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.
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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 Stated 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.

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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**

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**

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:

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,

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. **APPLICANTS 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 apportion 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 REGISTRATION 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

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Cost of Trip Permit</th>
<th>Obtained Prior to Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>$20 for 7 Days</td>
<td>Yes</td>
</tr>
<tr>
<td>Alaska</td>
<td>$10 for 5 days. Price varies according to unladen weight for 30-days permit</td>
<td>Yes</td>
</tr>
<tr>
<td>Alberta</td>
<td>Varies based upon mileage and net weight factor for 3 days</td>
<td>No</td>
</tr>
<tr>
<td>Arizona</td>
<td>Varies based upon mileage and number of axles for 96 hours</td>
<td>No</td>
</tr>
<tr>
<td>Arkansas</td>
<td>$33 for 72 hours</td>
<td>No</td>
</tr>
<tr>
<td>British Columbia</td>
<td>1/12 for annual registration fee for vehicle weight</td>
<td>No</td>
</tr>
<tr>
<td>California</td>
<td>$45 power unit for 4 days and $5 trailer for 4 days</td>
<td>Yes</td>
</tr>
<tr>
<td>Colorado</td>
<td>$75 to $90 depending on weight for 72 hours</td>
<td>No</td>
</tr>
<tr>
<td>Connecticut</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Delaware</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Florida</td>
<td>$30 for 10 days</td>
<td>Yes</td>
</tr>
<tr>
<td>Georgia</td>
<td>$30 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Idaho</td>
<td>$12 plus mills per mile based on combined gross weight for 96 hours</td>
<td>No</td>
</tr>
<tr>
<td>Illinois</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Indiana</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Iowa</td>
<td>$10 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Kansas</td>
<td>$26 for 72 hours</td>
<td>No</td>
</tr>
<tr>
<td>Kentucky</td>
<td>$40 for 10 days</td>
<td>Yes</td>
</tr>
<tr>
<td>Louisiana</td>
<td>$25 for 48 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Maine</td>
<td>$25 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Maryland</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>$15 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Michigan</td>
<td>$10 for 72 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$15 for 120 hours</td>
<td>Yes</td>
</tr>
<tr>
<td>Mississippi</td>
<td>$25 for 72 hours</td>
<td>No</td>
</tr>
</tbody>
</table>
## 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
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.
<table>
<thead>
<tr>
<th>Customer Service Center</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abingdon Customer Service Center</td>
<td>542 Cummings Street</td>
<td>540/676-2382</td>
</tr>
<tr>
<td>Alexandria Customer Service Center</td>
<td>2681 Mill Road</td>
<td>703/761-4655</td>
</tr>
<tr>
<td>Altavista Customer Service Center</td>
<td>Town &amp; Country Shopping Center</td>
<td>804/309-1500</td>
</tr>
<tr>
<td>Arlington Customer Service Center</td>
<td>4150 South Four Mile Run Drive</td>
<td>703/761-4655</td>
</tr>
<tr>
<td>Bedford Customer Service Center</td>
<td>1629 Forest Road</td>
<td>540/586-7979</td>
</tr>
<tr>
<td>Bristol Customer Service Center</td>
<td>21341 Old Dominion Road</td>
<td>540/669-5800</td>
</tr>
<tr>
<td>Charlottesville Customer Service Center</td>
<td>2360 Commonwealth Drive</td>
<td>804/973-5371</td>
</tr>
<tr>
<td>Chesapeake Customer Service Center</td>
<td>1329 Battlefield Blvd., N.</td>
<td>757/461-1919</td>
</tr>
<tr>
<td>Chester Customer Service Center</td>
<td>12100 Branders Creek Drive</td>
<td>804/796-4129</td>
</tr>
<tr>
<td>Chesterfield County Customer Service Center</td>
<td>610 Johnson - Willis Drive</td>
<td>804/367-0538</td>
</tr>
<tr>
<td>Christiansburg Customer Service Center</td>
