

Arizona APPORTIONED REGISTRATION MANUAL



ADOT
Motor Vehicle Division

Table of Contents

Introduction	1
Arizona Registration (IRP) Offices	1
1.0 What is IRP?	1
IRP Member Jurisdictions	1
2.0 How IRP Works	2
3.0 When to Apportion a Vehicle.....	2
Apportionable Vehicle	2
Base Jurisdiction	3
Established Place of Business	3
Exempt Vehicles	3
4.0 Types of Operations.....	3
For-Hire Carriers.....	3
Private Carriers.....	3
Owner-Operators.....	4
Buses.....	4
Household Goods Carriers.....	4
Equipment Leased From Service Representative.....	4
Registration in Base of Service Representative.....	4
Registration in Base of Carrier.....	4
Owner-Operator Leased Equipment.....	5
5.0 Arizona Requirements	5
Base Jurisdiction	5
Vehicle Documentation	5
IRP Exemptions	5
Insurance	5
International Fuel Tax Agreement (IFTA)	6
USDOT Number	6
Name Change.....	7
Federal Heavy Vehicle Use Tax (HVUT)	7
Enforcement	8
6.0 Applications and Forms.....	8
Incomplete Forms	8
Where to Obtain.....	8
7.0 New Registrations	8
8.0 Renewals	9
9.0 Supplemental Applications.....	9
Add a Vehicle	10
Delete a Vehicle.....	10
Replace a Vehicle and Transfer License Plates.....	10

Change Vehicle Weight in a Jurisdiction.....	10
Add a Jurisdiction.....	10
Replace Lost/Stolen Credentials	10
10.0 Fees	10
Registration Fees.....	10
Reduced Rate	11
Farm Vehicles	11
Credential Replacement Fees	11
11.0 Billing Invoice	11
Payment	12
12.0 Refunds.....	12
Arizona Refund/Credit Policy.....	12
Foreign IRP Jurisdiction Refunds	12
13.0 Temporary Registrations	13
Temporary Permit Authorization (TPA).....	13
Single Trip Permit	14
Unladen Weight Permit	14
Oversize/Overweight Permit	15
14.0 Mileage/Operational Records – IRP	15
Source Documents	15
Driver Trip Records	15
Trip Permits.....	15
Monthly Summaries	16
Yearly Summaries	16
Records Retention Period.....	16
15.0 Audits – IRP	16
Authority to Audit	16
Purpose of Audit	16
Audit Procedures.....	16
Appendix A – Estimating Mileage.....	17
Estimated Mileage Declaration (Sch G).....	17
Arizona Estimated Mileage Chart	18
Appendix B – Application	19
Arizona Apportioned Registration Application Instructions	19
Sample Application.....	22
Registration Renewal Chart	24
Appendix C – Glossary	25
Appendix D – IRP Jurisdictions Directory	30

Introduction

This manual explains how to obtain registration for interstate trucks, tractors and other commercial vehicles based in Arizona under the International Registration Plan (IRP). The basic information needed to submit an application is provided; however, the contents will not cover every unique situation or answer all questions that may arise. Questions can be directed to either of the IRP registration offices.

To speed up the registration process, please carefully read and follow the written instructions. Same day service will not always be available for all applications.

IRP Registration Offices *

Phoenix Office	Telephone/Fax	Hours
1801 W Jefferson St Phoenix	Telephone 602-712-6775 Fax 602-712-3284	Mon – Fri 8:00 am – 5:00 pm
Tucson Office		
621 E 22nd St Tucson	Telephone 520-628-5406 Fax 520-622-3369	Mon – Fri 8:00 am – 5:00 pm

Mail all applications to:

MAIL DROP 527M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

* In addition to the Motor Vehicle Division offices listed, some third parties are authorized to issue IRP credentials.

1.0 What is IRP?

The International Registration Plan (IRP), commonly referred to as “Apportion”, is an agreement for registering vehicles that travel in two or more member jurisdictions. The IRP provides for payment of licensing fees based on distance traveled. The unique feature of the IRP is that although license fees are charged by the various jurisdictions in which fleet vehicles are operated, only one payment is made to the carrier’s base state, and one license plate and one cab card is issued for each fleet vehicle.

IRP Member Jurisdictions – Includes all 48 contiguous states and 10 Canadian provinces

Alabama	AL	Maine	ME	Ohio	OH	Canada:	
Arizona	AZ	Maryland	MD	Oklahoma	OK		
Arkansas	AR	Massachusetts	MA	Oregon	OR	Alberta	AB
California	CA	Michigan	MI	Pennsylvania	PA	British Columbia	BC
Colorado	CO	Minnesota	MN	Rhode Island	RI	Manitoba	MB
Connecticut	CT	Mississippi	MS	South Carolina	SC	New Brunswick	NB
Dist. of Columbia	DC	Missouri	MO	South Dakota	SD	Newfoundland	NL
Delaware	DE	Montana	MT	Tennessee	TN	Nova Scotia	NS
Florida	FL	Nebraska	NE	Texas	TX	Ontario	ON
Georgia	GA	Nevada	NV	Utah	UT	Prince Edward Is.	PE
Iowa	IA	New Hampshire	NH	Vermont	VT	Quebec	QC
Idaho	ID	New Jersey	NJ	Virginia	VA	Saskatchewan	SK
Illinois	IL	New Mexico	NM	Washington	WA		
Indiana	IN	New York	NY	West Virginia	WV		
Kansas	KS	North Carolina	NC	Wisconsin	WI		
Kentucky	KY	North Dakota	ND	Wyoming	WY		
Louisiana	LA						

2.0 How IRP Works

Under IRP, interstate carriers must file an application with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. Arizona intrastate carriers must meet the requirements for operating in Arizona only. Registration fees are calculated according to each jurisdiction's specific registration schedules.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- Percentage of distance traveled in each jurisdiction
- Vehicle identification information
- Maximum gross vehicle weight (GVW)

Under the IRP, all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card)
- Allow registrants to travel both interstate and intrastate. Intrastate travel is subject to the terms of the operating authority issued by each member jurisdiction.

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining operating authority from any jurisdiction in which the apportioned vehicle travels
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA)
- Allow registrants to exceed the maximum length, width, height or axle limitations established by each jurisdiction or the federal government
- Waive or exempt carriers from tax reporting requirements or paying Federal Heavy Vehicle Use Tax
- Exempt a carrier from filing the necessary proof of liability coverage in each member jurisdiction as required

3.0 When to Apportion a Vehicle

Apportionable Vehicle

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds, or
- has three or more Axles, regardless of weight, or
- is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds.

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

Base Jurisdiction

“Base Jurisdiction” means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Established Place of Business

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, these vehicles require other types of Arizona registration:

- Vehicles operating under separate reciprocity agreements that the IRP has not superceded –or–
- Recreational vehicles used for personal pleasure or travel by an individual or family –or–
- Commercial vehicles displaying restrictive plates that have geographic area, mileage or commodity restrictions

Vehicles exempt from IRP include vehicles with a GVW of 26,000 lbs. or less (most common are 10,000-26,000). Although these vehicles are exempt from IRP, Arizona requires vehicle registration or trip permit to legally travel into or through this state.

4.0 Types of Operations

For-Hire Carriers

Any person who engages in the transportation of passengers or property for compensation

Private Carriers

A person, firm or a corporation that uses its own trucks to transport its own freight

Owner-Operators

Owner-operators who lease their vehicles may register in either of two ways:

1. The owner-operator may be the registrant. The vehicles will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of the vehicles and for establishing and maintaining records required of proportionally registered fleets. –or–
2. The carrier (lessee) may be the registrant. The vehicles will be registered in the name of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of the vehicles and for establishing and maintaining records required of proportionally registered fleets.

