOLDSBORO	18	SHELBY	48
GREENSBORO	134	SMITHFIELD	83
GREENSBORO	185	SPINDALE	180
HALIFAX COUNTY	70	SPRING HOPE	89
HENDERSON	21	STATESVILLE	50
HENDERSONVILLE	22	THOMASVILLE	108
HERTFORD	93	WALNUT COVE	49
HIGH POINT	165	WAYNESVILLE	161
KINSTON	26	WHITEVILLE	186
MARTIN COUNTY	171	WILMINGTON	88
MAYSVILLE	82	WILSON	60
MONROE	34	WINSTON SALEM	61
		YANCEYVILLE	173
<b>HEADQUARTERS BRANCHES</b>			
FOR-HIRE/IRP	BRANCH #	FOR-HIRE/IRP	BRANCH #
RALEIGH	931	CHARLOTTE	930



# *Unified Carrier Registration (UCR)*



The Unified Carrier Registration (UCR) Program is a federal law that requires individuals and companies that operate commercial motor vehicles in interstate commerce to register their business with the Unified Carrier Registration System. You pay an annual fee based on the size of your fleet. The UCR applies to all states in the continental US. If a Canadian carrier travels in the lower 48 states, UCR is required.



- The UCR fees are based on the number of commercial motor vehicles you reported on your last MCS-150 form or the total number of commercial motor vehicles owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made.
- A “commercial motor vehicle” for the purposes of UCR is defined as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:
  - -Has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds or more, whichever is greater, or
  - -Is designed to transport 11 or more passengers (including the driver): or
  - -Is used in transporting hazardous materials in a quantity requiring placarding.

**Your UCR can be paid on-line at [www.ucr.gov](http://www.ucr.gov).**



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UCR payments can no longer be collected at the Charlotte or Raleigh IRP offices.

UCR fees must be paid by January 1<sup>st</sup> of each year to avoid receiving a citation.



The IRP website is:

[www.ncdot.gov/dmv/programs/commercial-trucking](http://www.ncdot.gov/dmv/programs/commercial-trucking)



Raleigh IRP Office  
919-615-6700

Charlotte IRP Office  
980-260-2650



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*QUESTIONS*

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