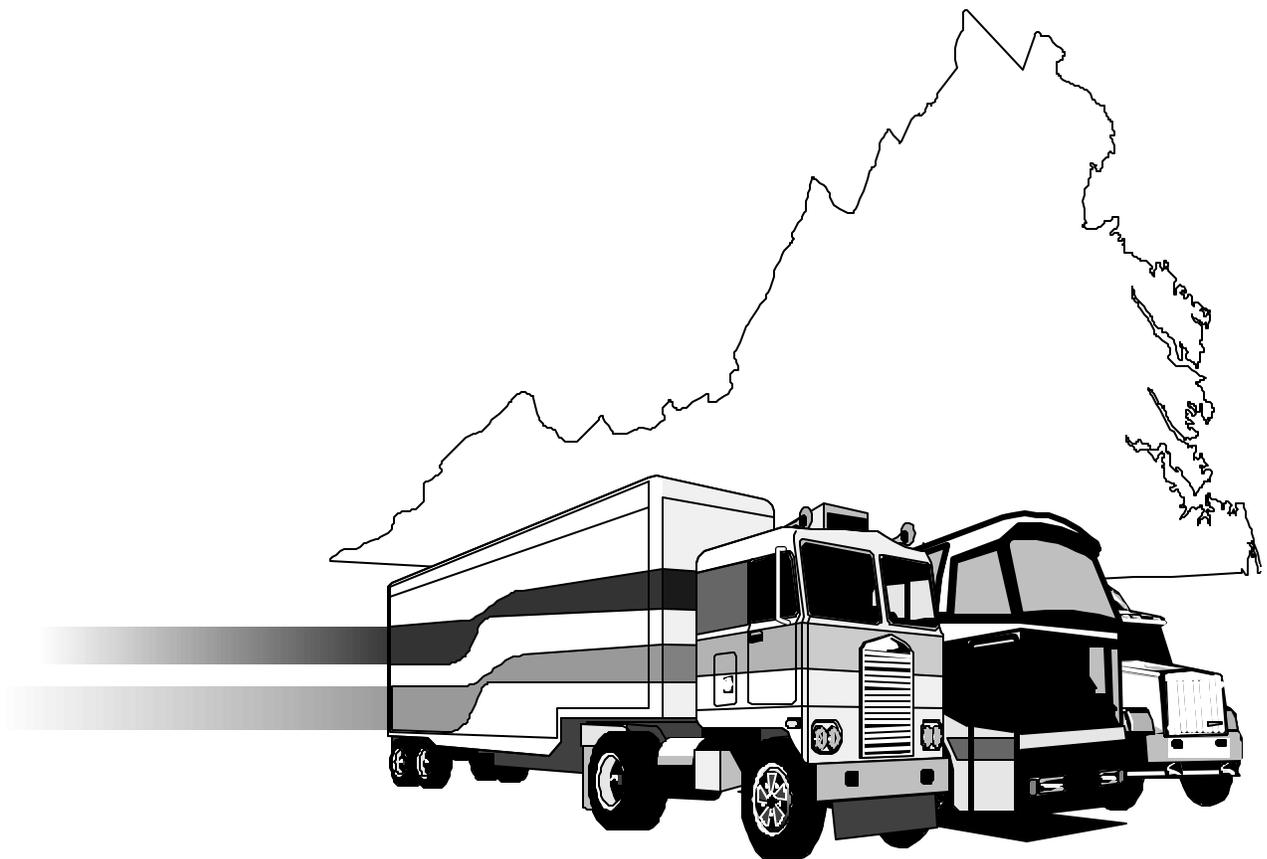

VIRGINIA

International Registration Plan



Department of Motor Vehicles
Motor Carrier Services

This manual explains how to obtain apportioned registration for fleets of vehicles used in interstate commerce under the International Registration Plan, or IRP

This manual should be used as a reference only. The basic information needed to prepare an application is provided; however, the contents do not cover every situation or answer all questions you may have. Should you have questions, contact any DMV customer service center or the Motor Carrier Services Administration at Headquarters. Refer to pages 25-29 of this manual for a list of all DMV offices. You may contact the Motor Carrier Administration at (804) 367-0479, Post Office Box 27412, Richmond, VA 23269.

TABLE OF CONTENTS

	PAGE
General Information.....	4
Qualified Vehicle for IRP	4
Vehicle Exempt from IRP Registration	4, 5
Reciprocal Agreements	5
Base Jurisdiction.....	5
Optional Registration.....	5
Insurance requirements	5
Operating Authority.....	5
International Fuel Tax Agreement (IFTA)	5, 6
US DOT Number.....	6
Temporary License Plates	6
Hunter’s Plates	6
Types of Operations.....	6
For-Hire Carriers	6
Private Carriers	6
Owner/Operators	6
Buses	7
Regular Route	7
Charter Buses	7
Rental Vehicles	7
Passenger Cars.....	7
Rental Trailers.....	7
Utility Trailers.....	8
One Way Vehicles	8
Household Goods Carriers	8
Trip Lease	6
Wreckers.....	8
Registration/Application Information.....	8, 9
IRP Mileage Year.....	9
Registration Period.....	9
Forms.....	9
Virginia Apportioned Registration Application (MCSD 1)	9

TABLE OF CONTENTS

	PAGE
Virginia Base Licensing Schedule (Form MCSD 3).....	9
Heavy Vehicle Use Tax (HVUT)	9, 10
Application Submission.....	10
Different Vehicle Gross Weights in Jurisdictions.....	10
Maximum Gross Weights	10
Overweight/Dimensional Permits	11
IRP License Plate Renewal	11
To Renew your IRP Registration	11
Changes to your Application/Fleet	11
Adding a Vehicle.....	11
Removing a Vehicle from the Fleet.....	12
Replacing Vehicles.....	12
Adding States for Registration	13
Reissue of License Plates	13
Record Keeping	13
Source Documents.....	13
Suggested Record Keeping Procedures	14
Retention of Records	14
Refunds - Virginia.....	14
Refunds - Other Jurisdictions	14
Instructions for Completing Application	
Virginia Apportioned Registration Application (MCSD 1)	15, 16, 17
Sample Form (MCSD 1)	18, 19
Apportioned Registration Jurisdiction Weight Schedule (MCSD 3).....	20
Sample Form (MCSD 3)	21
IRP Trip Permit Cost.....	22, 23
Estimated Mileage Chart.....	24
Customer Service Centers	25, 26, 27, 28, 29
Other IRP Jurisdiction	30, 31, 32, 33, 34
.....	35, 36

GENERAL INFORMATION

Apportioned registration refers to the International Registration Plan. The Plan is a method of registering fleets of vehicles that travel in two or more member jurisdictions. All contiguous states, including Washington D. C., and three Canadian provinces (Alberta, British Columbia and Saskatchewan) are members of the Plan.

Motor carriers that qualify for the IRP must register fleets of vehicles with their base or home jurisdiction for travel into other IRP jurisdictions. A fleet, for IRP purposes, is one or more apportionable vehicles. The base jurisdiction collects the appropriate registration fees and distributes them to the other jurisdictions in which the carrier requested apportioned registration. Carriers are issued one cab card (registration) and license plate(s) for each vehicle in the fleet. Registration fees are determined by the type of operation (private, for- hire or rental) and by:

- the percentage of miles traveled in each member jurisdiction
- the registered gross weight of each vehicle
- the number of vehicles in the carrier's fleet.

The Plan provides for the equitable sharing of registration revenue among the member jurisdictions. Each member jurisdiction receives its proportional share of registration fees for each vehicle registered under the IRP fleet.

Vehicles registered under the IRP are considered fully registered in each jurisdiction that receives registration revenue.

Apportioned registration applies to registration requirements only and does not exempt carriers from any jurisdiction's:

Operating Authority Requirements

Vehicle Size and Weight Requirements

Motor Fuel or Road Tax Licensing and Reporting

Insurance Filing Requirements

Qualified Vehicles for IRP

Vehicles that qualify for apportioning registration fees include vehicles that:

1. Travel in two or more IRP jurisdictions (including Virginia).
2. Are used for transporting persons or property.
3. Have a registered gross vehicle weight or actual weight in excess of 26,000 pounds (property carrying vehicle).
4. Are a power unit with three (3) or more axles regardless of weight, including buses.
5. Are used in combination and the actual weight of the combination exceeds 26,000 pounds.