<td>385 Arbor Drive</td>
<td>540/381-7153</td>
</tr>
<tr>
<td>Clintwood Customer Service Center</td>
<td>Route 83, West Clintwood</td>
<td>540/926-4200</td>
</tr>
<tr>
<td>Courtland Customer Service Center</td>
<td>27426 Southampton Pkwy.</td>
<td>757/653-9390</td>
</tr>
<tr>
<td>Covington Customer Service Center</td>
<td>Route 5, Grayson Avenue</td>
<td>540/962-3908</td>
</tr>
<tr>
<td>Culpeper Customer Service Center</td>
<td>440 Southridge Parkway</td>
<td>540/829-7320</td>
</tr>
<tr>
<td>Danville Customer Service Center</td>
<td>600 Cleveland Street</td>
<td>804/791-5259</td>
</tr>
<tr>
<td>East Henrico Customer Service Center</td>
<td>5517 South Laburnum Avenue</td>
<td>804/236-3543</td>
</tr>
<tr>
<td>Fair Oaks Customer Service Center</td>
<td>11805-U Fair Oaks Mall</td>
<td></td>
</tr>
<tr>
<td>Customer Service Center</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Fairfax, VA 22033</td>
<td>703/934-5117</td>
<td></td>
</tr>
<tr>
<td>Fairfax/Westfields Customer Service Center</td>
<td>14950 Northridge Drive, Chantilly, VA 22021</td>
<td>703/803-0069</td>
</tr>
<tr>
<td>Farmville Customer Service Center</td>
<td>300 N Virginia Street, Farmville, VA 23901-0488</td>
<td>804/392-9488</td>
</tr>
<tr>
<td>Franconia Customer Service Center</td>
<td>6306 Grovedale Drive, Alexandria, VA 22310</td>
<td>703/761-4655</td>
</tr>
<tr>
<td>Fredericksburg Customer Service Center</td>
<td>5700 Southpoint Boulevard, Fredericksburg, VA 22408</td>
<td>540/891-0536</td>
</tr>
<tr>
<td>Front Royal Customer Service Center</td>
<td>15 Water Street, Front Royal, VA 22630</td>
<td>540/635-1454</td>
</tr>
<tr>
<td>Galax Customer Service Center</td>
<td>Route 6, Box 134, Galax, VA 24333</td>
<td>540/236-3521</td>
</tr>
<tr>
<td>Gate City Customer Service Center</td>
<td>Route 2 Box 1058, Gate City, VA 24251</td>
<td>540/386-6172</td>
</tr>
<tr>
<td>Gloucester Customer Service Center</td>
<td>6577 George Washington Memorial Highway, Gloucester, VA 23061</td>
<td>804/693-0899</td>
</tr>
<tr>
<td>Hampton Customer Service Center</td>
<td>8109 Roanoke Avenue, Hampton, VA 23605</td>
<td>757/461-1919</td>
</tr>
<tr>
<td>Harrisonburg Customer Service Center</td>
<td>Valley Shopping Mall, Harrisonburg, VA 22801</td>
<td>540/433-8009</td>
</tr>
<tr>
<td>Hogeswell Customer Service Center</td>
<td>4401 Crossings Blvd., Prince George, VA 23875</td>
<td>804/458-3450</td>
</tr>
<tr>
<td>Jonesville Customer Service Center</td>
<td>Hill Street, Jonesville, VA 24263</td>
<td>540/346-3560</td>
</tr>
<tr>
<td>Kilmamock Customer Service Center</td>
<td>Highway 1036 (DMV Drive), Kilmamock, VA 22482</td>
<td>804/435-2613</td>
</tr>
<tr>
<td>Lebanon Customer Service Center</td>
<td>U.S. 19 &amp; Clinch Mt. Road, Lebanon, VA 24266</td>
<td>540/889-5110</td>
</tr>
<tr>
<td>Leesburg Customer Service Center</td>
<td>705-H E. Market Street, Leesburg, VA 2017-4473</td>
<td>703/761-4655</td>
</tr>
<tr>
<td>Lexington Customer Service Center</td>
<td>Lexington-BU VS Shop Ctr, Lexington, VA 24450</td>
<td>540/463-7162</td>
</tr>
<tr>
<td>Lynchburg Customer Service Center</td>
<td>3236 Odd Fellows Road, Lynchburg, VA 24501</td>
<td>804/947-6691</td>
</tr>
<tr>
<td>Customer Service Centers</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Manassas Customer Service Center</td>
<td>9800 Godwin Drive, Manassas, VA 20110</td>
<td>703/369-1013</td>
</tr>
<tr>
<td>Marion Customer Service Center</td>
<td>1595 North Main Street, Marion, VA 24354</td>
<td>540/783-6805</td>
</tr>
<tr>
<td>Martinsville Customer Service Center</td>
<td>310 Starling Avenue, Martinsville, VA 24112</td>
<td>540/632-7145</td>
</tr>
<tr>
<td>Mobile Customer Service Center Unit 1</td>
<td>268 Holladay Street, Suffolk, VA 23434</td>
<td>804/367-0538</td>
</tr>
<tr>
<td>Mobile Customer Service Center Unit 2</td>
<td>5010 Airport Road, NW, Roanoke, VA 24019</td>
<td>540/520/2822</td>
</tr>
<tr>
<td>Mobile Customer Service Center Unit 3</td>
<td>Richmond Headquarters, 2300 West Broad Street</td>
<td></td>
</tr>
<tr>
<td>Newport News Customer Service Center</td>
<td>12912 Jefferson Avenue, Newport News, VA 23608</td>
<td>757/461-1919</td>
</tr>
<tr>
<td>Norfolk Customer Service Center</td>
<td>850 Widgeon Road, Norfolk, VA 23513</td>
<td>757/461-1919</td>
