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
  • 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.
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

1. ACCOUNT NAME: If name is changing, please call the HPP office for instructions. Each type of name change may require different documents.

2. ACCOUNT ADDRESS: For the HEADQUARTERS Office for all fleets in this account.
   PHYSICAL: always a street or rural location in NC. PO Box is NOT allowed.
   MAILING: PO Box IS allowed, and IS NOT limited to NC.

3. ACCOUNT CONTACT PERSON: Person (fleet administrator) at Service (at the fleet level) to contact by phone or fax. MAY BE DIFFERENT FROM EACH FLEET.

4. DISCLOSURE PRIVACY: Mark the block, with an X to ensure that your personal information (i.e. name & address etc.) is kept private by the DMV.

5. SIGNATURE: Sign & Date the form.

SCHEDULE REN-B

1. FLEET OPERATES OFFICE TERMINAL location for all vehicles operating in this fleet.
   PHYSICAL: always a street or rural 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) at 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 HPP for instructions. Each fleet type requires different documents.

4. COMMODITY CLASS: If the kind of goods you haul changes, please call the HPP for instructions. Documents may be required.

5. FOR-HIRE LEASED CARRIERS: You are required to submit a copy of lease agreement or authority holders insurance card. Forms E may be required if you carry the full liability insurance on vehicles when loaded.

6. INSURANCE CERTIFICATION: Write in the insurance name & policy number which covers the vehicles in this fleet with FULL LIABILITY. Change of insurance may require you to submit proof of insurance documents. Please call HPP for specific instructions.

7. SIGNATURE: Sign and date the form.

SCHEDULE REN-M

1. MILEAGE REPORTING YEAR: Refer to mileage reporting period on Schedule M form.

2. JURISDICTION MILEAGE: If you actual miles for the reporting period match YEN 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

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.

3. TO ADD A UNIT: Write on this schedule and complete the equipment schedule (RENE). TO DELETE A UNIT: Write on this schedule and complete the equipment schedule (RENE).

4. NORTH CAROLINA: Displays 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 for each 30 year weight group. The only exceptions are cases where weight group apportioned (if yes) or where weight group apportioned (if yes) with other jurisdictions may vary (if yes). Only weight change is one. All vehicles in that weight group are changed. WEIGHT GROUP CHANGES FOR A VEHICLE WHERE A WEIGHT GROUP requires deletion 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-K

1. EQUIPMENT INFORMATION: Make necessary corrections including WEIGHT GROUP NUMBER if changes. See ARTICLE 12.4 IN THE SECTION ADJUSTED FOR INSTRUCTION.

2. DELETE: Erase one line through the vehicle that you do not wish to renew. Be sure to delete vehicle you used out of service after the PRINT DATE.

3. ADD: Add vehicles to this renewal line from RENE which were put into service after the PRINT DATE.

4. ENCLOSE: FORM 2290 SCHEDULE, proof of payment for Federal Heavy Vehicle Use Tax for the current tax year on vehicles with a declared weight of 55,000 pounds or more.
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 February 1, 2018 for your convenience.

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

www.ncdot.org/dmv/

Click on Commercial Trucking (IRP) and then click on the TRANSEXPRESS System Online 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.

IRP Account Number:
IRP Fleet Number:
Registrant ID 1:
Access code:
North Carolina Division of Motor Vehicles

REGISTRATION RENEWAL APPLICATION

1. FIRST REGISTRANT
   TYPE (check one) D For Hire Leased Registrant only D Motor Carrier US DOT #: 
   TYPE (check one) D (individual) or D B (business)
   REGISTRANT ID: ___________________ RELATIONSHIP: * SSN: ______________ FEIN: ______________
   Individual Name: (First, Middle, Last, Suffix, Sr., Jt., 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: ______________

2. SECOND REGISTRANT
   TYPE (check one) D (individual) or D B (business)
   REGISTRANT ID: ___________________ RELATIONSHIP: * SSN: ______________ FEIN: ______________
   Individual Name: (First, Middle, Last, Suffix, Sr., Jt., I, II, etc.)
   Business name: ___________________

3. ** RELATIONSHIP NAME (Complete only if a relationship is indicated in Section 1 and/or 2)
   TYPE (check one) D (individual) or D B (business)
   REGISTRANT ID: ___________________ SSN: ______________ FEIN: ______________
   Individual Name: (First, Middle, Last, Suffix, Sr., Jt., 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.
   D (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 DIY: A Division of TRU: Trustee GUARDIAN: Guardian CUST: Custodian LIF: For life then JTW: Joint to right of survivorship