Vehicles Exempt from IRP Registration

Government-owned vehicles
Trailers and semitrailers except when operating in California
Charter Buses
Vehicles displaying restricted plates such as equipment, dealer or farm plates.
Recreational vehicles such as motor homes, not used in connection with a business.

Reciprocal Agreements

Vehicles that operate in interstate commerce that do not qualify to be apportioned under the IRP are extended reciprocity under other reciprocal agreements. The agreements include vehicles that have two axles and the actual or registered gross weight is less than 26,000 pounds. However, if you operate any of these vehicles in two or more IRP jurisdictions, you may choose to register under the Plan

Base Jurisdiction

For purposes of fleet registration, the base jurisdiction is where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of that fleet are maintained or can be made available. The base jurisdiction definition also includes a physical structure owned, leased or rented by a fleet registrant and the location is designated by street number or road. In addition, the location must contain:

1. a telephone or telephones publicly listed in the name of the fleet registrant; and
2. a person or persons conducting the fleet registrant's business.

Optional Registration

Registrants based in a jurisdiction that is not a member of the IRP agreement and who have been licensing vehicles in any member jurisdiction using basing point, allocation or proration, may declare the member jurisdiction where the most miles have been operated as a base jurisdiction for purposes of IRP registration. When the registrant's base jurisdiction becomes a member of the Plan, the base should be changed to the jurisdiction where the fleet is actually based.

If you choose to base your fleet in an IRP jurisdiction other than Virginia, contact the IRP office in that jurisdiction for their rules and procedures.

Insurance Requirements

"For hire" interstate motor carriers may be required to file proof of insurance under the Single State Registration System (SSRS). The minimum liability insurance is set by the Federal Highway Administration at \$750,000 and may be higher for certain types of operations. Private and "exempt" carriers are not currently required to file or maintain the same level of insurance although they are required to maintain the state minimum insurance which is \$25,000 bodily injury or death to any one person in any one accident; \$50,000 bodily injury or death to two or more persons in any one accident; and \$20,000 injury or destruction of property in any one accident.

Operating Authority

If you are a "for hire" carrier operating in intrastate commerce in Virginia, you should also register with the DMV. Contact the nearest customer service center or the Motor Carrier Section in Headquarters for additional information.

International Fuel Tax Agreement (IFTA)

The International Fuel Tax Agreement (IFTA) is a base state agreement for the registration and payment of road tax. A carrier will register and receive a license and decals from his base jurisdiction and file his quarterly reports with the base jurisdiction. The base jurisdiction will calculate the tax owed each jurisdiction in which the carrier operated and give credit for the over-purchase of fuel.

The vehicle qualifications for road tax are the same as IRP. If you need additional information contact the nearest DMV customer service center or the Motor Carrier Section in DMV Headquarters.

USDOT Number

The United States Department of Transportation issues identification numbers for motor carriers that operate in interstate commerce. All vehicles with a gross vehicle weight exceeding 10,000 pounds must display the DOT number. A district office is located in Richmond and the telephone number for forms and information is (804) 281-5120.

Temporary License Plates

Temporary license plates issued by motor vehicle dealers are valid to transport persons or property in Virginia only. If a vehicle is required to travel into other IRP jurisdictions and does not display IRP license plates, you should purchase an IRP Trip Permit for each jurisdiction of travel before you enter the jurisdiction.

Hunter's Plates

A hunter's plate can be issued if requested. The plate is issued to allow an owner/operator to travel from one jurisdiction to another to find employment. The plate is issued for the empty weight of the power unit and trailer, if applicable, for a three month period and private fees are charged. Loads cannot be transported using this plate.

Apportioned license plates are required on trailers when traveling into California.

TYPES OF OPERATIONS

FOR HIRE CARRIERS

Transports passengers or property for compensation.

PRIVATE CARRIERS

Transports its own property on vehicles registered in the name of the company.

OWNER/OPERATORS

Owner/operators who lease their vehicles may register their vehicle(s) in one of two ways.

1. The owner/operator may register his vehicle as a lessor (operator) and the allocation of fees shall be according to the operational records of the owner/operator. The cab card and license plates are the property of the lessor.
2. The lessee (carrier) may register the vehicle in its name but both the carrier and the owner/operator's names will be shown on the cab card. The allocation of fees will be according to the records of the carrier. In this instance, the owner of the license plate(s) and cab card is the carrier.

Trip Lease

An apportioned carrier may trip-lease equipment to another apportioned fleet operator and the lessor (owner) will be responsible for reporting the miles traveled under the lease. The lessee (operator leasing the equipment) must ensure that the vehicle is properly registered and operated only in the jurisdictions for which fees have been paid or obtain an IRP trip permit for the vehicle(s).

An apportioned vehicle may be leased to a non-apportioned carrier. The lessor is responsible for reporting the miles traveled by the leased equipment. If the leased equipment is not apportioned with a jurisdiction in which the vehicle will travel, an IRP trip is required.

BUSES

Regular Route

IRP registration is required for all buses traveling regularly scheduled routes. The carrier may either submit actual in-jurisdiction miles for each jurisdiction or the sum equal to the scheduled route miles per year for each jurisdiction.

Charter Buses

Buses used exclusively for the transportation of chartered parties are exempt from IRP requirements.

RENTAL VEHICLES

Definitions:

Rental Owner means an owner of a fleet of vehicles principally engaged in renting to others or offering for rental vehicles with or without drivers.

Rental Fleet means vehicles which are rented or offered for rental and are designated by a rental owner as a rental fleet.

A Rental Transaction occurs in the jurisdiction where the vehicle first comes into possession of the user.

Rental companies engaging in the business of renting or leasing vehicles in Virginia for a period of less than one year are required to register with DMV for the payment of rental tax.

Rental vehicles properly registered in Virginia or other jurisdictions are extended full interstate and intrastate operating privileges if the vehicles are registered as specified by the Plan.

Rental Passenger Cars

Divide the gross revenue received in each IRP jurisdiction by the gross revenue received in all member jurisdictions for the preceding year. The percentage of revenue received in each jurisdiction is then applied to the total number of rental vehicles in the fleet. The result is the number of rental vehicles to be fully registered in each jurisdiction.

Rental Trailer

Trailers and semitrailers not in separate pool fleets and used in normal tractor trailer operations are licensed according to the same formula as other apportioned vehicles, in jurisdiction miles versus total fleet miles.

The number of trailers and semitrailers over 6,000 pounds gross weight and used solely in a pool fleet are determined by dividing the gross revenue received in each IRP jurisdiction by the gross revenue received in all member jurisdictions for the preceding year. The percentage of revenue received in each jurisdiction is then applied to the total number of trailers in the fleet. The result is the number of rental vehicles to be fully registered in each jurisdiction.

Utility Trailers

Owners of rental trailer 6,000 pounds gross weight and under should register a number of trailers equal to the average number of trailers rented in or through each jurisdiction during the preceding year.

ONE WAY VEHICLES

Trucks registered for less than 26,000 pounds will be allocated to each jurisdiction based on the mileage factor as other IRP fleets. The percentage of miles traveled in each jurisdiction times the number of vehicles in the fleet will determine the number of vehicles to be fully registered or allocated to each jurisdiction. All trucks registered in this manner are allowed to perform both interstate and intrastate movements in all jurisdictions.

Household Goods Carriers

Household goods carriers (Wheaton, North American etc.) using equipment leased from service representatives (local companies) may elect to base the equipment in the base jurisdiction of the service representative (local company) or the base jurisdiction of the national carrier.

If the equipment is registered in the base jurisdiction of the service representative, the equipment will be registered in the name of the service representative as lessor and the carrier as lessee. The apportionment of fees will be made according to the combined records of the service representative and the carrier. The records must be kept or made available in the service representative's base jurisdiction.

If the equipment is registered in the base jurisdiction of the national carrier, the equipment shall be registered by and in the name of the carrier as lessee and service representative as lessor. The apportionment of fees will be made according to the records of both the carrier and service representative which includes all intrastate miles generated by the service representative. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered in this manner will be fully registered for operations under their own authority as well as under the authority of the carrier.