Buses

Regular Routes

Apportionment is a requirement for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

Charters

Buses used exclusively for the transportation of “chartered parties” are exempt from apportioned registration under IRP.

Private

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Household Goods Carriers

Equipment Leased from Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

Registration in Base of Service Representative

If the base jurisdiction of the service representative is selected, the equipment must be registered in the service representative’s name, and the Household Goods Carrier will be shown as lessee. The apportionment of fees must be according to the combined mileage records of the service representative and the carrier (IRP Section 1206). Such records must be kept or made available in the service representative’s base jurisdiction.

Registration in Base of Carrier

If the base jurisdiction of the Household Goods Carrier is selected, the equipment must be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees must be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier’s base jurisdiction.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives and used exclusively to transport cargo for the Household Goods Carrier, the equipment must be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier as lessee, with the apportionment of fees according to the records of the carrier.

5.0 Arizona Requirements

Base Jurisdiction

To register an apportioned vehicle in Arizona, the carrier must:

- Have a valid US Department of Transportation (USDOT) number and a Federal Employer Identification Number (FEIN) and/or a social security number. A carrier that does not have a USDOT number may apply directly to the Federal Motor Carrier Safety Administration by visiting their website at: www.fmcsa.dot.gov, or submit a completed MCS-150 application to MVD Motor Carrier and Tax Services.
- Have an established place of business in Arizona. An "established place of business" is defined on page 5.
- Have a publicly listed Arizona telephone number listed in the fleet registrant's name and a person to contact during normal business hours.
- Have mileage accrued in Arizona by the fleet.
- Have operational records of the fleet maintained or made available in Arizona.

Vehicle Documentation

The vehicle must have a valid Arizona title or a record on MVD's title and registration database. If the database does not indicate a record for the vehicle being registered, we will require sufficient documentation to determine ownership to issue an Arizona title or to create an Arizona Registration Only (ARO) record. The following documentation must be submitted:

1. A title properly endorsed, Manufacturer Certificate of Origin (MCO) or a copy of the out-of-state title (a copy will allow us to create an ARO record).
2. A completed current version of the Application for Title and Registration (form # 96-0236) provided by MVD. Since the application also serves as a data entry document, it is important that the information contained is typed or printed in black ink only and is accurate and legible.

IRP Exemptions

1. IRP vehicles are exempt from Arizona's vehicle emissions tests.
2. IRP vehicles are exempt from Arizona's vehicle identification number (VIN) inspection.

Insurance

Proof of insurance is not required at the time of registration. The MVD Insurance Unit will contact the carrier within 30 days to verify compliance with Arizona financial responsibility requirements. Every person owning or operating a motor vehicle or vehicle combination in a commercial enterprise in Arizona must maintain single limit liability coverage on the following:

- For vehicles with a declared GVW of 20,001 to 26,000 lbs. and no hazardous materials, the minimum amount is \$300,000

- For vehicles with a declared GVW over 26,000 lbs., the minimum amount is \$750,000
- For passenger-carrying motor vehicles for hire designed to carry:
 - ◆ 16 or more occupants\$5,000,000
 - ◆ 7-15 occupants\$750,000
 - ◆ Less than 7 occupants\$300,000

For more information regarding insurance, please contact the MVD Customer Service Call Center at Phoenix 602-255-0072, Tucson 520-629-9808, elsewhere in Arizona 800-251-5866, (Hearing/Speech Impaired– TDD systems only: Phoenix 602-712-3222, elsewhere 800-324-5425).

International Fuel Tax Agreement – IFTA

The International Fuel Tax Agreement (IFTA) is an agreement among the states and Canadian provinces to simplify the licensing, credentialing, and reporting of fuel use taxes by interstate motor carriers. A carrier may apply through the base jurisdiction if one or more "qualified motor vehicles" are being operated in two or more member jurisdictions. The advantages of IFTA include:

- A single fuel tax license
- A single quarterly tax return, which is submitted to the carrier’s base jurisdiction
- Fuel tax audits are generally performed only by the base jurisdiction

The carrier’s base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions.

For more information, a carrier can request an IFTA/IRP Application (form # 70-0508) by contacting the IFTA Licensing Unit at 602-712-6775 or by visiting www.azdot.gov (and following the links under Motor Vehicle Division, Commercial Services) and applying electronically.

USDOT Number

All motor carriers operating in interstate or foreign commerce are required to file an MCS-150 and MCS-150A application to receive a USDOT number. The USDOT number is an identification number issued to motor carriers, registrants and shippers by the Federal Motor Carrier Safety Administration (FMCSA). Prior to obtaining the USDOT number, the carrier must apply for the Operating Authority before beginning operation. The Operating Authority (MC\FF\MX number) is assigned to interstate for-hire motor carriers and brokers that apply for operating authority. The Operating Authority must be obtained at FMCSA through the website: www.fmcsa.dot.gov or by calling 800-832-5660.

Prior to issuing a registration, the carrier must provide a USDOT number. In addition, if the carrier is renting or leasing the vehicle to an interstate motor carrier who will be responsible for the safe operation of the vehicle, the carrier will provide the USDOT number according to the following:

- If the vehicle is to be rented or leased for 30 days or less to a motor carrier, the registrant must provide their USDOT number for the vehicle.
- If the vehicle will be leased for more than 30 days to an interstate motor carrier, the registrant must provide the USDOT number for the motor carrier responsible for the safety of the vehicle.
- It is the responsibility of the carrier to inform the proper agency when a change in responsibility for safety requirements occurs during the registration period. If the motor carrier responsible for safety cannot be determined, the carrier will become the default motor carrier for safety.

To insure all safety provisions required by FMCSA are followed, MVD may request and retain a copy of the lease agreement in the IRP registrant's file.

USDOT forms are available at the local office of the FMCSA at 400 E Van Buren St, Suite 401, Phoenix, AZ 85004, 602-379-6851, or MVD Motor Carrier and Tax Services, 1801 W Jefferson St, Phoenix, AZ 85007. The MCS-150 form may be submitted to the Motor Carrier and Tax Services for processing. Carriers can also obtain their USDOT registration number immediately by applying online at www.fmcsa.dot.gov.

Name Change

If the carrier is changing the name of the company, but not changing ownership or Federal Employer Identification Number (FEIN), the following documents are required:

- New updated IFTA/IRP Application (form # 70-0508)
- IRP Supplement Schedule C (form # 70-0504) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

New registration credentials will be issued reflecting the new name. The fee is \$4.00 per vehicle.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual) or the FEIN is changing, the following documents are required:

- New updated IFTA/IRP Application (70-0508)
- IRP Supplement Schedule C (70-0504) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

If a review of documentation determines that a new entity exists, a new account will be required. IRP fees will be recalculated and collected based on new information received. A new registration plate, tab and cab card reflecting the new name and new account number will be issued. The previous entity may request a refund/credit for any unexpired registration fees paid for the State of Arizona.

- Arizona-based carriers applying for a refund of apportioned registration fees from other IRP jurisdictions must do so directly with the individual jurisdictions, in accordance with the laws of those jurisdictions.

Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 lbs. or more combined or loaded gross weight. Proof is not required on new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with the application.

Acceptable proof of payment:

- A copy of a receipted or validated Internal Revenue Service (IRS) Schedule 1 (Form 2290) listing vehicle identification numbers
- In lieu of a receipted IRS Schedule 1 (Form 2290), Arizona will accept copies of the Form 2290

(with Schedule 1) and a copy of proof of payment document (e.g., canceled check front and back).

It is the applicant's responsibility to fully comply with all requirements listed in the Form 2290. For additional information, contact the Internal Revenue Service at 800-829-1040 or visit www.irs.gov.