** ENTER THE FULL NAME OF THE RELATIONSHIP IN SECTION A.

OFFICE USE
   ACCOUNT NUMBER: ___________________________
# NORTH CAROLINA APPORTIONED REGISTRATION RENEWAL APPLICATION

**ACCOUNT NUMBER:** NC  
**FLEET NUMBER:**  
**SUPPLEMENT NUMBER:** 000

**EFFECTIVE DATE:** 06/01/2018  
**EXPIRATION DATE:** 05/31/2019  
**RENEWAL MONTH:** MAY

## RENEWAL SCHEDULE F

<table>
<thead>
<tr>
<th>FLEET ADDRESS</th>
<th>FLEET INFORMATION</th>
<th>PRINT DATE:</th>
<th>03/02/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL: (ST or RD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE: NC</td>
<td>ZIP:</td>
<td>COUNTY:</td>
<td></td>
</tr>
<tr>
<td>MAILING: (PO BOX etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE:</td>
<td>ZIP:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 2. FLEET CONTACT PERSON:

<table>
<thead>
<tr>
<th>PHONE:</th>
<th>EXT:</th>
<th>ALTERNATE PHONE:</th>
<th>FAX:</th>
</tr>
</thead>
</table>

## INTERNET ADDRESS:

## 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: Hook property belonging only to this Account Holder.
- [ ] COMMON CARRIER: Hook federally regulated property/passengers under FHWA/MC Number
- [ ] CONTRACT CARRIER: Hook federally regulated property under FHWA/MC Number
- [ ] FOR HIRE EXEMPT: Hook property (exempt from federal regulations) interstate. (Form E required)
- [ ] FOR HIRE LEASED: Hook 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  
  - [ ] YES - I am using my own insurance (Form E & copy of Lease Agreement & Insurance ID required)

**ALLOCATED Fleets**

<table>
<thead>
<tr>
<th>POOL FLEET TRAILERS</th>
<th>Minimum Number of Trailers:</th>
<th>(See Form IRPTA-19)</th>
<th>GVWR: (Greater than 6,000 pounds) (from previous year)</th>
</tr>
</thead>
</table>

## 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 HIR only
- [ ] LOGS: to be used with fleet types PVT or HIE only
- [ ] EXEMPT: Interstate exempt commodities/goods: to be used with fleet types FHE or FHIR only
- [ ] HOUSEHOLD GOODS: Household Goods Movers: to be used with fleet type COM only
- [ ] PASSENGER BUS: 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

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

DATE:  

## North Carolina Apportioned Registration Renewal Application

**Account Number NC**
**Fleet Number** 001
**Supplement Number** 000
**Registration Period**
**Effective Date** 06/01/2018
**Expiration Date** 05/31/2019
**Renewal Schedule**
**Number of Vehicles in This Fleet**

| # | EQP NUMBER | PLATE NUMBER | YEAR | MAKE | VEHICLE IDENTIFICATION NUMBER (PRIMARY & SECONDARY) | TAX CNTY | ASE | CO OVER 13000 MILES | TITLE OR CONTROL NUMBER | WGT ORP | UNL EMPTY WGT | ** | USDOT | TIN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | TR | 2015 | FRHT | 3 | Y | | | | | | | | | | |
| 2 | 3 | | | | | | | | | | | | | | |
| 4 | 5 | | | | | | | | | | | | | | |
| 6 | 7 | | | | | | | | | | | | | | |
| 8 | 9 | | | | | | | | | | | | | | |
| 10 | 11 | | | | | | | | | | | | | | |
| 12 | 13 | | | | | | | | | | | | | | |
| 14 | 15 | | | | | | | | | | | | | | |
| 16 | 17 | | | | | | | | | | | | | | |
| 18 | 19 | | | | | | | | | | | | | | |
| 20 | 21 | | | | | | | | | | | | | | |

**Notes:**
- **USDOT**
  - Number of the person responsible
  - TIN (Taxpayer ID)
- **TIN** (Taxpayer ID)
- Either the SSN (Social Security Number) or FEIN (Federal Employer Identification Number) used when applying for the USDOT
- **TIN** (Taxpayer ID)
- **TIN** (Taxpayer ID)