Wreckers

Below are the surrounding states that do not require IRP registration for wreckers due to reciprocal agreements. If property other than a vehicle is being transported on a rollback that displays a wrecker license plate, the operator of the vehicle may be subject to a citation. If information is needed for other jurisdictions, contact that jurisdiction or the DMV, IRP Section, P. O. Box 27412, Richmond, VA 23269, (804) 367-2702.

Maryland	IRP Plates not required
North Carolina	IRP Plates not required
Tennessee	IRP Plates not required

Pennsylvania, Kentucky and West Virginia require wreckers to be apportioned or purchase an IRP trip permit and/or fuel permit, if required, prior to entry.

REGISTRATION/APPLICATION INFORMATION

In order to register your vehicles and designate Virginia as the base jurisdiction, you must :

Have an established place of business. The place of business means a physical structure owned, leased or rented by the fleet registrant.

Have a publicly listed Virginia telephone number in the name of the fleet or a person to contact during normal business hours.

Have mileage accrued in Virginia by the fleet.

Have operational records of the fleet in Virginia or be able to make them available for audit.

Title each vehicle in the fleet in Virginia.

IRP Mileage Year

The IRP mileage reporting year is from July 1 through June 30 of the previous year. In other words, if a carrier registers or renews in December 1997, he must report the mileage accrued from the previous July 1, 1996 through June 30, 1997 on the application.

Registration Period

The IRP registration period is staggered on a monthly basis. When you apply for IRP registration, the license fees will be calculated for twelve (12) months. When adding or deleting vehicles from the fleet during the registration period, the registration fees will be calculated from the month of transaction to the end of the registration month of the fleet.

Example: Month of renewal of the fleet - January 1997 - the license plates expire at the end of January, 1998. If a vehicle is added to the fleet in July, the fee calculation will be from July through January of the next year.

Forms

Application forms are available from DMV customer service centers and Headquarters. The registration period for IRP license plates is staggered on a fleet basis. The license plates for vehicles assigned to a fleet will all expire at the end the same month. There are two types of applications, manual and renewal. The manual forms are used when a new account is created. The renewal forms are computer-generated and sent to the carriers approximately 75 days before the IRP license plates expire. The renewal form lists all vehicles in the fleet at the time the renewal was generated. It gives all vehicle information such as the make, identification number, license plate number and registered gross vehicle weight.

Virginia Apportioned Registration Application (MCSD 1)

This form requests general information such as the person/company applying for IRP registration, federal identification or social security number, mileage of the fleet and a list of vehicles to be registered, added or deleted from the fleet. Only power units (trucks/tractors/busses) should be listed on this form unless the fleet will travel in California. Since California requires trailers to display apportioned plates or obtain a trip permit prior to entry, all trailers in the fleet should be listed on the application.

Virginia Base Licensing Schedule (Form MCSD 3)

This form is used if different gross weights are requested for other jurisdictions. An example, if a tractor is registered for 76,000 pounds gross weight in Virginia and 80,000 pounds gross weight in North Carolina.

Heavy Vehicle Use Tax (HVUT)

Based on federal requirements, the owner of a vehicle(s) is required to provide proof of payment of the Federal Heavy Vehicle Use Tax at the time a vehicle is registered or re-registered. The tax is administered by the Internal Revenue Service and proof of payment is required when original license plates are issued or renewed. The tax applies to power units that are registered for 55,000 pounds gross weight or more. If you need more information and/or forms, please contact the Internal Revenue Service. The telephone numbers for the IRS are: RICHMOND AREA (804) 649-2361. For other areas: FOR INFORMATION, CALL TOLL FREE 1-800-829-1040. FOR FORMS ONLY, CALL 1-800-829-3676.

The following documents are acceptable as proof of payment for state registration purposes:

1. A copy of the recited Schedule I (Form 2290) returned by the IRS to the taxpayer. The recited Schedule I is required for Suspension of Tax Liability for vehicles operating 5,000 miles or less per year and 7,500 or less for agricultural vehicles.
2. A copy of Form 2290 with Schedule I and a photocopy of both sides of the canceled check for payment. Schedule I (one page) will be accepted as proof of payment without a listing of vehicle identification numbers if the tax is paid on more than 21 vehicles.

Application Submission

Your application may be submitted to any DMV customer service center listed in this guide or by mail. If submitted by mail, it will take longer to process your application. Mail completed applications to:

Department of Motor Vehicles
Motor Carrier Services - IRP
P. O. Box 27412
Richmond, Virginia 23269

DMV will process your application, calculate the registration fees due each jurisdiction and provide an invoice showing the total fees due by jurisdiction. When you receive the invoice:

Make one check payable to Virginia Department of Motor Vehicles for the total amount due.

Send your check or money order and a copy of the invoice to the address where the application was processed. The processing location is listed at the top of the invoice.

If you want to apportion with the Canadian provinces of Alberta, British Columbia or Saskatchewan, be sure to include the Canadian Operating Authority number. If you do not have one, contact the appropriate province for the required forms. The contact information is under IRP Jurisdiction Information beginning on page 30.

After payment is received and processed, you will receive apportioned license plates and a cab card (registration) for each vehicle in your fleet.

Different Gross Vehicle Weights in Jurisdictions

IRP vehicles may be registered at different gross vehicle weights in each jurisdiction. For example, a vehicle may have a registered gross weight of 76,000 pounds in Virginia, 80,000 pounds in Texas, and pay registration fees based on the 76,000 pounds in Virginia and 80,000 pounds in Texas. However, if the weight varies by more than ten percent from the Virginia gross weight, an explanation of the variance must accompany the original or the renewal application.

To register a vehicle for different gross weights, complete the Base Licensing Schedule MCSD 3 (see forms instructions page 20.)

Maximum Gross Weights

The maximum gross weight allowed on the Interstate Highway System is 80,000 pounds. If a gross weight exceeding 80,000 pounds is needed for travel on interstate highways, contact the affected jurisdiction(s) for the requirements.

Registering for the maximum allowable weight in any jurisdiction does not authorize the operation of any vehicle that violates size and/or weight limits.

Jurisdictions that allow a registered weight in excess of 80,000 pounds gross weight without obtaining a permit are the province of Alberta (137,500 pounds). Maine (90,000 pounds) Nebraska (94,000 pounds) New Mexico (86,000 pounds) Saskatchewan (137,000 pounds) and the state of Washington (105,000 pounds).

Overweight/Dimensional Permits

Any vehicle or combination of vehicles or loads on vehicles whose size or weight exceeds the statutory limits for a jurisdiction must have an oversize or overweight permit. Permits for Virginia may be obtained from the Virginia Department of Transportation, Permit Section. The telephone number of the issuing authority for each jurisdiction is listed under DMV, IRP Jurisdiction Information Section on page 30.

IRP LICENSE PLATES RENEWAL

IRP registration must be renewed each year. All of the forms you need for renewal will be sent to you prior to the expiration of the registration. If you do not receive a renewal application/information within 30 days of your expiration date, contact DMV, IRP Section at Richmond Headquarters.

To Renew Your IRP Registration:

- Check all information on the pre-printed IRP renewal listing for accuracy.
- Make corrections on the application if necessary (see forms instructions).
- Complete the MCSD-1 (Apportioned Registration Application) and the reverse side, if needed, to add new or additional vehicles not listed on the renewal listing.
- Be sure to give the name of the person to contact and telephone number in case the application is incomplete or more information is needed.
- Sign the insurance certification at bottom of the form.
- Provide proof of Heavy Vehicle Use Tax filing with IRS, if applicable.
- You may renew the registration in person or by mail.

CHANGES TO YOUR APPLICATION/FLEET

You may need to make changes to your fleet registration after the original or renewal application has been processed. Changes are made by submitting the MCSD 1 with the appropriate section(s) completed as indicated on the form in the upper left hand corner.

Needed changes may include:

- Adding a vehicle to a fleet.
- Removing a vehicle from the fleet.
- Increasing or decreasing the gross weight of a vehicle

Adding a jurisdiction for the fleet
Reissue of lost or damaged plates.