Enforcement

Law enforcement will verify that a vehicle is properly registered by checking the original cab card or electronic (fax) transmitted cab card. The cab card must always be carried in the vehicle. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration.

A commercial vehicle not displaying a current registration plate, tab and cab card, or valid trip permit or temporary vehicle registration is operating in violation of the law. The registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

6.0 Applications and Forms

Incomplete Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under the apportioned registration agreement. Incorrect or partial completion of an application will delay processing.

The registrant's signature attests to the accuracy of the application. Information on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information.

Where to Obtain

Forms and additional information are available from any IRP registration office or you can obtain the forms by visiting www.azdot.gov and going to Motor Vehicle Division, Forms and Publications. Applications can be mailed or dropped off at the locations listed on page 1 of this manual.

To avoid delay in processing your application, be sure to complete all requested information on each form. A sample application and detailed instructions are included in pages 19-23 of this manual.

7.0 New Registrations

Under the IRP, when a registrant declares fleet operations in a jurisdiction in which it has no previous operations (actual mileage data from a prior reporting period), the carrier estimates mileage in each jurisdiction for the upcoming registration year. Calculation of the registration fees is based on these estimates. The carrier must provide a full statement of the proposed method of operation and estimate of this mileage. Under the IRP, the Base Jurisdiction Commissioner has the authority to adjust the estimated mileage in the application.

New carriers must prepare an IFTA/IRP Application (form # 70-0508) and an Apportioned Registration Application (form # 70-0502). Instructions for completing the registration application are contained in pages 19-23 of this manual.

When determining mileage, the applicant must use actual historical miles. If no historical miles are available, the applicant must use one of the following methods to determine estimated mileage:

- Existing contracts, proposed contracts
- Arizona Estimated Mileage Declaration Schedule G (form # 96-0291)
- Arizona Estimated Mileage Chart (Appendix A)

All mileage estimation must indicate travel in contiguous jurisdictions. If any jurisdictions to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

In addition to these completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another state by the same owner.

Applications are processed in the order in which they are received. Once an application has been processed, a billing will be provided to the carrier.

8.0 Renewals

Arizona has staggered, one year expiration periods for apportioned fleet or vehicle registration. Expiration dates are March 31, June 30, September 30 and December 31. Arizona initially determined the month of expiration, but the carrier may elect to change their expiration month, after a three year period.

Because the renewal is printed and issued before expiration, any supplemental activity that takes place after the renewal distribution, will not appear on the renewal notice including additions/deletions, or other changes to the fleet/vehicle information. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

- An additional filing fee will be assessed each time a carrier requests an amendment to an application which has had fees calculated and invoiced. This includes adding or deleting vehicles or jurisdictions.
- Applications with incorrect or incomplete information could incur processing delays, assessment of incorrect fees or inaccurate records.
- Carriers with vehicles powered by alternative fuels must submit an Alternative Fuel Certificate (form # 48-1303) with their renewal application to be eligible for the vehicle license tax reduction. If you have any questions, please contact the Arizona Department of Environmental Quality in Phoenix at 602-771-3954 or Tucson at 520-628-5630 or visit www.azdeq.gov.
- Return renewal applications to any Arizona IRP Registration Office or Authorized Third Party office for processing.
- Submit a Plate Notice (form # 48-3302), for the IRP plates that will not be renewed.
- Any renewal not paid by the registration expiration date will be assessed an \$8.00 penalty for each unit. An additional \$4.00 penalty will be assessed for each month the registration fee is not paid.

9.0 Supplemental Applications

A supplemental application is submitted by the carrier after the original/renewal application has been filed and paid. Supplemental applications should be made on the Arizona Application Schedule C. (See Appendix B for forms completion and instructions.) Retain copies of any correspondence or documentation submitted.

A supplemental application will be required for the following transactions:

Add a Vehicle

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided on the original application will be used to calculate the fees due.

Delete a Vehicle

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle from a fleet, the cab card must accompany the application for deletion. If the cab card is not available a document certifying that the cab card has been lost or destroyed will be required.

When requesting deletion of a vehicle, the registrant **must advise** Motor Carrier and Tax Services if they will be requesting a refund of unexpired Arizona registration fees or if they will be retaining the credit for future use on vehicles added to their account.

The carrier should retain the IRP plates from a deleted vehicle if the carrier plans to retain credit for future use.

Replace a Vehicle and Transfer License Plates

A fleet vehicle may be replaced anytime during the registration year. To apply the credits and transfer an IRP plate from a previously deleted vehicle to a newly added IRP vehicle in the registrant's account, the information must be provided on the same application (e.g., deletion of a vehicle and replacement can be done at the same time). The application should also note the plate number if a retained plate and credit from a deleted vehicle is to be used. The registrant pays any fees and taxes required to register the vehicle, less any amount credited from a deleted vehicle that was on the registrant's account.

Change Vehicle Weight in a Jurisdiction

If the GVW is increased, the carrier will be billed for any difference in registration fees.

Add a Jurisdiction

A carrier may add a jurisdiction to its fleet account anytime during the registration year. To add an additional jurisdiction, the carrier must complete an Apportioned Registration, Mileage Schedule B (form # 70-0502), listing jurisdictions it requires and estimated mileage to be traveled. Added jurisdictions apply to all equipment in a fleet. Fee calculations based upon added jurisdictions are separate from previously submitted applications.

Replace Lost/Stolen Credentials

A carrier must complete a Schedule C to request a replacement credential. The Schedule C must contain the unit number, VIN, make and year of the vehicle. By signing the application the carrier affirms that the credential has been lost, stolen or destroyed.

10.0 Fees

Registration Fees

All Arizona-based and apportioned vehicles are subject to annual registration fees based on the following:

- Factory List Price of the vehicle
- Model Year of the vehicle
- Declared Gross Vehicle Weight (GVW) of the vehicle combination

Reduced Rate

Upon application and based on a carrier's operations, the following commercially registered vehicles may qualify for a Reduced Rate Motor Carrier Fee (MCF).

- One-Way Hauling At least 45% of the vehicle mileage during the registration year is without a load
- Route Truck GVW over 26,000, begins and ends a trip at the same point, without adding to the load, and the load is less than 45% of the full load capacity at the midway point
- Agricultural Use The vehicle is used only for transporting agricultural products, such as crops, machinery, supplies or livestock used or produced in farming operations. The products, crops or livestock must be unmanufactured or unprocessed.

Farm Vehicles

ARS 28-2514.E.2, defines a "farm vehicle" as a vehicle or vehicle combination that is **all** of the following:

- Used for commercial farming * or commercial stock raising ** –and–
- Controlled and operated by the farm vehicle owner or the owner's family member or employee –and–
- Used to transport agricultural products, machinery or supplies to or from a commercial farming or a commercial stock raising operation –and–
- Not used in the operation of a common or contract motor carrier –and–
- Not exempt from registration per ARS 28-2153 (registration requirements/exceptions by vehicle type)

* "Commercial farming" is defined as the intensive cultivation of arable land by raising agricultural or horticultural products as a principal source of the owner's livelihood.

** "Commercial stock raising" is breeding, raising and caring for domestic animals as a principal source of the owner's livelihood.

Farm Vehicles, for registration purposes:

- Are exempt from the Use Fee
- Pay one half of the Gross Weight Fees
- Pay a reduced Motor Carrier Fee if the vehicle qualifies under agricultural reduced rate. A Motor Carrier Fee Certificate (form # 96-0141) must be completed and submitted.