**Steps:**
- **J** = Insurance
- **C** = Child Support
- **D** = DWI
- **B** = Bad Credit
- **R** = Reg Correspondence
- **T** = Tax
- **S** = Stolen
- **O** = Toll
- **H** = Ship
- **G** = Global
- **M** = Multiple

***************
**To Add Vehicles**
**Use the Attached Form**
**Renewal Schedule**

<table>
<thead>
<tr>
<th>#</th>
<th>NUMBER TO MODIFY</th>
<th>NUMBER TO DELETE</th>
<th>NUMBER TO RENEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL PAGES:</td>
<td>THIS PAGE:</td>
<td>THIS PAGE:</td>
<td>THIS PAGE:</td>
</tr>
</tbody>
</table>
### North Carolina Division of Motor Vehicles

**APPORTIONED RENEWAL MILEAGE APPLICATION**

1. **IRP ACCOUNT NUMBER:**

2. **FLEET NUMBER:**

3. **REGISTRATION PERIOD:**
   - **EFFECTIVE DATE:** 06/01/2018
   - **EXPIRATION DATE:** 05/31/2019

3. **MILEAGE REPORTING YEAR:** JULY 01, 2016 THROUGH JUNE 30, 2017

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.

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

**THIS IS A TWO-PART FORM. PLEASE CONTINUE TO THE NEXT PAGE.**
### RENEWAL SCHEDULE M

**North Carolina Division of Motor Vehicles**

**APPORTIONED RENEWAL MILEAGE APPLICATION**

1. **IRP ACCOUNT NUMBER:** ____________________  **FLEET NUMBER:** ____________________

2. **REGISTRATION PERIOD: EFFECTIVE DATE:** 06/01/2018  **EXPIRATION DATE:** 05/31/2019

3. **MILEAGE REPORTING YEAR:** JULY 01, 2016  **THROUGH:** JUNE 30, 2017

4. **JURISDICTION MILEAGE** (continued from page 1)

<table>
<thead>
<tr>
<th>OFFICE USE</th>
<th>ACTUAL MILES</th>
<th>AVERAGE VEHICLE DISTANCE MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH</td>
<td></td>
<td>AB Alberta</td>
</tr>
<tr>
<td>OK</td>
<td></td>
<td>BC British Columbia</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>MB Manitoba</td>
</tr>
<tr>
<td>PA</td>
<td></td>
<td>NB New Brunswick</td>
</tr>
<tr>
<td>RI</td>
<td></td>
<td>NF Newfoundland</td>
</tr>
<tr>
<td>SC</td>
<td></td>
<td>NS Nova Scotia</td>
</tr>
<tr>
<td>SD</td>
<td></td>
<td>NT Northwest Terr</td>
</tr>
<tr>
<td>TN</td>
<td></td>
<td>ON Ontario</td>
</tr>
<tr>
<td>TX</td>
<td></td>
<td>PE Prince Edward Is</td>
</tr>
<tr>
<td>UT</td>
<td></td>
<td>QC Quebec</td>
</tr>
<tr>
<td>VA</td>
<td></td>
<td>SK Saskatchewan</td>
</tr>
<tr>
<td>VT</td>
<td></td>
<td>YT Yukon Territory</td>
</tr>
<tr>
<td>WA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MILEAGE TOTALS

**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 disclosing the average vehicle distance mileage formula.

**Signature:** ____________________  **Date:** ____________________

**Must be signed in ink by account holder or authorized representative of firm or business.**
1. I R P Account Number: ____________
   Fleet Number: ____________
   Supplement Number: 000 (system generated)

2. Registration Period
   Effective Date: 06/01/2018
   Expiration Date: 05/31/2019

3. Weight Declaration
   North Carolina Weight: 80000
   Fixed Weight: Do you carry the same weight in all your apportioned jurisdictions as in North Carolina?
   ☑ Yes
   ☐ No
   (If No is selected, you must indicate what weight you use in each jurisdiction.)
   All weights must be within 10% of the North Carolina weight.