Adding a Vehicle

1. Complete sections A, C, E, G and H of the Application for Apportioned Registration, MCSD1.
2. Be sure to complete Section H which describes the vehicle to be added.
3. Sign the insurance certification in Section E.
4. Complete the Base Licensing Schedule if needed.
5. Provide proof of Heavy Vehicle Use Tax filing with IRS if applicable.
6. Submit the application to any DMV Customer Service Center or to DMV Headquarters,

Removing a Vehicle from the Fleet

1. Complete Sections A, C, G and I of the Application for Apportioned Registration.
2. Describe the vehicle/fleet under "Deletions."
3. If six months or more remains in the current registration period, complete Form FAA-210, application for Refund of Motor Vehicle License Fees. Forms are available at DMV customer service centers. Only the Virginia fees can be refunded.
4. Submit the IRP cab card and license plate(s) with the application to a customer service center or to DMV Headquarters, IRP Section.

Replacing vehicles

If for any reason a vehicle is removed from service and replaced by another vehicle, you should:

1. Complete sections A, C, E, G, H and I of the Virginia Apportioned Registration Application, MCSD1.
2. Describe the vehicle to be added under Additions.
3. Describe the vehicle to be removed under Deletions.
4. Sign the insurance certification.
5. Compare the gross vehicle weights and:
 - a. If the gross weights of the vehicles are the same, return the cab card for replacement. Pay a \$2 transfer fee for Virginia and any calculated fees for Arizona, California, Colorado, Idaho, Indiana, Maine, Minnesota, Mississippi, Montana, Nevada, North Dakota, South Dakota, Utah, Washington. You must receive a new cab card before the vehicle can be legally operated.
 - b. If the replacement vehicle is lighter than the original vehicle, follow the instructions in 5a.
 - c. If the replacement vehicle's gross weight is more than the original vehicle's weight, follow the instructions in 5a, but pay an additional registration fee for the difference in gross weight. The additional fee will be calculated for the number of months remaining in the license period.

NOTE: Motor carriers hiring owner/operators should use the following guidelines.

- *When the same owner/operator exchanges his vehicle, proceed as in adding/deleting vehicles.*
- *When an owner-operator is replaced by a new owner/operator, handle as a transfer of license plates. Proceed as in replacing a vehicle, but return old license plates and cab card for no-fee re-issue of new IRP plates.*

To increase the gross weight of a vehicle registered under IRP:

1. Complete blocks 1 - 10 on Form MCSD 1.
2. Describe the vehicle/fleet whose gross weight is to be changed under Additions blocks 11 - 26. List the new gross weight(s).
3. Write "Vehicle Weight Change" in the top right hand corner of the application form.
4. Complete the Base Licensing Schedule if the vehicle is to carry a different weight in each registered IRP jurisdiction (see MCSD 3, forms instructions, page 20).
5. Submit the application.
6. Pay any additional registration fees.
7. Receive new cab card.

To decrease the weight of a registered IRP vehicle/fleet:

1. Follow the procedure above. No additional registration fees are required. States that do not allow weight decreases are: Alabama, California, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Nevada, New Mexico, Ohio, South Dakota, Texas and Wyoming.
2. Receive a new cab card.

NOTE: Virginia does not issue refunds for decreasing vehicle weight.

Adding states for registration

Fleets registered under IRP may add IRP jurisdictions after the original application is processed.

1. Complete blocks 1 -10 on form MCSD 1.
2. List mileage (actual or estimated) on MCSD 1, Section F for the jurisdiction(s) to be added.
3. States must be added to all currently registered vehicles in the fleet.

Reissue of license plates

Lost or mutilated IRP license plates ("P" and "PY" tags) may be re-issued or replaced.

1. Complete blocks 1 - 10 on form MCSD 1.
2. List vehicle under Deletions. List plates as lost or mutilated.
3. List vehicle again under Additions.
4. Pay replacement fee of \$10 per tag ("P" and "PY" tags). The replacement cost of a trailer plate is \$5. The reissue fee for decals is \$1.
5. Apply in person or by mail.
Virginia requires two (2) "P" plates for buses and single trucks. If you lose one tag, a re-issue of tags are necessary.

RECORD KEEPING

The IRP requires that all registrants maintain records to support the reported miles in all jurisdictions. The following paragraphs describe the documentation of miles traveled by vehicles in a fleet and suggested

record keeping procedures. Records must be kept for the current registration year plus the previous three years.

Source Documents

The source document for vehicles in an IRP fleet is commonly known as the IVMR (individual vehicle mileage record). It is the supporting evidence of each trip made by an apportioned vehicle. The vehicle record should contain at least the following:

1. Trip origin and destination with intermediate stops (city or jurisdiction).
2. Total miles of trip (include all loaded, deadhead and bobtail miles and trip-leased miles).
3. Miles generated in each state or province.
4. Odometer readings/hubometer readings (beginning and ending).
5. Route of travel.
6. Vehicle unit number.
7. Vehicle fleet number (if the same unit numbers are used in more than one fleet).
8. Registration name.
9. Driver's name.

Suggested Record Keeping Procedures

Monthly and/or quarterly totals of miles traveled in each state may be shown in summary form for each apportioned vehicle. All company operated vehicles may be shown on the summary; however, apportioned vehicles must be clearly identified since the miles generated by these particular units are the only ones which must be reported for IRP purposes.

Source documents used to produce the summary should be filed either in chronological order or by vehicle unit number. Documents filed under customers' names, drivers' names, etc. are virtually impossible to locate at the time of audit and may be termed as unacceptable if a complete audit trail cannot be established.

Retention of Records

At any time during the current registration year the registrant must have on file the records supporting the current year's application and the three preceding years' applications. Failure to retain records from which the true registration liability can be determined may result in full fee assessments, penalties, interest and or future denial of IRP registration.

The Virginia Department of Motor Vehicles Tax Audit Section may request an audit at any time. The registrant will be notified by telephone twenty days in advance to arrange for an audit of mileage records. At that time, the auditor will inform the company's representative of the audit period which has been selected and when he or she plans to conduct the audit. A follow-up letter will be sent to confirm the conversation.

The purpose of the audit is to determine the accuracy of the reported mileage in every state so that the original percentage of miles assigned to every IRP jurisdiction can be confirmed. If no discrepancies are found, the auditor concludes that all fees have been properly distributed to each jurisdiction. In the event the mileage is reported in error, the auditor will adjust the percentages to redistribute the fees based upon the findings and will notify each jurisdiction of these changes.

Any additional fees due to other jurisdictions will be billed and collected individually by each state. Any refunds due may be received by submitting a written request to the jurisdiction involved.

Refunds - Virginia

The Virginia Department of Motor Vehicles will refund one-half of Virginia IRP fees paid if there are six months or more remaining in the license period.

Only vehicles withdrawn from IRP registration are eligible for refund.

To apply for refund of Virginia IRP Registration Fees,

1. Complete Deletion Part of MCSD 1.
2. Complete Form FAA-210, "Application for Refund of Motor Vehicle License Fee" (available from any customer service centers).
3. Turn in the forms at any customer service center or mail to DMV Headquarters.

Refunds - Other Jurisdictions

The Virginia Department of Motor Vehicles cannot make refunds for other IRP jurisdictions. Contact the IRP office in each state in which you are registered for information on how to apply for refunds on a vehicle removed from a fleet.

Owner/operators are allowed to purchase Virginia apportioned license plates in their name. DMV will make any refund check payable directly to the owner/operator.

If owner/operators choose to register under the name of the company to whom they are leased, the company must request the refund. Refunds will then be made payable to the owner/operator in care of the company.

There is no refund on license plates if less than six months remains in the license period.

INSTRUCTIONS FOR COMPLETING VIRGINIA APPORTIONED REGISTRATION APPLICATION MCSD 1

1. **APPLICATION REASON:** Check reason(s) application is being submitted and complete the required action of the application as listed next to the reason(s) checked.
2. **APPLICANT'S NAME:** Print or type the name of the person, company, or corporation requesting apportioned registration.
3. **EMPLOYER ID/SOCIAL SECURITY NUMBER:** Print or type applicant's Federal Employer Identification or Social Security Number.
4. **D.O.T. NUMBER:** Print or type the identification number assigned by the Federal Department of Transportation.
5. **VIRGINIA ADDRESS WHERE THE FLEET IS BASED, CITY, ZIP CODE:** Print or type the VIRGINIA address where the fleet is based or where you have an established place of business.
6. **MAILING ADDRESS, CITY, STATE, ZIP CODE:** Print or type the applicant's mailing address.
7. **ADDRESS WHERE RECORDS ARE LOCATED, CITY, STATE, ZIP CODE:** Print or type the address where the fleet records are maintained.
8. **ACCOUNT NUMBER:** Print or type the Virginia DMV-assigned account number. If none is assigned, leave blank.
9. **FLEET NUMBER:** Print or type the Virginia-assigned fleet number. If none is assigned, leave blank.
10. **CONTACT PERSON, TELEPHONE NUMBER:** Print or type the name and the telephone number of the person DMV can contact if there are questions regarding the application.
11. **STATE OF INCORPORATION:** Print or type the state of incorporation, if applicable.
12. **CANADIAN PROVINCIAL OPERATING AUTHORITY NUMBER:** Print or type the provincial operating authority number issued by Canadian Provinces, if applicable.