</tr>
<tr>
<td>Norfolk/Military Circle Customer Service Center</td>
<td>5745 Poplar Hall Drive, Norfolk, VA 23502</td>
<td>757/461-1919</td>
</tr>
<tr>
<td>North Henrico County Customer Service Center</td>
<td>8191 Brook Road, Suite C, Richmond, VA 23227</td>
<td>804/367/0538</td>
</tr>
<tr>
<td>Norton Customer Service Center</td>
<td>1729 Park Avenue, S.W., Norton, VA 24273</td>
<td>540/679-1825</td>
</tr>
<tr>
<td>Onancock Customer Service Center</td>
<td>20 North Street, Onancock, VA 23417</td>
<td>757/787-5877</td>
</tr>
<tr>
<td>Pentagon Site</td>
<td>Pentagon Concourse, Washington, DC 20301</td>
<td></td>
</tr>
<tr>
<td>Petersburg Customer Service Center</td>
<td>110 West Bank Street, Petersburg, VA 23803</td>
<td>804/732-6493</td>
</tr>
<tr>
<td>Portsmouth Customer Service Center</td>
<td>6400 Bickford Parkway, Portsmouth, VA 23703</td>
<td>757/461-1919</td>
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<td>Pulaski Customer Service Center</td>
<td>1901 Bob White Blvd., Pulaski, VA 24301</td>
<td>540/994-5005</td>
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<td>Richmond Central Customer Service Center</td>
<td>2300 West Broad Street, Richmond, VA 23220</td>
<td>804/367-0538</td>
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<td>Roanoke Customer Service Center</td>
<td>5010 Airport Road, N. W., Roanoke, VA 24012-1627</td>
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<td>Rocky Mount Customer Service Center</td>
<td>305 Tanyard Road, Rocky Mount, VA 24151</td>
<td>540/483-9543</td>
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<td>Suffolk Customer Service Center</td>
<td>268 Holladay Street, Suffolk, VA 23434</td>
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<td>Smithfield Customer Service Center</td>
<td>912 South Church Street, Smithfield, VA 23430</td>
<td>757/357-3364</td>
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<td>Tappahannock Customer Service Center</td>
<td>750 Old Creek Drive, Tappahannock, VA 22560</td>
<td>804/443-4337</td>
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<td>South Boston Customer Service Center</td>
<td>2039 Hamilton Boulevard, South Boston, VA 24592</td>
<td>804/572-6198</td>
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<td>Tazewell County Customer Service Center</td>
<td>Route 16 - 460, Tazewell Mall, Tazewell, VA 24651</td>
<td>540/988-5528</td>
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<td>South Hill Customer Service Center</td>
<td>206 Brunswick Avenue, South Hill, VA 23970</td>
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<td>Vansant Customer Service Center</td>
<td>Route 83, Vansant, VA 24656</td>
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<td>Springfield Mall Customer Service Center</td>
<td>6691-A Springfield Mall, Springfield, VA 22150</td>
<td>703/922-8304</td>
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<td>Virginia Beach Buckner Customer Service Center</td>
<td>3551 Buckner Boulevard, Virginia Beach, VA 23456</td>
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<td>Stafford Customer Service Center</td>
<td>385 Garrisonville Road, Stafford, VA 22554</td>
<td>540/659-7867</td>
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<td>Virginia Beach Hilltop Customer Service Center</td>
<td>1712 Donna Drive, Virginia Beach, VA 23452</td>
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<td>Staunton Customer Service Center</td>
<td>1632 Greenville Avenue, Staunton, VA 24401</td>
<td>540/332-7815</td>
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<td>Warrenton Customer Service Center</td>
<td>94 Alexandria Pike, Warrenton, VA 22186</td>
<td>540/347-6430</td>
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<td>Sterling Customer Service Center</td>
<td>100 Free Court, Sterling, VA 20164</td>
<td>703/761-4655</td>
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<td>Waynesboro Customer Service Center</td>
<td>998 Hopeman Parkway, Waynesboro, VA 22980</td>
<td>540/949-6168</td>
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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
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
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