Credential Replacement Fees

- Replacement plate with tab and cab card.....\$5.00
- Replacement tab and cab card.....\$5.00
- Replacement cab card\$4.00

11.0 Billing Invoice

When processing each application, the fees are calculated for all IRP jurisdictions for which apportionment has been requested. Every jurisdiction may base its fees on criteria different from Arizona, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy. All fees are inclusive within the breakdown for each jurisdiction on the notice.

The billing notice is sent to the carrier's mailing address as shown on the application. The billing notice consists of:

- Total fees due for each jurisdiction apportioned
- Credential fees due (plate fees, cab card fees, tab fees)
- Vehicles listed on the application

Payment

The total amount due is shown on the front summary page of the invoice. Do not remit funds for any amounts listed on any other pages of the billing. These are subtotals only and have already been included in the total amount due.

Please make checks payable to: Motor Vehicle Division. Mail check and copy of the billing to:

MAIL DROP 527M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

12.0 Refunds

Arizona Refund/Credit Policy

Arizona statute allows credit for the unexpended portion of the fees paid on an apportioned vehicle that has been destroyed, sold or deleted from the registrant's fleet. A carrier who surrenders IRP license plates or submits a Plate Notice (form # 48-3302) is entitled to credit if the following criteria are met:

- The credit is limited to the fees paid for vehicle license tax, use fee, commercial registration fee, motor carrier fee, and special plate fees paid for the current registration year.
- Credit is applied on a vehicle-to-vehicle basis only. Similar or like fees are credited from a deleted vehicle to a replacement vehicle.
- Any available credit is reduced by 1/12 for each full month in the registration cycle that lapses from the date of deletion to replacement.
- Any unused credit may be refunded if the registrant submits a refund request at the same time the vehicle is deleted from the account.

The following restrictions apply:

- The Registration Fee is not a creditable fee.
- Credits are not allowed on a carrier-to-carrier transfer.

Foreign IRP Jurisdictions Refunds

- Arizona-based carriers applying for a refund of apportioned registration fees from other IRP jurisdictions must apply directly to the individual jurisdictions, in accordance with their laws.
- When processing refund requests from carriers based in other jurisdictions, Arizona will not refund amounts under \$10.00, if carrier qualifies for a refund under Arizona law.

13.0 Temporary Registrations

Temporary Permit Authorization (TPA)

Article 7, Section 704 of the IRP authorizes the Base Jurisdiction Commissioner to issue a TPA to motor carriers registering under the IRP, to serve as a temporary registration credential for travel within the IRP jurisdictions.

TPA's may be issued to motor carriers with existing fleets that are registered under this article. A TPA can be issued only if an IRP carrier is adding a vehicle to a new or existing fleet, but cannot complete the title transaction.

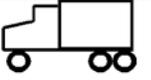
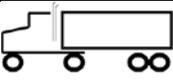
The cost of a TPA is \$1.00, in addition to the applicable apportioned registration fees, and the registration is valid for 60 days.

The authority to issue a TPA to an IRP carrier is extended to Authorized Third Parties and Title Service Companies.

The IRP carrier cannot request a TPA for a vehicle if the fleet's annual registration has expired. In addition, the carrier:

1. Must pay the prorated annual registration fee for the additional vehicle
2. Cannot be delinquent in any fees or taxes
3. Must be current in filing reports required by MVD

Single Trip Permit

Commercial Use	Mile Increments								
	1-50	51-100	101-150	151-200	201-250	251-300	301-350	351-400	401-450
 One or two axles	2.00	4.00	6.00	8.00	10.00	12.00	14.00	16.00	18.00
 Three axles	3.00	6.00	9.00	12.00	15.00	18.00	21.00	24.00	27.00
 Four axles	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00
 Five axles	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00
 Six axles	6.00	12.00	18.00	24.00	30.00	36.00	42.00	48.00	54.00
 More than six axles	7.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00

Single Trip Motor Carrier Fee Permit Fee	ARS 28-5862	Commercial Use	0-50 miles	\$12
	ARS 28-5863		51 and more miles	\$48
Single Trip Use Fuel Tax Permit Fee **	ARS 28-5739	Commercial Use	0-50 miles	\$16
			51 and more miles	\$65
Special 30 Day Motor Carrier Fee	ARS 28-5864	Not for Commercial Transportation		\$96
30/90/180 Day Use Fuel Permits **	ARS 28-5739	Commercial Use	30 Day	\$130
			90 Day	\$390
			180 Day	\$780

** Exempted from use fuel tax are use class motor vehicles used in the production of: (a) Motion pictures, including films to be shown in theaters and on television, (b) Industrial, training and educational films, (c) Commercials for television and (d) Video discs and videotapes.

A registration trip permit may be required prior to entering a jurisdiction.

Unladen Weight Permit (Hunters Permit)

An Unladen Weight Permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a driver to use the highways in all jurisdictions for the purpose of finding a new job.

A registrant only needs to surrender the plate in exchange for an Unladen Weight Permit to travel within and outside the base jurisdiction.

The Unladen Weight Permit is valid for:

- Vehicles operating at unladen weight only, and is non-transferable
- 30 days at a cost of \$20.00
- Power unit or power unit and trailer (unladen)

Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load with a size or weight not provided for in Arizona law, must have an oversize or overweight permit. These special transportation permits may be obtained from MVD Commercial Permits Unit. For information please call 623-932-2247 or visit www.azdot.gov.

14.0 Mileage/Operational Records – IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fees for all vehicles in the IRP fleets.

Source Documents

Driver Trip Records

An acceptable source document to record distances is an “Individual Vehicle Mileage Record” (IVMR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles.

The information recorded on the IVMR's must be accurate and readable. The mileage figures to be entered on IVMR's can be obtained from various sources such as odometer and/or hubometer readings, state maps, standard mileage guide, or a household goods mileage guide, as long as the method used is accurate and consistent.

These and other records are acceptable, provided they contain the following basic information:

- Registrant name
- Date of trip (beginning and end)
- Trip origin and destination
- Routes (highway numbers) traveled and/or odometer/hubometer readings
- Distance by jurisdiction
- Total trip distance
- Vehicle unit numbers for both power unit and trailers
- Fleet number (if registrant has more than one fleet)
- Driver name and signature

Trip Permits

Copies of all trip permits obtained for operations by apportioned vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

Monthly Summaries

The IVMR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each carrier's registration reporting period should show the total fleet distance, broken down by month for each jurisdiction.

Records Retention Period

All operational and mileage records that support the application and supplements must be kept for three years after the end of the registration year. For example, records for registration year ending December 2004 (Reporting period 7/1/2002 - 6/30/2003) must be retained through December 2007.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for three years after the end of the initial registration year.

15.0 Audits – IRP

Authority to Audit

Article XV, Section 1500 of the IRP agreement, requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. IRP audits of Arizona carriers are performed by the Arizona Department of Transportation, Office of Revenue Audit.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing apportioned registration and proper payment of apportioned registration fees to Arizona and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Audit Procedures

In conducting the IRP audit, auditors will use source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

Appendix A – Estimating Mileage

Every first-time applicant, estimating miles on an Apportioned Registration Application, Schedule B must justify the mileage estimation by one of the following methods:

Method One

Attach a completed Estimated Mileage Declaration (form # 96-0291) listing, in detail, routes traveled, miles per routes, and number trips estimated for each jurisdiction marked as estimate on the Schedule B of the application.



Arizona Estimated Distance Declaration - Schedule G

96-0291 R08/13 www.azdot.gov

Registration Year	Account Number	Fleet Number	By completing this form, you are declaring no actual miles in the selected jurisdictions for the reporting period of July 1, 20____ to June 30, 20____.
-------------------	----------------	--------------	---

This form is required when no actual distance was traveled in a requested jurisdiction by any vehicle in an IRP fleet during the reporting period. Estimated jurisdictions previously registered in this fleet will be calculated as second-year estimates. The reporting period is the immediate prior calendar year except fleets expiring June 30, July 31 or August 31, which uses the reporting period with June 30 occurring two calendar years prior.