13. **TYPE OF CARRIER:** Check all boxes that define your business operation..
- Private: transports own freight
 - For Hire: transports passengers or property for compensation
 - Rental: operates a fleet of "for rent" vehicles
 - Household Goods: operates for hire for the transportation of personal effects and property used in a dwelling
 - Exempt Commodities: Check applicable boxes that apply

Livestock	Produce	Grain	Logs	Ore
-----------	---------	-------	------	-----

If Rental Box Is checked and you are leasing vehicles, check the applicable box:

- Private: fleet leased for transportation of lessee's freight
 - For Hire: Fleet leased for the transportation for hire or compensation
14. **REPORTING MILEAGE YEAR:** The IRP mileage year is July 1 through June 30 of the previous calendar year. If your registration expires in July, August or September, you are allowed to report miles for the prior July through June to allow you time to compile your records.
- If the fleet did not accrue miles in the previous reporting year, the mileage schedule on the front of the form must be estimated. You should use the Estimated Mileage Chart on page 24 to complete this section. If the estimate is based on a period other than a year, it should be expanded to a full year of operation. If the first year's mileage is estimated, actual miles should be given the second and subsequent years. If mileage is estimated for two or more years for the same jurisdiction(s), the applicant will pay more than 100 percent of the license fees due. Trip permits can be used to accrue miles in a jurisdiction for registration for the next year's application.
15. **STATE:** Check the box for each jurisdiction in which the fleet is to be registered.
16. **MILEAGE:** Print or type the actual miles accumulated in each jurisdiction. If you did not travel in a jurisdiction during the mileage year, you may estimate the number of miles you intend to accumulate in a particular jurisdiction. If you estimate miles in a jurisdiction for two or more years, the fee calculation will be based on actual miles traveled in each jurisdiction plus estimated miles. Estimating two or more years for a jurisdiction will increase your registration fees.
- When estimating miles in a jurisdiction, use the Estimated Mileage Schedule on page 24.
17. **EST/ACT:** Print or type an E or A to indicate whether the miles for the jurisdiction are estimated or actual.
18. **TOTAL ESTIMATED FLEET MILES:** Print or type the total number of estimated miles in all jurisdictions.
19. **COMBINED TOTAL FLEET MILES:** Print or type the total number of actual and estimated miles for all jurisdictions.
20. **SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE, DATE:** Sign full legal name of the person preparing the application. The signature certifies or attests that the fleet is covered by the appropriate insurance and knowledge of the Motor Carrier Safety Act. Also print or type the date the application is completed.
21. **SUPPLEMENT NUMBER: FOR DMV USE ONLY.** Do not write in this space.
22. **NUMBER OF POWER UNITS IN THE FLEET:** Print or type the number of power units (tractors, trucks, buses) listed in this application.
23. **NUMBER OF TRAILERS IN FLEET:** Print or type the number of trailers listed on the application. If the fleet does not appportion with the state of California, this information is not needed.
24. **TOTAL NUMBER VEHICLES IN FLEET:** Print or type the number of vehicles listed on this application.
25. **TOTAL NUMBER OF UNITS BEING ADDED:** Print or type the number of units to be added to the fleet if applicable.

- 26. **TOTAL UNITS BEING DELETED:** print or type the number of units being deleted from the fleet, if applicable.
- 27. **OWNER EQUIPMENT NUMBER:** Print or type the assigned unit number for each vehicle listed in this application.
- 28. **YEAR:** Print or type the year model for each vehicle listed in this application.
- 29. **VEHICLE MAKE:** Print or type the trade name of each vehicle (Kenworth, GMC, Volvo, etc.) listed in this application.
- 30. **VEHICLE IDENTIFICATION NUMBER:** Print or type the manufacturer-assigned identification number for each vehicle listed on this application.
- 31. **TYPE:** Print or type one of the following body type codes for each vehicle listed in this application.

TT - Truck Tractor	TR -Tractor	TK - Single Truck
FT - Full Trailer	ST - Semi Trailer	BS - Bus

- 32. **AXLES OR SEATS:** Print or type the number of axles for each property-carrying vehicle listed on this application. If the vehicle is a bus, print or type the number of seats.
- 33. **FUEL:** Print or type the appropriate fuel code for each vehicle listed on this application.

D - Diesel	G - Gasoline	P - Propane
------------	--------------	-------------

- 34. **UNLADEN WEIGHT:** Print or type the empty weight of each vehicle listed on this application.
- 35. **GROSS/COMBINATION GROSS WEIGHT or REGISTERED WEIGHT:** Print or type the gross or combined gross weight for each vehicle listed in this application. For trucks that will not pull a trailer, the gross weight will be the empty weight of the truck plus the weight of the load to be hauled. For tractors and trucks pulling a trailer, the combined gross weight will be the empty weight of each vehicle plus the maximum load to be hauled. Vehicles will be registered for the comparable weight in all specified jurisdiction unless an Apportioned Registration Jurisdiction Weight Schedule (MCSD 3) is submitted with this application.
- 36. **MANUFACTURERS GROSS VEHICLE WEIGHT REGISGRATION OR GROSS WEIGHT COMBINED RATING:** Enter the manufacturer's gross vehicle weight rating or gross combination weight rating.
- 37. **VEHICLE PURCHASE PRICE:** Print or type the price paid (rounded to the nearest odd hundred dollars) for each vehicle listed on this application. DO NOT INCLUDE SALES OR USE TAX OR FEDERAL EXCISE TAX.
- 38. **VEHICLE FACTORY PRICE:** Print or type the factory price of each vehicle listed on this application.
- 39. **LEASE/PURCHASE DATE:** Print or type the month and year of purchase by the present owner OR the month and year of lease by the present lessee.
- 40. **OWNER/OPERATOR:** Print or type the name of the owner or operator of each vehicle listed on this application.
- 41. **TITLE NUMBER:** Print or type the Virginia DMV-assigned title number for each vehicle on this application.
- 42. **LICENSE PLATE NUMBER:** Print or type the Virginia license plate number, if applicable, for each vehicle listed on this application. If a Virginia license plate has not been assigned, leave blank.
- 43. **NATIONAL MILEAGE: 10,000 OR LESS:**
Check this block for each vehicle that travels 10,000 miles or less nationally on an annual basis.

EST/ACT: Print or type an E (estimated miles) or A (actual miles) for each vehicle that travels 10,000 miles or less nationally .

44. **REASON:** If applicable, print or type the reason each vehicle is being deleted from the fleet.

**INSTRUCTIONS FOR COMPLETION OF
APPORTIONED REGISTRATION JURISDICTION WEIGHT SCHEDULE
FORM - MCSD 3**

1. **APPLICANT'S NAME:** Print or type the name of the person, company, or corporation requesting IRP registration.
2. **ACCOUNT NUMBER:** Print or type the Virginia DMV-assigned account number. If one has not been assigned, leave blank.
3. **FLEET NUMBER:** Print or type the Virginia-assigned fleet number. If not assigned, leave blank.
4. **ORIGINAL/SUPPLEMENT:** Check the applicable box to indicate if this is an original or supplemental filing.
5. **SUPPLEMENT NUMBER:** For DMV use only. Do not write in this space.
6. **SIGNATURE OF OWNER/AUTHORIZED REPRESENTATIVE, DATE:** Sign the full legal name of the person completing this application to certify the request for registering vehicles at the different weight in other jurisdictions.
7. **OWNER EQUIPMENT NUMBERS:** Print or type the equipment number(s) for each vehicle to be registered at a different weight in other jurisdictions. Print or type ALL if all vehicles in the fleet are to be registered at the same weights.
8. **JURISDICTION/WEIGHT:** Print or type the requested weight at which each vehicle listed under OWNER EQUIPMENT NUMBERS section is to be registered for each jurisdiction.