   (Exception: Passenger Bus Fleets)

<table>
<thead>
<tr>
<th>JUR</th>
<th>WEIGHT</th>
<th>JUR</th>
<th>WEIGHT</th>
<th>JUR</th>
<th>WEIGHT</th>
<th>JUR</th>
<th>WEIGHT</th>
<th>JUR</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>xxxx</td>
<td>GA</td>
<td>80000</td>
<td>ME</td>
<td>80000</td>
<td>NM</td>
<td>80000</td>
<td>TN</td>
<td>80000</td>
</tr>
<tr>
<td>AL</td>
<td>80000</td>
<td>IA</td>
<td>80000</td>
<td>MO</td>
<td>80000</td>
<td>OH</td>
<td>80000</td>
<td>VA</td>
<td>80000</td>
</tr>
<tr>
<td>AR</td>
<td>80000</td>
<td>ID</td>
<td>80000</td>
<td>MN</td>
<td>80000</td>
<td>NY</td>
<td>80000</td>
<td>UT</td>
<td>80000</td>
</tr>
<tr>
<td>AZ</td>
<td>80000</td>
<td>IL</td>
<td>80000</td>
<td>MS</td>
<td>80000</td>
<td>OK</td>
<td>80000</td>
<td>VT</td>
<td>80000</td>
</tr>
<tr>
<td>CA</td>
<td>80000</td>
<td>IN</td>
<td>80000</td>
<td>MO</td>
<td>80000</td>
<td>OR</td>
<td>80000</td>
<td>WA</td>
<td>80000</td>
</tr>
<tr>
<td>CO</td>
<td>80000</td>
<td>KS</td>
<td>80000</td>
<td>ND</td>
<td>80000</td>
<td>PA</td>
<td>80000</td>
<td>WI</td>
<td>80000</td>
</tr>
<tr>
<td>CT</td>
<td>80000</td>
<td>KY</td>
<td>80000</td>
<td>NE</td>
<td>80000</td>
<td>RI</td>
<td>80000</td>
<td>WY</td>
<td>80000</td>
</tr>
<tr>
<td>DC</td>
<td>80000</td>
<td>LA</td>
<td>80000</td>
<td>NH</td>
<td>80000</td>
<td>SC</td>
<td>80000</td>
<td>WY</td>
<td>80000</td>
</tr>
<tr>
<td>DE</td>
<td>80000</td>
<td>MD</td>
<td>80000</td>
<td>NJ</td>
<td>80000</td>
<td>SD</td>
<td>80000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>80000</td>
<td>MS</td>
<td>80000</td>
<td>TX</td>
<td>80000</td>
<td>UT</td>
<td>80000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Non-US Jurisdictions

   | AR  | 80000  | NE  | 80000  | NT  | 80000  | QC  | 80000  | MX  | 80000  |
   | BC  | 80000  | NF  | 80000  | ON  | 80000  | SK  | 80000  |
   | MB  | 80000  | NS  | 80000  | PE  | 80000  | VT  | 80000  |

4. Equipment (Unit) Numbers: Up to 100 vehicles may be added on this schedule. Use additional schedules for more than 100 units.

   List equipment/unit number for the vehicles operating with the weights (weight group) declared on this schedule.

   10

5. How Many Vehicles Will Be Processed for This Weight Group (this supplement) ___________

6. Signature: ________________________
   Date: ________________________
   MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS
When to Renew

• You will receive your renewal application approximately 75 days prior to your expiration date.

• You can process your renewal 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.org/dmv
• Mail

Reminder:
You **cannot** process your IRP Renewal at your local License Plate Agencies
Renewal Processing Time

• If using the Internet, due to processing time, if you elected to pick up your cab cards at Raleigh, you must allow 3 business days before coming to the IRP Office.

• Also 7-10 days are required if having cab cards mailed. Do not wait until the grace period to process your renewal via the Internet in order for you to receive your cab cards before the effective date.

• If renewing by mail, due to processing procedures please allow ample time for processing. Once your IRP Renewal is received it is processed the next business day and an invoice will be mailed to you. You can choose to mail payment to us and we will mail credentials to you or can choose to walk in, pay and leave with your credentials.
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 (NOT VALID THRU). 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 ACCRUEDED.