*If any vehicle registered in this fleet accrued distance in a jurisdiction during the reporting period, that distance must be reported on the Apportioned Registration Application, Schedule B, (form #70-0502), as "actual."

*If any vehicle to be registered in this fleet accrued distance during the reporting period while registered IRP under a different account or in a different base jurisdiction and ownership of the vehicle has not changed, that distance must be reported on the Apportioned Registration Application, Schedule B as "actual."

Two options are available when declaring estimated distance:

Method 1 allows you to declare your anticipated route of travel. The entry and exit locations must clearly identify the entry and exit point(s) for that jurisdiction and will be verified. Do not round the distance, total distance or total estimate figures. The total estimate calculation must also be shown on the Apportioned Registration Application, Schedule B for that jurisdiction. If the route of travel cannot be verified, the application will be denied.

Jurisdiction	Entry Location	Exit Location	Distance	Number of Trips	Total Distance	Number of Vehicles	Total Estimate
				X	-	X	-
				X	-	X	-
				X	-	X	-
				X	-	X	-

Method 2 is the average distance an Arizona-based IRP vehicle operates in each IRP jurisdiction. Check (✓) the requested jurisdiction(s), multiply the distance shown for that jurisdiction by the number of vehicles to be registered in this IRP fleet, and indicate the total estimate on the Apportioned Registration Application, Schedule B for that jurisdiction.

Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance
✓ AB-Alberta	88	✓ IN-Indiana	212	✓ ND-North Dakota	31	✓ QC-Quebec	58
AL-Alabama	163	KS-Kansas	128	NE-Nebraska	103	RI-Rhode Island	21
AR-Arkansas	159	✓ KY-Kentucky	127	✓ NH-New Hampshire	40	SC-South Carolina	172
✓ AZ-Arizona	2304	LA-Louisiana	154	✓ NJ-New Jersey	170	SD-South Dakota	26
BC-British Columbia	84	MA-Massachusetts	156	✓ NL-Newfoundland	10	✓ SK-Saskatchewan	27
CA-California	2149	✓ MB-Maryland	24	✓ NM-New Mexico	591	✓ TN-Tennessee	285
CO-Colorado	275	✓ MD-Maryland	173	NS-Nova Scotia	24	✓ TX-Texas	1197
CT-Connecticut	92	ME-Maine	28	✓ NV-Nevada	254	UT-Utah	181
DC-District of Columbia	8	✓ MI-Michigan	199	✓ NY-New York	325	✓ VA-Virginia	321
DE-Delaware	17	✓ MN-Minnesota	103	✓ OH-Ohio	329	✓ VT-Vermont	13
FL-Florida	732	✓ MO-Missouri	265	✓ OK-Oklahoma	242	✓ WA-Washington	247
GA-Georgia	414	MS-Mississippi	105	✓ ON-Ontario	258	✓ WI-Wisconsin	125
IA-Iowa	100	✓ MT-Montana	75	✓ OR-Oregon	228	✓ WV-West Virginia	62
ID-Idaho	98	✓ NB-New Brunswick	15	✓ PA-Pennsylvania	334	✓ WY-Wyoming	101
IL-Illinois	357	✓ NC-North Carolina	308	✓ PE-Prince Ed Island	1		

After the first year of IRP registration, actual distance during the reporting period must be accrued in two or more registered jurisdictions by each vehicle in the fleet. At least one vehicle in the fleet must accrue actual distance in Arizona each reporting period. Failure to comply with IRP distance reporting requirements will result in denial of IRP registration privileges. The IRP Plan can be viewed at www.lmcdonline.org

Signature	Title	Date
-----------	-------	------

Method Two

Use the Arizona Estimated Distance Chart to list the estimated miles for each jurisdiction marked as estimate on the Schedule B application. This method must be used when estimated miles cannot be determined by the mileage Schedule G method.

Jurisdiction	Distance*	Jurisdiction	Distance*
AB – Alberta	88	ND - North Dakota	31
AK – Alaska	5	NE – Nebraska	103
AL – Alabama	163	NH - New Hampshire	40
AR – Arkansas	159	NJ - New Jersey	170
AZ – Arizona	2,304	NL – Newfoundland	10
BC - British Columbia	84	NM - New Mexico	591
CA – California	2,149	NS - Nova Scotia	24
CO – Colorado	275	NT - NW Territory	0
CT – Connecticut	92	NV – Nevada	254
DC - District of Columbia	8	NY - New York	325
DE – Delaware	17	OH – Ohio	329
FL – Florida	732	OK – Oklahoma	242
GA – Georgia	414	ON – Ontario	258
IA – Iowa	100	OR – Oregon	228
ID – Idaho	98	PA – Pennsylvania	334
IL – Illinois	357	PE - Prince Edward Island	1
IN – Indiana	212	QC – Quebec	58
KS – Kansas	128	RI - Rhode Island	21
KY – Kentucky	127	SC - South Carolina	172
LA – Louisiana	154	SD - South Dakota	26
MA – Massachusetts	156	SK – Saskatchewan	27
MB – Manitoba	24	TN – Tennessee	285
MD – Maryland	173	TX – Texas	1,197
ME – Maine	28	UT – Utah	181
MI – Michigan	199	VA – Virginia	321
MN – Minnesota	103	VT – Vermont	13
MO – Missouri	265	WA – Washington	247
MS – Mississippi	105	WI – Wisconsin	125
MT – Montana	75	WV - West Virginia	62
MX – Mexico	6,861	WY – Wyoming	101
NB - New Brunswick	15	YK - Yukon Territory	1
NC - North Carolina	308		

***DISTANCE** is per vehicle

Appendix B – Apportioned Registration Application Instructions

The Arizona Apportioned Registration Application (form # 70-0502) must be completed in full for each fleet. If the information requested does not pertain to your operation, enter “N/A”.

1. Applicant Name Name of company or individual
2. Doing Business As Name under which applicant does business, if different from applicant
3. Street Address Arizona physical address: city, state, zip code and **county** of applicant
4. Contact Person Name
 And Phone Name and phone number of person who will answer questions concerning this application
5. Mailing Address Mailing address, if different from street address: city, state and zip
6. Application Type Check the application type that applies
7. Registration Year The year the registration will expire
8. Fed EIN A federal Employer Identification Number is required. To obtain an EIN, contact the IRS at 800-829-1040 or visit www.irs.gov.
9. Carrier USDOT # A USDOT number is required. To obtain a number, contact Motor Carrier and Tax Services at 602-712-6775.
10. MVD Account # The account number issued by Motor Carrier and Tax Services. If unknown, leave blank.
11. Fleet # Fleets must be identified using three digits only 001, 002, etc. When registering multiple fleets, assure that vehicles are being placed into the appropriate fleet. Vehicles must be identified to the correct fleet.
12. Sales Tax Exemption # Exemption number issued by the Arizona Department of Revenue, which exempts payment of sales or use tax on motor vehicles
13. Tran Type Indicate the type of transaction: A - Add vehicle, C - Correction, D - Delete, T - Transfer or R - Renew
14. Unit # Unit or Equipment number assigned by the company. Each vehicle listed must have a unique unit number.
15. Vehicle Identification
 Number (VIN) Complete VIN as listed on Manufacturer’s Statement of Origin or current title
16. Year Model year of the vehicle
17. Make Trade name of the vehicle (e.g., Peterbilt, Kenworth)