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	\$20 for 7 Days	Yes
Alaska	\$10 for 5 days. Price varies according to unladen weight for 30-days permit	Yes
Alberta	Varies based upon mileage and net weight factor for 3 days	No
Arizona	Varies based upon mileage and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 for annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days and \$5 trailer for 4 days	Yes
Colorado	\$75 to \$90 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$12 plus mills per mile based on combined gross weight for 96 hours	No
Illinois	\$15 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$10 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Missouri	\$10 for 72 hours	Yes
Montana	\$10/Under 200 miles for 72 hours 15/200-400 miles for 72 hours \$20/Over 400 miles for 72 hours	No
Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus 15 cents per mile for 24 hours	No
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New York	\$15 for 72 hours	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Oregon	\$21 for 10 days	No
Pennsylvania	\$15 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for 24 hours	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$20 for 96 hours (each unit)	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

ESTIMATED MILEAGE CHART

JURISDICTION	ROUTES		JURISDICTION	ROUTES	
	NORTH-SOUTH	EAST-WEST		NORTH-SOUTH	EAST-WEST
AL	338	225	MT	478	591
AB	520	360	NC	200	470
AR	263	260	ND	225	385
AZ	413	345	NE	225	430
CA	900	375	NH	173	80
CO	300	395	NJ	160	70
CT	65	94	NM	413	357
DC	11	11	NV	570	338
DE	95	35	NY	300	338
FL	413	375	OH	225	230
GA	320	260	OK	225	488
IA	225	338	OR	300	430
ID	525	320	PA	170	320
IL	390	225	RI	11	5
IN	260	165	SC	225	300
KS	225	432	SD	225	410
KY	188	413	TN	120	450
LA	330	260	TX	825	800
MA	50	180	UT	375	275
MD	110	194	VA	225	450
ME	325	263	VT	153	80
MI	439	337	WA	263	375
MN	400	350	WI	320	263
MO	300	300	WV	200	263
MS	413	263	WY	300	350

Use this schedule to aid you in applying for IRP registration for the first time or when adding jurisdictions to your operation. The above represents one trip through each jurisdiction. Determine the number of trips anticipated and adjust the estimate of miles accordingly. Be sure to indicate that the miles are estimated on your application.

CUSTOMER SERVICE CENTERS

Abingdon Customer Service Center
542 Cummings Street
Abingdon, VA 24210
540/676-2382

Alexandria Customer Service Center
2681 Mill Road
Alexandria, VA 22314
703/761-4655

Altavista Customer Service Center
Town & Country Shopping Center
1301-H Main Street
Altavista, VA 24517
804/309-1500

Arlington Customer Service Center
4150 South Four Mile Run Drive
Arlington, VA 22206
703/761-4655

Bedford Customer Service Center
1629 Forest Road
Bedford, VA 24523
540/586-7979

Bristol Customer Service Center
21341 Old Dominion Road
Bristol, VA 24201-8526
540/669-5800

Charlottesville Customer Service Center
2360 Commonwealth Drive
Charlottesville, VA 22901
804/973-5371

Chesapeake Customer Service Center
1329 Battlefield Blvd., N.
Chesapeake, VA 23320
757/461-1919

Chester Customer Service Center
12100 Branders Creek Drive
Chesterfield, VA 23831
804/796-4129

Chesterfield County Customer Service Center
610 Johnson - Willis Drive
Richmond, VA 23236
804/367-0538

Christiansburg Customer Service Center
385 Arbor Drive
Christiansburg, VA 24073
540/381-7153

Clintwood Customer Service Center
Route 83, West Clintwood
Clintwood, VA 24228
540/926-4200

Courtland Customer Service Center
27426 Southampton Pkwy.
Courtland, VA 23837
757/653-9390

Covington Customer Service Center
Route 5, Grayson Avenue
Pinehurst Subdivision
Covington, VA 24426
540/962-3908

Culpeper Customer Service Center
440 Southridge Parkway
Culpeper, VA 22701
540/829-7320

Danville Customer Service Center
600 Cleveland Street
Danville, VA 24541
804/791-5259

East Henrico Customer Service Center
5517 South Laburnum Avenue
Richmond, VA 23231
804/236-3543

Fair Oaks Customer Service Center
11805-U Fair Oaks Mall

CUSTOMER SERVICE CENTERS

Fairfax, VA 22033
703/934-5117

8109 Roanoke Avenue
Hampton, VA 23605
757/461-1919

Fairfax/Westfields Customer Service Center
14950 Northridge Drive
Chantilly, VA 22021
703/803-0069

Harrisonburg Customer Service Center
Valley Shopping Mall
1925 E. Market Street
Harrisonburg, VA 22801
540/433-8009

Farmville Customer Service Center
300 N Virginia Street
Farmville, VA 23901-0488
804/392-9488

Hopewell Customer Service Center
4401 Crossings Blvd.
Prince George, VA 23875
804/458-3450

Franconia Customer Service Center
6306 Grovedale Drive
Alexandria, VA 22310
703/761-4655

Jonesville Customer Service Center
Hill Street
Jonesville, VA 24263
540/346-3560

Fredericksburg Customer Service Center
5700 Southpoint Boulevard
Fredericksburg, VA 22408
540/891-0536

Kilmarnock Customer Service Center
Highway 1036 (DMV Drive)
Kilmarnock, VA 22482
804/435-2613

Front Royal Customer Service Center
15 Water Street
Front Royal, VA 22630
540/635-1454

Lebanon Customer Service Center
U.S. 19 & Clinch Mt. Road
Lebanon, VA 24266
540/889-5110

Galax Customer Service Center
Route 6, Box 134
Galax, VA 24333
540/236-3521

Leesburg Customer Service Center
705-H E. Market Street
Leesburg, VA 2017-4473
703/761-4655

Gate City Customer Service Center
Route 2 Box 1058
Jones Street
Gate City, VA 24251
540/386-6172

Lexington Customer Service Center
Lexington-BU VS Shop Ctr
110 Walker Street
Lexington, VA 24450
540/463-7162

Gloucester Customer Service Center
6577 George Washington Memorial Highway
Gloucester, VA 23061
804/693-0899

Lynchburg Customer Service Center
3236 Odd Fellows Road
Lynchburg, VA 24501
804/947-6691

Hampton Customer Service Center

CUSTOMER SERVICE CENTERS

Manassas Customer Service Center
9800 Godwin Drive
Manassas, VA 20110
703/369-1013

Marion Customer Service Center
1595 North Main Street
Marion, VA 24354-3119
540/783-6805

Martinsville Customer Service Center
310 Starling Avenue
Martinsville, VA 24112
540/632-7145

Mobile Customer Service Center Unit 1
268 Holladay Street
Suffolk, VA 23434
804/367-0538

Mobile Customer Service Center Unit 2
5010 Airport Road, NW
Roanoke, VA 24019
540/520/2822

Mobile Customer Service Center Unit 3
Richmond Headquarters
2300 West Broad Street
Richmond, VA 23220

Newport News Customer Service Center
12912 Jefferson Avenue
Newport News, VA 23608
757/461-1919

Norfolk Customer Service Center
850 Widgeon Road
Norfolk, VA 23513
757/461-1919

Norfolk/Military Circle Customer Service Center
5745 Poplar Hall Drive
Norfolk, VA 23502
757/461-1919

North Henrico County Customer Service Center
8191 Brook Road, Suite C
Richmond, VA 23227
804/367/0538

Norton Customer Service Center
1729 Park Avenue, S.W.
Norton, VA 24273
540/679-1825

Onancock Customer Service Center
20 North Street
Onancock, VA 23417
757/787-5877

Pentagon Site
Pentagon Concourse
Washington, DC 20301

Petersburg Customer Service Center
110 West Bank Street
Petersburg, VA 23803
804/732-6493

Portsmouth Customer Service Center
6400 Bickford Parkway
Portsmouth, VA 23703
757/461-1919

Pulaski Customer Service Center
1901 Bob White Blvd.
Pulaski, VA 24301
540/994-5005

Richmond Central Customer Service Center
2300 West Broad Street
Richmond, VA 23220
804/367-0538