• IF YOU DO NOT TURN IN YOUR LICENSE PLATE BEFORE EXPIRATION DATE (NOT VALID THRU), 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 ______________________________________________________________

<table>
<thead>
<tr>
<th>Make</th>
<th>Serial No.</th>
<th>License No.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Raleigh IRP Office</th>
<th>Charlotte IRP Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check</td>
<td>• Cash</td>
</tr>
<tr>
<td>• Money Order</td>
<td>• Check</td>
</tr>
<tr>
<td>• Credit</td>
<td>• Money Order</td>
</tr>
<tr>
<td></td>
<td>• Credit</td>
</tr>
</tbody>
</table>
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 42 LICENSE PLATE AGENCIES ACROSS THE STATE
(Branch Office List Enclosed)

- Add Equipment
- Weight Group Change
- Change Insurance
- 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
## FOR-HIRE/IRP BRANCHES

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>BRANCH NUMBER</th>
<th>LOCATION</th>
<th>BRANCH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIANCE</td>
<td>51</td>
<td>MAYSVILLE</td>
<td>82</td>
</tr>
<tr>
<td>ASHEBRO</td>
<td>2</td>
<td>MONROE</td>
<td>34</td>
</tr>
<tr>
<td>ASHEVILLE</td>
<td>42</td>
<td>MORGANTON</td>
<td>35</td>
</tr>
<tr>
<td>BURLINGTON</td>
<td>8</td>
<td>NEW BERN</td>
<td>37</td>
</tr>
<tr>
<td>EDEN</td>
<td>184</td>
<td>NEWTON</td>
<td>101</td>
</tr>
<tr>
<td>ELIZABETH CITY</td>
<td>14</td>
<td>N. WILKESBORO</td>
<td>38</td>
</tr>
<tr>
<td>FAYETTEVILLE</td>
<td>15</td>
<td>OXFORD</td>
<td>170</td>
</tr>
<tr>
<td>GOLDSBORO</td>
<td>18</td>
<td>ROANOKE RAPIDS</td>
<td>70</td>
</tr>
<tr>
<td>GREENSBORO</td>
<td>134</td>
<td>ROCKY MOUNT</td>
<td>44</td>
</tr>
<tr>
<td>GREENSBORO</td>
<td>185</td>
<td>RURAL HALL</td>
<td>123</td>
</tr>
<tr>
<td>GREENVILLE</td>
<td>147</td>
<td>SALISBURY</td>
<td>46</td>
</tr>
<tr>
<td>HAMPSTEAD</td>
<td>145</td>
<td>SMITHFIELD</td>
<td>83</td>
</tr>
<tr>
<td>HAYESVILLE</td>
<td>117</td>
<td>STATESVILLE</td>
<td>50</td>
</tr>
<tr>
<td>HENDERSON</td>
<td>21</td>
<td>WALNUT COVE</td>
<td>49</td>
</tr>
<tr>
<td>HENDERSONVILLE</td>
<td>22</td>
<td>WASHINGTON</td>
<td>55</td>
</tr>
<tr>
<td>HERTFORD</td>
<td>93</td>
<td>WAYNESVILLE</td>
<td>161</td>
</tr>
<tr>
<td>HICKORY</td>
<td>23</td>
<td>WHITEVILLE</td>
<td>186</td>
</tr>
<tr>
<td>HIGH POINT</td>
<td>165</td>
<td>WILMINGTON</td>
<td>59</td>
</tr>
<tr>
<td>JACKSONVILLE</td>
<td>16</td>
<td>WILSON</td>
<td>60</td>
</tr>
<tr>
<td>KINSTON</td>
<td>26</td>
<td>WINSTON SALEM</td>
<td>61</td>
</tr>
<tr>
<td>MARTIN COUNTY</td>
<td>171</td>
<td>YANCEYVILLE</td>
<td>173</td>
</tr>
</tbody>
</table>

### HEADQUARTERS BRANCHES

<table>
<thead>
<tr>
<th>FOR-HIRE/IRP</th>
<th>BRANCH #</th>
<th>FOR-HIRE/IRP</th>
<th>BRANCH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>RALEIGH</td>
<td>931</td>
<td>CHARLOTTE</td>
<td>930</td>
</tr>
</tbody>
</table>
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.
A UCR renewal reminder will be mailed to all carriers with an active USDOT number.

UCR payments can longer be collected at the Charlotte or Raleigh IRP offices.

UCR fees must be paid by January 1st of each year to avoid getting a citation.
The IRP website is:

www.ncdot.org/dmv/programs/commercial-trucking
Raleigh IRP Office
919-615-6700
Charlotte IRP Office
980-260-2650
QUESTIONS???