18. Veh Type	Use the following abbreviation to identify vehicle type: TT - Truck Tractor, TK - straight Truck, TE - Tow Truck or BS - Bus
19. Axles/Seats	Number of axles for each power unit or number of seats for each bus
20. Fuel	Type of fuel used
21. Unladen Weight	Weight of vehicle fully equipped for service, excluding weight of load
22. Combined GVW	Maximum combined weight of the vehicle and load to be carried
23. Purchase Price	Purchase price paid by the current owner including accessories, but excluding trade-in value or taxes
24. Factory List Price	Manufacturer list price excluding trade-in and sales tax (will be verified)
25. Purchase/Lease Date	Month and year the vehicle was purchased/leased by the applicant
26. Effective Date	Date temporary permit authorization was issued, if applicable, or current date
27. Horsepower	For buses only
28. Lessor Name	Lessor/owner name if other than applicant. Lease Agreement Certificate (70-0901) must be attached if vehicle is subject to use fuel tax reporting.
29. Vehicle USDOT No.	USDOT number of the entity responsible for the vehicle's safety. If not assigned, please contact Motor Carrier and Tax Services or the FMCSA website at www.fmcsa.dot.gov .
30. Taxpayer ID No.	Federal Employer Identification Number
31. Safety Change?	Enter "Yes", if the control and responsibility for safety of this vehicle will be assigned to a different motor carrier during the registration year by lease. Otherwise, enter "No".
32. Plate Number	Current Arizona apportioned plate number, if applicable
33. Tab Number	Current tab number assigned to the Arizona apportioned plate, if applicable. Use only if transferring plate to another vehicle.
34. Reporting Period	Period for which actual mileage is being reported. See Registration Renewal Chart at the end of the application instructions.
35. Operation Type	Check the applicable operation type for your company
36. Wyoming Intrastate Authority	Check Yes, if you have Wyoming intrastate Authority, otherwise, check No
37. E/A	Enter "E" for Estimated Mileage, "A" for Actual mileage

38. IRP Enter “Y” for Yes in the IRP jurisdictions where registration is desired. Enter “N” for No in IRP jurisdictions where you will no longer apportion, but are reporting actual mileage.
39. Mileage All first-time applicants or renewal applicants with less than 6 months mileage history must use Estimated Mileage Declaration (Schedule G) or Arizona Estimated Mileage Chart (Appendix A). Renewal applicants with 6 or more months of actual mileage must indicate the actual miles traveled during the previous reporting period.
40. Jurisdiction/Weight List the GVW if different from #22
41. Old/New/Total Mileage When adding states:
- Old Total Mileage – enter mileage on file for the current year
 - New Total Mileage – enter total mileage for added states
 - Total Fleet Mileage – enter combined old and new total mileage
42. Signature, Title And Date Signature of person authorized to apply for apportioned registration, title and date. If signer is not an employee of the applicant, a Power of Attorney must be attached.
43. Comments List any special instructional changes such as: duplicate plates/tabs, the transfer of plate/fee to new vehicle, unit number changes, weight increases, etc.

Appendix B (cont) – Apportioned Registration Application



Clear

FRP APPORTIONED REGISTRATION APPLICATION

Company Name				Contact Person Name				
Doing Business As				Phone ()				
Physical Location			City		County		State	Zip
Mailing Address (if different from above)			City		State		Zip	

Schedule A or C

E-mail Address

1	2	3	4	5	6	7	8	9	10	11	12	13
Tran Type	Unit #	Vehicle Identification Number	Year	Make	Veh Type	Axles/ Seats	Combined Axles	Fuel	Unladen Weight	Combined Gross Vehicle Weight (GVW)	Purchase Price	Factory List Price

Transaction Types

A- Add Vehicle C- Correction D- Delete T- Transfer R- Renew

Fuel Types

D- Diesel G- Gas P- Propane

Reporting Period

July 1, to June 30,

Schedule B Original Mileage

List below the mileage for each jurisdiction in which you traveled during the Reporting Period above.

Jurisdiction	Mileage	Jurisdiction	Mileage
AL- Alabama		KY- Kentucky	
AK- Alaska		LA- Louisiana	
AZ- Arizona		ME- Maine	
AR- Arkansas		MD- Maryland	
CA- California		MA- Massachusetts	
CO- Colorado		MI- Michigan	
CT- Connecticut		MN- Minnesota	
DE- Delaware		MS- Mississippi	
DC- Dist. of Columbia		MO- Missouri	
FL- Florida		MT- Montana	
GA- Georgia		NE- Nebraska	
ID- Idaho		NV- Nevada	
IL- Illinois		NH- New Hampshire	
IN- Indiana		NJ- New Jersey	
IA- Iowa		NM- New Mexico	
KS- Kansas		NY- New York	

Jurisdiction/Weight (Show weight for each jurisdiction where you will operate at a weight other than GVW shown above.)

Comments

Application Type
 Original Renewal Supplemental

FRP APPORTIONED REGISTRATION APPLICATION

Registration Year	EIN/TIN	Applicant USDOT #	MVD Account #	Fleet #	Sales Tax Exemption #
-------------------	---------	-------------------	---------------	---------	-----------------------

	14	15	16	17	18	19	20	21
	Purchase /Lease Date	Effective Date	Horse-power	Lessor Name (Name of Person/Company that owns the USDOT/Operating MC Authority)	Leased US DOT Number	Leased Taxpayer ID Number	* Safety Change?	Plate Number
1								
2								
3								
4								
5								
6								
7								

* Is the carrier responsible for safety expected to change? (Y/N)

Operation Type
 Private Carrier Haul For Hire Household Goods (private) Household Goods (for hire)

Wyoming Intrastate Authority
 Yes No

Jurisdiction	Mileage	Jurisdiction	Mileage
NC- North Carolina		WI- Wisconsin	
ND- North Dakota		WY- Wyoming	
OH- Ohio		AB- Alberta	
OK- Oklahoma		BC- British Columbia	
OR- Oregon		MB- Manitoba	
PA- Pennsylvania		NB- New Brunswick	
RI- Rhode Island		NF- Newfoundland	
SC- South Carolina		NS- Nova Scotia	
SD- South Dakota		NT- Northwest Terr. Territory	
TN- Tennessee		NU- Nunavut	
TX- Texas		ON- Ontario	
UT- Utah		PE- Prince Edward Is	
VT- Vermont		PQ- Quebec	
VA- Virginia		SK- Saskatchewan	
WA- Washington		YT- Yukon	
WV- West Virginia		MX- Mexico	

When adding jurisdiction, mileage should reflect: Total Fleet Mileage

I certify that I have knowledge of the federal and Arizona motor carrier safety and hazardous material laws and regulations and that the information on this application and its attachments is true and correct.