Roanoke Customer Service Center
5010 Airport Road, N. W.
Roanoke, VA 24012-1627

CUSTOMER SERVICE CENTERS

540/561-7400

Rocky Mount Customer Service Center
305 Tanyard Road
Rocky Mount, VA 24151
540/483-9543

Suffolk Customer Service Center
268 Holladay Street
Suffolk, VA 23434
757/461-1919

Tappahannock Customer Service Center
750 Old Creek Drive
Tappahannock, VA 22560
804/443-4337

Smithfield Customer Service Center
912 South Church Street
Smithfield, VA 23430
757/357-3364

Tazewell County Customer Service Center
Route 16 - 460
Tazewell Mall
Tazewell, VA 24651
540/988-5528

South Boston Customer Service Center
2039 Hamilton Boulevard
South Boston, VA 24592
804/572-6198

Tysons Corner Customer Service Center
1968 Gallows Road
Vienna, VA 22182
703/761-4655

South Hill Customer Service Center
206 Brunswick Avenue
South Hill, VA 23970
804/447-5047

Vansant Customer Service Center
Route 83
Vansant, VA 24656
540/597-2308

Springfield Mall Customer Service Center
6691-A Springfield Mall
Springfield, VA 22150
703/922-8304

Virginia Beach Buckner Customer Service Center
3551 Buckner Boulevard
Virginia Beach, VA 23456
757/461-1919

Stafford Customer Service Center
385 Garrisonville Road
Stafford, VA 22554
540/659-7867

Virginia Beach Hilltop Customer Service Center
1712 Donna Drive
Virginia Beach, VA 23452
757/461-1919

Staunton Customer Service Center
1632 Greenville Avenue
Staunton, VA 24401
540/332-7815

Warrenton Customer Service Center
94 Alexandria Pike
Warrenton, VA 22186
540/347-6430

Sterling Customer Service Center
100 Free Court
Sterling, VA 20164
703/761-4655

Waynesboro Customer Service Center
998 Hopeman Parkway
Waynesboro, VA 22980
540/949-6168

CUSTOMER SERVICE CENTERS

West Henrico Customer Service Center
9237 Quioccasin Road
Richmond, VA 23229
804/367-0538

Williamsburg Customer Service Center
952 Capitol Landing Road
Williamsburg, VA 23185
757/253-4811

Winchester Customer Service Center
4050 Valley Pike
Winchester, VA 22602
540/869-4777

Woodbridge Customer Service Center
14008 Smoketown Road
Woodbridge, VA 22192
703/761-4655

Woodstock Customer Service Center
714 A North Main Street
Woodstock, VA 22664
540/459-3622

Wytheville Customer Service Center
800 East Main Street
Wytheville, VA 24382
540/228-2063

IRP JURISDICTIONS

Alabama

Department of Revenue
Motor Vehicle Division
International Registration Section
PO Box 327620
Montgomery AL 36132-7620

IRP (334) 242-9000
Motor Fuel (334) 242-9606
Authority (334) 242-5176
Oversize (334) 834-1092

Alberta

Alberta Registries
Motor Vehicle Division
Prorate/Commercial Unit
4020 Bowness Rd. NW
Calgary AB CN T3- 0A2

IRP (403) 297-2920
Motor Fuel (403) 427-3244
Authority (403) 340-5430
Oversize (403) 342-7138

Arizona

Motor Vehicle Division
Account Maintenance Unit
Mail Drop 528M
Phoenix AZ 85007

IRP (602) 255-8340
Motor Fuel (602) 255-6775
Authority Not Required
Oversize (602) 255-7346

Arkansas

Office of Motor Vehicle
IRP Unit
PO Box 1272
Little Rock AR 72203

IRP (501) 682-4630
Motor Fuel (501) 682-4800
Authority (501) 569-2358
Oversize (501) 569-2381

British Columbia

Interjurisdictional Licensing Office
ICBC Prorate
PO Box 7500, Stn Terminal
Vancouver BC CN V6B 5R9

IRP/CAVR (604) 443-4450
Motor Fuel (604) 387-3368
Authority (604) 660-5454
Oversize (604) 387-4404

California

Department of Motor Vehicles
IRP Program
PO Box 932320
Sacramento CA 94232-3200

IRP (916) 657-7971
Motor Fuel (916) 322-2010
Authority (415) 703-2177
Oversize (916) 654-4961

Colorado

Motor Vehicle Division
IRP Section
140 W 6th Ave Rm 107
Denver CO 80204-5195

IRP (303) 572-5602
Motor Fuel (303) 866-3380
Authority (303) 894-2000 ext 364
Oversize (303) 757-9539

Connecticut

Department of Motor Vehicles
IRP Unit
60 State St Rm 104
Wethersfield CT 06161-1010

IRP (203) 566-4710
Motor Fuel (203) 297-4870
Authority (203) 667-7384
Oversize (203) 566-4010

IRP JURISDICTIONS

Delaware

Public Safety Bldg.
PO Drawer 7065
Dover DE 19903-7065

IRP (302) 739-2278
Motor Fuel (302) 739-2278
Authority (302) 739-2278
Oversize (302) 739-2278

District of Columbia

Washington DC
Bureau of Motor Vehicles
302 C Street, NW, Room 108
Washington DC 20001

IRP (202) 727-1159
Jackie Stanley

Florida

FL Dept Highway Safety & Motor
Vehicles
Bureau Motor Carrier Services
Neil Kirkman Bldg Rm A-110
Tallahassee FL 32399-0626

IRP (904) 488-6921
Motor Fuel (904) 488-6921
Authority No Regulation
Oversize (904) 488-4961

Georgia

Georgia Motor Vehicle Division
IRP Section
PO Box 38457
Capital Hill Station
Atlanta GA 30334

IRP (404) 651-6206
Motor Fuel (404) 656-4056
Authority (404) 559-6600
Oversize (404) 656-5428

Idaho

Idaho Transportation Department
Commercial Vehicles
PO Box 7129
Boise ID 83707-1129

IRP (208) 334-8609
Motor Fuel (208) 334-8692
Authority (208) 334-0332
Oversize (208) 334-8420

Illinois

Secretary of State
Commercial & Farm Truck Division
Howlett Building Room 300
Springfield IL 62756

IRP (217) 785-1800
Motor Fuel (217) 785-1397
Authority (217) 782-4654
Oversize (217) 782-6271 or
785-8967

Indiana

Indiana Bureau of Motor Vehicles
IRP Division Rm N403
100 N. Senate Ave
Indianapolis IN 46204

IRP (317) 232-4406
Motor Fuel (317) 232-1845
Authority (317) 232-2727
Oversize (317) 232-0081 or
232-5425

Iowa

Department of Transportation
Office of Motor Carrier Services
Park Fair Mall, 100 Euclid Avenue
PO Box 10382
Des Moines IA 50306-0382

IRP (515) 237-3258
Motor Fuel (515) 237-3224
Authority (515) 237-3364

IRP JURISDICTIONS

Oversize (515) 237-3264

FAX (207) 622-5332

Kansas

Kansas Department of Revenue
Division of Motor Vehicles
Docking State Office Building
Topeka KS 66624

IRP (913) 296-7719
Motor Fuel (913) 296-4993
Authority (913) 271-3150
Oversize (913) 296-7400

Kentucky

Kentucky Transportation Cab.
IRP
Box 2014
Frankfort KY 40602-2014

IRP (502) 564-7000
Motor Fuel (502) 564-4540
Authority (502) 564-4540
Oversize (502) 564-4540

Louisiana

Office of Motor Vehicles
IRP Unit
PO Box 64886
Baton Rouge LA 70896

IRP (504) 925-6335
Motor Fuel (504) 925-7656
Authority (504) 342-4414
Oversize (504) 343-2345

Maine

Bureau of Motor Vehicle
Division of Commercial Vehicles
State House, Station #29
Augusta ME 04333-0029

IRP (207) 287-2761
Motor Fuel (207) 287-8600
Authority (207) 287-8633
Oversize (207) 287-8632

Maryland

Motor Vehicle Administration
Motor Carrier Services Sec Rm 120
6601 Ritchie Highway, NE
Glen Burnie MD 21062

IRP (410) 787-2971
Motor Fuel (410) 799-4009
Authority (410) 333-6013
Oversize (410) 787-7647