**Mississippi**

State Tax Commission  
Prorate Section  
PO Box 1140  
Jackson MS  39205

<table>
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<td>IRP</td>
<td>(601) 359-1248</td>
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<tr>
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<td>(601) 359-1791</td>
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<td>(601) 961-5439</td>
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<td>Oversize</td>
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**Missouri**

Missouri Hwy Reciprocity Commission  
PO Box 893  
Jefferson City MO  65105

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<td>(800) 877-8499</td>
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**Montana**

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

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<td>(406) 444-6190</td>
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<td>(406) 444-6130</td>
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**New Hampshire**

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

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<td>(603) 271-2196</td>
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<td>Motor Fuel</td>
<td>(603) 271-2311</td>
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<td>(603) 271-2447</td>
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<td>(603) 271-2691</td>
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**New Jersey**

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

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<td>(609) 633-9402</td>
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**New Mexico**

New Mexico Taxation & Rev. Dept.  
Motor Vehicle Div (IRP)  
Vehicle Services Bureau Rm 2129
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<td>New York</td>
<td>International Registration Bureau</td>
<td>IRP: (518) 473-5595</td>
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<td>PO Box 2850BESP</td>
<td>Motor Fuel: (518) 457-3653</td>
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<td>Albany NY 12220-0850</td>
<td>Authority: (518) 457-6391</td>
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<td>Oversize: (518) 457-1155</td>
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<td>North Carolina</td>
<td>Division of Motor Vehicles</td>
<td>IRP: (919) 733-3642</td>
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<td>Motor Fuel: (919) 733-3409</td>
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<td>PO Box 1028</td>
<td>Authority: (919) 733-7631</td>
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<td>Raleigh NC 27697</td>
<td>Oversize: (919) 733-7154</td>
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<td>IRP: (701) 328-2725</td>
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<td>Motor Fuel: (701) 328-3239</td>
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<td>Authority: (701) 328-2725</td>
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<td>608 E Boulevard</td>
<td>Oversize: (701) 328-2621</td>
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<td>Oklahoma</td>
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<td>IRP: (405) 521-2519</td>
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<td>Motor Fuel: (405) 521-3246</td>
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<td>2501 N. Lincoln Blvd</td>
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<td>Oklahoma City OK 7319</td>
<td>Oversize: (405) 425-2390</td>
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<td>Oregon</td>
<td>Motor Carrier Transportation</td>
<td>IRP: (503) 378-6699</td>
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<td>550 Capitol St NE</td>
<td>Motor Fuel: (503) 378-6699</td>
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<td>Salem OR 97310-1380</td>
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<td>Oversize: (503) 373-0000</td>
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<td>Pennsylvania</td>
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<td>IRP: (717) 783-6095</td>
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<td>Commercial Registration Section</td>
<td>Motor Fuel: (717) 783-9369</td>
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<td>PO Box 68286</td>
<td>Authority: (717) 787-3834</td>
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<td>Oversize: (717) 787-5367</td>
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**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
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) 777-4824
Motor Fuel (307) 777-4827 or
      4828
Authority (307) 777-4859
Oversize  (307) 777-4376