Signature	Title	Date
-----------	-------	------

Appendix B (cont) – Apportioned Registration Renewal Chart

Reporting Periods Chart

MILEAGE REPORTING PERIOD												RENEWAL EXPIRATION MONTH																																									
Jul	Aug	Sep-2009	Oct	Nov	Dec-2009	Jan	Feb	Mar-2010	Apr	May	Jun-2010	Jul	Aug	Sep-2010	Oct	Nov	Dec-2010	Jan	Feb	Mar-2011	Apr	May	Jun-2011	Jul	Aug	Sep-2011	Oct	Nov	Dec-2011	Jan	Feb	Mar-2012	Apr	May	Jun-2012	Jul	Aug	Sep-2012	Oct	Nov	Dec-2012	Jan	Feb	Mar-2013	Apr	May	Jun-2013	Jul	Aug	Sep-2013	Oct	Nov	Dec-2013
2011 Mileage Period - September Renewal												2011 September Renewal																																									
>90 Day<												2011 December Renewal																																									
2011 Mileage Period - December Renewals												2012 March Renewal																																									
>90 Day<												2012 June Renewal																																									
2012 Mileage period - March Renewal												2012 September Renewal																																									
>90 Day<												2012 December Renewal																																									
2012 Mileage period - June Renewal												2013 March Renewal																																									
>90 Day<												2013 June Renewal																																									
2012 Mileage Period - September Renewal												2013 September Renewal																																									
>90 Day<												2013 December Renewal																																									
2012 Mileage Period - December Renewal												2013 March Renewal																																									
>90 Day<												2013 June Renewal																																									
2013 Mileage Period - March Renewal												2013 September Renewal																																									
>90 Day<												2013 December Renewal																																									
2013 Mileage Period - June Renewal												2014 March Renewal																																									
>90 Day<												2014 June Renewal																																									
2013 Mileage Period - September Renewal												2014 March Renewal																																									
>90 Day<												2014 June Renewal																																									
2013 Mileage Period - December Renewal												2014 March Renewal																																									
>90 Day<												2014 June Renewal																																									
2014 Mileage Period - March Renewal												2014 June Renewal																																									
>90 Day<												2014 June Renewal																																									
2014 Mileage Period - June Renewal												2014 June Renewal																																									
>90 Day<												2014 June Renewal																																									

To Determine the mileage Period (July 1 to June 30) for a specific registration cycle.

1. Find the year and month of your Renewal Expiration Month.
2. From that line, go left to find the Mileage Reporting Period for your registration renewal year.
3. Actual mileage is required to be reported if operations began prior to April 2, of the preceding mileage period.
4. Estimated mileage is required to be reported if you began operation after April 1, of the preceding mileage period.

Appendix C – Glossary

Ad Valorem	Tax charged by some states in proportion to the estimated vehicle value
Allocated Vehicle	Vehicle to which a particular jurisdiction’s basic or apportioned registration plate is attached upon payment of the jurisdiction’s full basic registration fee. A portion of each fleet of one-way vehicles is allocated to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).
Applicant	Individual, firm or corporation in whose name or names a vehicle or fleet is registered
Apportionable Fee	Any periodic recurring fee required for license or registering vehicles, such as, but not limited to, registration fees, license and weight fees
Apportionable Vehicle	<p>Any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:</p> <ul style="list-style-type: none">• has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or• has three or more axles, regardless of weight, or• is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds. <p>A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned vehicle, is not an apportionable vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds, or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the registrant.</p>
Apportioned Registration	Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction, and to pay registration fees based on the percentage of operation in those jurisdictions
Audit	Physical examination of a carrier’s records, including source documents, to verify fleet mileage and accuracy of record keeping
Axle	Supporting shaft or member upon which a wheel or wheels revolve
Axle Weight	Weight transmitted to the highway by an axle unit
Base Jurisdiction	Is the member jurisdiction to which an applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the plan.
Base Plate	Plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates must be identified by having the word “APPORTIONED” and the jurisdiction’s name on the plate
Bus (BS)	Motor vehicle designed to carry more than 10 passengers

Cab Card	Registration card issued for a vehicle of an apportioned fleet that identifies the specific vehicle for which issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered.
Carrier	Individual, partnership or corporation engaged in the business of transporting persons or property
Chartered Bus	Motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle
Combination of Vehicles	Two or more vehicles coupled together
Combined Gross Weight	Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles
Commercial Vehicle	Vehicle that is used for transportation of persons for compensation or profit; or is designed or used primarily for transportation of property
Converter Gear	Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semitrailer to a full trailer
Credentials	Registration, plate, cab card and sticker issued to reflect the apportioned registration of a vehicle
Dump Truck (DT)	Truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open
Empty Weight	Weight of a vehicle fully equipped for service, excluding weight of load
Established Place of Business	Is a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Records concerning the fleet shall be maintained at this physical structure. The base Jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.
Estimated Distance	Means either; <ul style="list-style-type: none"> • the anticipated distance a fleet is expected to travel in a member jurisdiction during an applicable registration year as reported by an applicant or • the distance assigned to the fleet by the base jurisdiction

Factory List Price	Manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle
Federal Heavy Vehicle Use Tax	Tax paid to the US federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs. or more
Fifth Wheel Coupler	Device mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component
Fleet GVW	One or more commercial vehicles registered for operation in the same jurisdictions; weight is the sum of the weights on all the axles
ICC	US Interstate Commerce Commission
IRP	International Registration Plan
Identification	see Credentials
In Jurisdiction Miles	Total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year
International Registration Plan	Agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction
Interstate	Vehicle movement between or through two or more jurisdictions
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction
Jurisdiction	State or province of a country
Lease	Written document vesting exclusive possession, control and responsibility for vehicle operation to a lessee for a specific time period: <ul style="list-style-type: none"> • Long term – lease of 180 days and longer • Short term – lease of less than 180 days is considered a Rental in AZ
Lessee	Individual, partnership or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement
Lessor	Individual, partnership or corporation which under the terms of a lease, grants the legal right of possession, control and responsibility for the vehicle operation, to another individual, partnership or corporation
Loaded Weight	Weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded
Mileage Reporting Year	Twelve consecutive months immediately prior to the beginning of the registration or license year for which apportioned registration is requested (this period is July 1 through June 30)
Mobile Home Toter (MT)	Motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles
Operational Records	Documents supporting miles traveled in each jurisdiction and total miles traveled, such as vehicle trip records, fuel reports, trip sheets and logs
Owner	Individual, partnership or corporation other than a lienholder, holding legal title to a vehicle

Owner-Operator	Lessor (owner) who leases vehicles, with drivers, to a motor carrier
Power Unit	see Bus, Truck, Truck-Tractor, Road Tractor, Tractor, Dump Truck, Tow Truck or Mobile Home Toter
Private Carrier	Individual, partnership or corporation, which utilizes its own trucks to transport its own freight
Purchase Price	Actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.
Reciprocity	Reciprocal granting of rights and/or privileges to a carrier with vehicles properly registered under the IRP and vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings
Reciprocity Agreement	Agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles, which are parties to such an agreement, arrangement or understanding
Recreational Vehicle/Motor Home	Motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure: <ul style="list-style-type: none"> • Designed or used primarily for accommodation during travel or recreation, –and– • Designed or intended to be detachable
Registrant	see Applicant
Registration Card	see Cab Card
Registration Year	Twelve months during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction
Rental Fleet	Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers
Residence	Is the status of an applicant or a registrant as a resident of a member jurisdiction.
Restricted Plate	Registration that has time (less than a full year), geographic area, mileage or commodity restrictions (farm or dealer plate)
Road Tractor (RT)	Motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed
Sublease	Lease made to another person or company by the person or company to whom a vehicle is leased
Tare Weight (Unladen Weight)	Actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load

Total Distance	Means all distance, including that accrued on trip permits, operated by a fleet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor's fleet.
Total Fleet Miles	Total number of miles (including nontaxable miles) operated by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period
Tow Dolly	see Converter Gear
Tractor (TR)	Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load
Trip Lease	Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state
Trip Permit	Temporary permit issued by a jurisdiction in lieu of regular registration
Trip Records	Records which are maintained on distances traveled for each unit on a monthly/quarterly basis and which accumulative totals annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions
Truck (TK)	Motor vehicle designed and used for the transportation of property – generally not designed and used to pull other vehicles
Truck-Tractor (TT)	Motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than a part of the vehicle being pulled and its load
Unladen Weight (Tare Weight)	Actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load
Vehicle Identification Number	Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration

Appendix D – IRP Jurisdictions Directory

Alabama

Motor Vehicle Division
Office of Motor Carrier Services
PO Box 327620
Montgomery AL 36132-7620
334-242-900