Massachusetts

IRP Section
Ruggles Center, RMV Rm 313
1135 Tremont St
Boston MA 02120

IRP (617) 351-9320
FAX (617) 351-9399
Motor Fuel (617) 727-4373 & 4370
Authority (617) 727-3559
Oversize (508) 624-0819,
0820, 0936,4377

Michigan

Department of State
IRP Unit
PO Box 30029
Lansing MI 48909

IRP (517) 322-5200
Motor Fuel (517) 373-3180
Authority (517) 334-6389
Oversize (517) 373-2120

Minnesota

Department of Public Safety
Prorate Section Rm 162
395 John Ireland Blvd
St Paul MN 55155

IRP JURISDICTIONS

IRP (612) 296-2138
Motor Fuel (612) 296-0893
Authority (612) 296-7109
Oversize (612) 296-6441

IRP (402) 471-4435
Motor Fuel (402) 471-5730
Authority (402) 471-3101
Oversize (402) 471-0034

Mississippi

State Tax Commission
Prorate Section
PO Box 1140
Jackson MS 39205

IRP (601) 359-1248
Motor Fuel (601) 359-1791
Authority (601) 961-5439
Oversize (601) 359-1148

Missouri

Missouri Hwy Reciprocity Commission
PO Box 893
Jefferson City MO 65105

IRP (314) 751-6433
Motor Fuel (314) 751-6433
Authority (314) 751-7108
Oversize (800) 877-8499

Montana

Montana Department of
Transportation
Licensing & Permitting Bureau
2701 Prospect Ave
Helena MT 59620

IRP (406) 444-6130
Motor Fuel (406) 444-6130
Authority (406) 444-6190
Oversize (406) 444-6130

Nebraska

Department of Motor Vehicles
Interstate Registration Division
301 Centennial Mall South
PO Box 94789
Lincoln NE 68509

Nevada

Department of Motor Veh. & Public
Safety
Motor Carrier Bureau
555 Wright Way
Carson City NV 89711-0625

IRP (702) 687-5340
Motor Fuel (702) 687-5340
Authority (702) 687-6007
Oversize (702) 687-5410

New Hampshire

Division of Motor Vehicles
IRP Section
10 Hazen Drive
Concord NH 03305

IRP (603) 271-2196
Motor Fuel (603) 271-2311
Authority (603) 271-2447
Oversize (603) 271-2691

New Jersey

Motor Carriers Unit, IRP Section
225 East State Street, CN 178
Trenton NJ 08666-0178

IRP (609) 633-9406
Motor Fuel (609) 633-9406
Oversize (609) 633-9402

New Mexico

New Mexico Taxation & Rev. Dept.
Motor Vehicle Div (IRP)
Vehicle Services Bureau Rm 2129

IRP JURISDICTIONS

PO Box 1028
Santa Fe NM 87504-1028

IRP (505) 827-2294
Motor Fuel (505) 827-0845
Authority (505) 827-4519
Oversize (505) 827-0374

New York

International Registration Bureau
PO Box 2850BESP
Albany NY 12220-0850

IRP (518) 473-5595
Motor Fuel (518) 457-3653
Authority (518) 457-6391
Oversize (518) 457-1155

North Carolina

Division of Motor Vehicles
IRP Section
1100 New Bern Av
Raleigh NC 27697

IRP (919) 733-3642
Motor Fuel (919) 733-3409
Authority (919) 733-7631
Oversize (919) 733-7154

North Dakota

ND Department of Transportation
Motor Vehicle Division
Motor Carrier Section
608 E Boulevard
Bismarck ND 58505-0780

IRP (701) 328-2725
Motor Fuel (701) 328-3239
Authority (701) 328-2725
Oversize (701) 328-2621

Ohio

Ohio Bureau of Motor Vehicles

PO Box 16520
Columbus OH 43266-0020

IRP (614) 752-7605
Motor Fuel (614) 466-3410
Authority (614) 466-3392
Oversize (614) 777-0224

Oklahoma

Oklahoma Tax Commission
Prorate Section
2501 N. Lincoln Blvd
Oklahoma City OK 73194

IRP (405) 521-2519
Motor Fuel (405) 521-3246
Authority (405) 521-2253
Oversize (405) 425-2390

Oregon

Motor Carrier Transportation
550 Capitol St NE
Salem OR 97310-1380

IRP (503) 378-6699
Motor Fuel (503) 378-6699
Authority (503) 378-6699
Oversize (503) 373-0000

Pennsylvania

Department of Transportation
Commercial Registration Section
PO Box 68286
Transportation & Safety Bldg.
Harrisburg PA 17106-8286

IRP (717) 783-6095
Motor Fuel (717) 783-9369
Authority (717) 787-3834
Oversize (717) 787-5367

IRP JURISDICTIONS

Rhode Island

Division of Motor Vehicles
286 Main Street
Pawtucket RI 02760

IRP (401) 277-2970
Motor Fuel (401) 277-2950
Oversize (401) 277-2970

Tennessee

Department of Revenue
International Reg Unit
500 Deaderick Street
Nashville TN 37242

IRP (615) 741-2461
IFTA (615) 741-3394
Authority (615) 741-2974
Oversize (615) 741-3821

Saskatchewan

Saskatchewan Government Insurance
Motor Vehicle Division
Central Issuing
2260 11th Ave
Regina SK CN S4P 2N7

IRP (306) 787-4800
Motor Fuel (306) 787-7749
Authority (306) 787-9095
Oversize (306) 787-4036

South Carolina

SC Dept. of Revenue
IRP Section
PO Box 1498
Columbia SC 29216-0027

IRP (803) 737-1084
Motor Fuel (803) 737-4872
Authority (803) 737-5195
Oversize (803) 737-1279

South Dakota

Department of Revenue
Prorate & Commercial Licensing
118 W Capital
Pierre SD 57501-2080

IRP (605) 773-3451
Motor Fuel (605) 773-5335
Authority (605) 773-3201
Oversize (605) 698-3925

IRP JURISDICTIONS

Texas

Texas Dept. of Transportation
Vehicle Titles & Registration
Division
Registration Auditing Branch
Austin TX 78779

IRP (512) 465-7570
Motor Fuel (512) 463-4600
Authority (512) 463-7079
Oversize (512) 465-1784

Utah

Utah Motor Carrier Services
799 N Redwood Rd Ste A
Salt Lake City UT 84116-1909

IRP (801) 535-2650
Motor Fuel (801) 535-4848
Authority (801) 530-6662
Oversize (801) 965-4508

Vermont

Department of Motor Vehicles
Commercial Vehicle Oper
120 State St.
Montpelier VT 05603-0001

IRP (802) 828-2657
Motor Fuel (802) 828-2070
Authority No Regulation
Oversize (802) 828-2064

Virginia

Department of Motor Vehicles
Motor Carrier Service Room 609
PO Box 27412
Richmond VA 23269

IRP (804) 367-1836
Motor Fuel (804) 367-0479
Authority (804) 367-0479
Oversize (804) 786-2787

Washington

Prorate & Reciprocity Sec
Department of Licensing
PO Box 9036
Olympia WA 98507-9036

IRP (360) 753-6956
Motor Fuel (360) 753-3256
Authority (360) 753-3111
Oversize (360) 664-9494

West Virginia

Division of Motor Vehicles
1900 Kanawha Blvd. E
Capital Complex IRP Sec
Rm. 60-Bldg 3
Charleston WV 25317

IRP (304) 558-3629 or
3631
Motor Fuel (304) 558-3333
Authority (304) 340-0417
Oversize (304) 558-0384

Wisconsin

Division of Motor Vehicles
Motor Carrier Services Section
IRP-Unit 4802 Sheboygan Ave
Rm 151
PO Box 7955
Madison WI 53707-7955

IRP (608) 266-9900
Motor Fuel (608) 267-4382
Authority (608) 266-1356
Oversize (608) 266-7320

Wyoming

WY Department of Transportation
MV License & Titling Division
5300 Bishop Blvd.
Cheyenne WY 82009

IRP (307) 777-4842
Motor Fuel (307) 777-4827 or
4828
Authority (307) 777-4859

IRP JURISDICTIONS

Oversize (307) 777-4376



Commonwealth of Virginia
Department of Motor Vehicles

International Registration Plan
Post Office Box 27412
Richmond, Virginia 23269-0001
Phone Number: (804) 367-0479

Visit our web site at www.dmv.state.va.us

Form Number
September 1997
12 M