

International Registration Plan (IRP)





Topics

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



WHAT IS AN APPORTIONABLE VEHICLE?

Vehicles used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property.

EXCEPTIONS: Recreational vehicles, vehicles displaying restricted plates, city pick-up and delivery, and government owned vehicles.



IRP RENEWAL PROCESS





RENEWAL REQUIREMENTS

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

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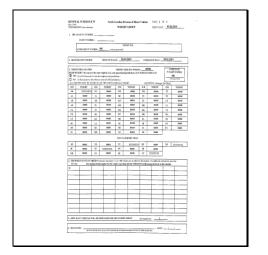
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When to Renew

- •The renewal application will be sent via mail
- •Once you receive the renewal application it can be processed <u>60 days</u> prior to your expiration date.



Completing the Renewal Process

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

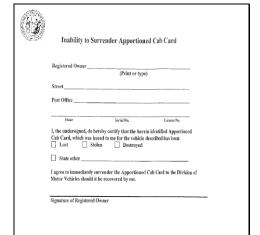
- •Raleigh or Charlotte IRP Offices
- •Via the Internet $\underline{www.ncdot.gov/dmv}$
 - Payment process EFT or local IRP License Plate agencies
- •Mail

Reminder: You cannot process your IRP Renewal at your local License Plate Agencies You can only payout an IRP renewal at a local IRP License Plate Agency that was originally processed via the IRP online renewal system **Renewal Processing Time** - If using the Internet, due to processing time, $\underline{\text{10-14 business days}}$ are required if having cab cards mailed. Do not wait until the grace period to process your renewal via the Internet in order for you to receive your cab cards before the effective date. • If renewing by mail, due to processing procedures please allow ample time for processing. Once your IRP Renewal is received and processed an invoice will be mailed to you. You can choose to mail payment to us and we will mail credentials to you or can choose to walk in, pay and leave with your credentials.



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

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





Methods of Payment

Raleigh IRP Office	Charlotte IRP Office
• Check	• Cash
Money Order	• Check
Credit	Money Order
	• Credit



IRP TRANSACTIONS





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

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



IRP TRANSACTIONS THAT CAN BE PROCESSED AT ONE OF THE 39 LICENSE PLATE AGENCIES ACROSS THE STATE (Branch Office List Enclosed)

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



FOR-HIRE/IRP BRANCHES

LOCATION	BRANCH NUMBER	LOCATION	BRANCH NUMBER
ALLIANCE	51	MAYSVILLE	82
ASHEBORO	2	MONROE	34
ASHEVILLE	42	MORGANTON	35
BURLINGTON	8	NEW BERN	37
EDEN	184	NEWTON	101
ELIZABETH CITY	14	N. WILKESBORO	38
FAYETTEVILLE	15	OXFORD	170
GOLDSBORD	18	ROANOKE RAPIDS	70
GREENSBORO	134	ROCKY MOUNT	44
GREENSBORO	185	SALISBURY	46
GREENVILLE	147	SHELBY	48
HAYESVILLE	117	SMITHFIELD	83
HENDERSON	21	STATESVILLE	50
HENDERSONVILLE	22	WAYNESVILLE	161
HERTFORD	93	WHITEVILLE	186
HICKORY	23	WILMINGTON	88
HIGH POINT	165	WILSON	60
JACKSONVILLE	16	WINSTON SALEM	61
KINSTON	26	YANCEYVILLE	173
MARTIN COUNTY	171		
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FOR-HIRE/IRP	BRANCH #	FOR-HIRE/IRP	BRANCH #
RALEIGH	931	CHARLOTTE	930



Unified Carrier Registration (UCR)



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



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

Your UCR can be paid on-line at www.ucr.gov.