Alberta

Infrastructure & Transportation
803 Manning Rd NE Flr 1
Calgary AB T2E 7M8
403-297-2920

Arizona

Mail Drop 527M
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100
602-712-6775

Arkansas

Office of Motor Vehicles
IRP Unit
PO Box 8091
Little Rock AR 72203-8091
501-682-4653

British Columbia

PO Box 7500
Stn Terminal
Vancouver BC V6B 5R9
604-443-4450

California

MS H160
PO Box 932320
Sacramento CA 94232-3200
916-657-7971

Colorado

Department of Revenue
Motor Carrier Services, IRP Section
1881 Pierce St Rm 114
Lakewood CO 80214-3525
303-205-5602

Connecticut

Department of Motor Vehicles
IRP/SSRS
60 State St
Wethersfield CT 06161-1010
860-566-4710

Delaware

Motor Fuel Tax Administration
IRP Unit
PO Box 7065
Dover DE 19903-7065
302-744-2701

District of Columbia

Department of Motor Vehicles, IRP
301 C St NW Rm 1063
Washington DC 20024-1400
202-727-6426

Florida

Dept of Highway Safety & Motor Vehicles
2900 Apalachee Pkwy
Tallahassee FL 32399-6552
850-488-6921

Georgia

Department of Revenue
Motor Vehicle Division, IRP Section
PO Box 16909
Atlanta GA 30321-0909
404-675-6135

Idaho

Transportation Department
Division of Motor Vehicles
PO Box 7129
Boise ID 83707-1129
208-334-8611

Illinois

Secretary of State
Vehicle Services Department
501 S 2nd St Rm 300
Springfield IL 62756
217-785-1800

Indiana

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd Ste R
Indianapolis IN 46241-9585
317-615-7340

Iowa

Iowa Department of Transportation
Motor Vehicle Division
Office of Motor Carrier Services
PO Box 10382
Des Moines IA 50306-0382

Kansas

Department of Revenue
Division of Vehicles
Motor Carrier Services Bureau
PO Box 12003
Topeka KS 66612-2003
785-271-3145

Kentucky

Transportation Cabinet
IRP Section
PO Box 2323
Frankfort KY 40602-2323
502-564-4120

Louisiana

Department of Public Safety & Corrections
Office of Motor Vehicles, IRP Unit
7979 Independence Blvd Rm 101
Baton Rouge LA 70806-6904
225-925-6270

Maine

Bureau of Motor Vehicles
29 State House Station
Augusta ME 04333-0029
207-624-9000 Ext. 52135

Manitoba

Commercial Vehicle Registration
Manitoba Public Insurance
Box 6300
Winnipeg MB R3C 4A4
204-985-7775

Maryland

Motor Vehicle Administration
6601 Ritchie Hwy NE
Glen Burnie MD 21062
410-424-3014

Massachusetts

Registry of Motor Vehicles, IRP Section
1 Copley Pl Flr 3
Boston MA 02116-6592
617-351-9320

Michigan

Department of State
Secondary Complex
7064 Crowner Dr
Lansing MI 48918-9915
517-322-1447

Minnesota

Department of Public Safety
445 Minnesota St Ste 188
St. Paul MN 55101-2180
651-205-4141

Mississippi

State Tax Commission
PO Box 1140
Jackson MS 39215-1140
601-923-7100

Missouri

Department of Transportation
Motor Carrier Services
PO Box 893
Jefferson City MO 65102-0893
573-751-6433

Montana

Department of Transportation
Motor Carrier Services Division
PO Box 4639
Helena MT 59620-4639
406-444-6130

Nebraska

Department of Motor Vehicles
Motor Carrier Services
PO Box 94729
Lincoln NE 68509-4729
888-622-1222

Nevada

Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City NV 89711-5224
775-684-4711

Newfoundland & Labrador

Department of Government Services
PO Box 8710
St. John's NL A1B 4J5
709-729-4921

New Brunswick

Department of Public Safety
PO Box 6000
Fredericton, NB E3B 5H1
506-453-2407

New Hampshire

Department of Safety
International Registration Plan
33 Hazen Dr Rm 100A
Concord NH 03305
603-271-2196

New Jersey

Motor Vehicle Commission
Motor Carriers Services, IRP Section
PO Box 178
Trenton NJ 08666-0178
609-633-9399

New Mexico

Motor Vehicle Division
Taxation & Revenue Department
PO Box 1028
Santa Fe NM 87504-1028
505-827-2296

New York

Department of Motor Vehicles
International Registration Bureau
PO Box 2850
Albany NY 12220-0850
518-473-5834

North Carolina

Department of Transportation
Division of Motor Vehicles, IRP Section
1425 Rock Quarry Rd Ste 100
Raleigh NC 27610-4100
919-861-3720

North Dakota

Department of Transportation
Motor Vehicle Division
608 E Blvd Ave
Bismarck ND 58505-0700
701-328-2725

Nova Scotia

Department of Business & Consumer Service
PO Box 2734
Halifax NS B3J 3P7
902-424-7804

Ohio

Bureau of Motor Vehicles
PO Box 16520
Columbus OH 43216-6520
614-752-7587

Oklahoma

Corporation Commission
Transportation Division
PO Box 52948
Oklahoma City OK 73152-2948
405-521-3036

Ontario

Ministry of Transportation
Project & Change Management Branch
1201 Wilson Ave Bldg C Rm 143
Downsview Ontario M3M 1J8
416-235-3923

Oregon

Department of Transportation
Motor Carrier Transportation Division
550 Capitol St NE
Salem OR 97301-2530
503-378-6699

Pennsylvania

Department of Transportation
Commercial Registration Section
PO Box 68285
Harrisburg PA 17106-8285
717-346-0608

Prince Edward Island

Highway Safety Division
Dept of Transportation & Public Works
PO Box 2000
Charlottetown PEI C1A 7N8
902-368-5202

Quebec

Societe de l'assurance Automobile Quebec
333 Blvd Jean Lesage Loc C3-33
CP 19600
Quebec City Quebec Canada G1K 8J6
418-528-4343

Rhode Island

Division of Motor Vehicles
IRP Services Section
45 Park Pl
Pawtucket RI 02860-4009
401-728-6692

Saskatchewan

Government Insurance
2260 11th Ave
Regina Saskatchewan S4P 2N7
306-751-1200

South Carolina

Department of Motor Vehicles
PO Box 1993
Blythewood SC 29016-1993
803-896-3870

South Dakota

Department of Revenue And Regulation
Prorate and Commercial Licensing
445 E Capitol Ave
Pierre SD 57501-3100
605-773-4111

Tennessee

Department of Safety
Cooper Hall
1148 Foster Ave
Nashville TN 37210-4408
615-687-2260

Texas

Department of Transportation
Vehicle Titles and Registration Division
4000 Jackson Ave
Austin TX 78731-6007
512-465-7570

Utah

State Tax Commission
210 N 1950 W
Salt Lake City UT 84134
888-251-9555

Vermont

Agency of Transportation
PO Box 33
Montpelier VT 05603-0001
802-828-2071

Virginia

Department of Motor Vehicles
PO Box 27412
Richmond VA 23269
866-878-2582

Washington

Department of Licensing
Prorate and Fuel Tax Services
PO Box 9228
Olympia WA 98507-9228
360-664-1811

West Virginia

Division of Motor Vehicles
1800 Kanawha Blvd E Bldg 3 Rm 138
Charleston WV 25317-0002
304-558-3900

Wisconsin

Department of Transportation
Division of Motor Vehicles
PO Box 7911
Madison WI 53707-7911
608-266-9900

Wyoming

Department of Transportation
5300 Bishop Blvd
Cheyenne WY 82009-3340
307-777-4851