FREQUENTLY ASKED QUESTIONS

When do I renew? A renewal application will be mailed or emailed 90 days prior to the fleet registration expiration date and must be completed annually for each fleet.

The renewal application can be completed in person at a Limited IRP Service Deputy Registrar location, or on-line at **www.ohcors.com** with support documents uploaded with the submission.

A renewal application will not be approved or processed if the renewal document is missing support documents and/or if the IRP Fleet has unpaid supplements with expired Temporary Authorities (TAs), outstanding NSF Checks or Audits, or if the Motor Carrier Responsible for Safety has been marked out of service by the Federal Motor Carrier Safety Administration (FMCSA).

I changed the company I am leased to. What do I do? Complete an on-line Amend Vehicle Cab Card Info - Ex. MCRS supplement at www.ohcors.com, and upload a copy of the new lease or BMV 4885 with the USDOT# and FEIN of the new Motor Carrier Responsible for Safety within 10 days of the change.

What mileage do I use on my application? IRP registration applications commonly use a mileage lookback, or reporting period, of July 1 – June 30 of the previous year.

Do I need an IRP Apportioned registration? No, if you are only leaving Ohio occasionally with a qualified IRP vehicle, you may elect to purchase a Trip Permit each time you leave Ohio prior to entering the other state(s). For more information, contact the other jurisdiction(s) you wish to travel through for instructions on how to purchase a registration permit for their jurisdiction.

What records are required to be maintained? All trip reports, supporting summaries, and documents, for each vehicle registered which provide: dates of travel, mileage driven in each jurisdiction, routes of travel, beginning and ending odometer readings, etc. These documents should be retained for three years after the close of the registration period.

- ***Note:*** *For more information regarding IRP Recordkeeping and Audits please visit the Ohio Department of Taxation website at www.tax.ohio.gov IRP/IFTA Audit Section.*

SPECIAL NOTICE TO OWNER/OPERATORS WHO ARE LEASED ON TO CARRIERS FOR USDOT PURPOSES

Should the Motor Carrier Responsible for Safety (MCSR) change after registration, you must notify the IRP Office within 10 days and obtain an updated registration cab card with the new MCSR information.

Bureau of Motor Vehicles

International Registration Plan (IRP)
Ohio Bureau of Motor Vehicles
P.O. Box 18320 Columbus, Oh 43218-0320
Phone: (800) IRP-0007 or (614) 777-8400 Fax: (614) 974-2118
E-mail: OHIRP@dps.ohio.gov Web site: www.ohcors.com

OHIO IRP ASSISTANCE

Should you have questions regarding the Ohio IRP registration processes, the following resources are available to you:

E-mail: **OHIRP@dps.ohio.gov** — For general questions, application or online assistance.

Web: **www.ohcors.com** — Visit for Ohio application forms, access to online vehicle services, user guides, and additional information.

Phone: Call 800.IRP.0007 for general questions, application or online assistance. Representatives are available Monday through Friday, 8:30 a.m. – 3:30 p.m.

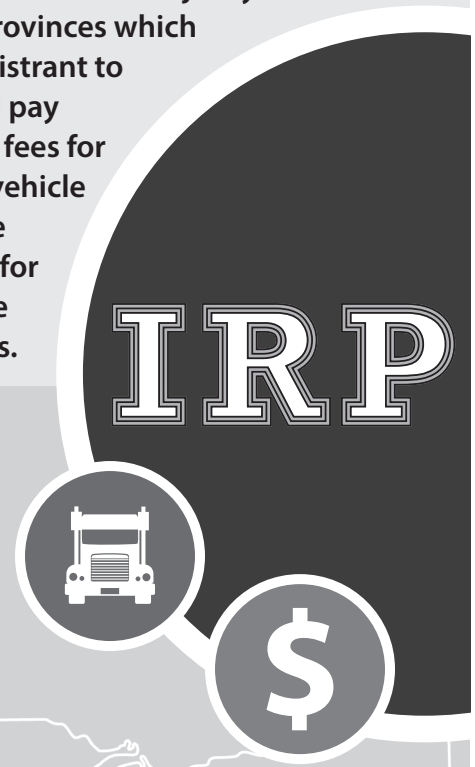
The following Limited IRP Service Deputy Registrar Locations can process your IRP Fleet Renewal Supplements and accept payment for all IRP Invoices.

Please note that: *no other IRP Services other than reprinting active cab cards, and or Lost, Stolen, Destroyed IRP Plate Supplements are available at these locations.*

3232 Roosevelt Blvd., Middletown, Ohio 45044
1109 N Bechtle Ave., Springfield, Ohio 45504
4740 Cemetery Road, Columbus, Ohio 43026
10400 Reading Rd., Ste. 105, Cincinnati, Ohio 45241
8210 County Rd. 140, Findlay, Ohio 45840
972 N Court Street, Medina, Ohio 44256
230 Waverly Plz, Ste. 1200, Waverly Ohio 45690
15-17 E Temple Ct., Mansfield, Ohio 44902
3035 Graham Rd., Stow, Ohio 44224
142 Gross Street, Suite B, Marietta, Ohio 45750

BMV 1700 4/26 [760-1172]

The *International Registration Plan* (IRP) is an agreement between the 48 contiguous United States and the majority of Canadian provinces which allows a registrant to register and pay registration fees for a qualified vehicle in their base jurisdiction for all interstate registrations.



The Base Jurisdiction provides one license plate and registration cab card. Ohio is your Base Jurisdiction if you maintain:

- **a physical place of business in Ohio;**
- **operational control and records in Ohio (or can make those records available in Ohio); and**
- **you have qualified motor vehicles that actually travel on Ohio highways.**

HOW DO I REGISTER FOR IRP APPORTIONMENT?

New Applicants can find the IRP Application online at **www.ohcors.com** by selecting the "Forms" link, or you may contact our *IRP Central Processing Center* at 800.IRP.0007 and request an application be mailed or faxed.

The IRP Application has three pages that must be completed to properly register your IRP qualified vehicle.

Page 1 – Entity / Fleet Information: Complete this page with information that identifies the Registrant.

Page 2 - Vehicle Information: Complete information identifying the vehicle(s) to be registered, including purchase information, Titled Owner's information including Tax Identification Number, and the USDOT# it will be operating under.

Page 3 - Mileage/Weight Information: Complete this page with the actual miles (if any) the vehicle traveled during the reporting period.

Once the IRP Application is completed, provide it and the required supporting documents to the *IRP Central Processing Center*

WHAT ARE IRP QUALIFIED VEHICLES?

An IRP qualified vehicle is any vehicle used or intended for use in two or more IRP jurisdictions and is:

- a power unit (tractor, truck, etc.) having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 lbs.; or
- a power unit (tractor, truck, etc.) having three or more axles, regardless of weight; or
- used in combination when the weight of the combination exceeds 26,000 lbs. gross vehicle weight or registered weight.

Exclusions: RVs used for noncommercial purposes, Government Vehicles, Vehicles with Restricted Plates, and Public Transit Buses.

Support Documents – Required with Registration Application

These documents are ***required*** for new vehicle registrations:

1) Certificate of Title, Memorandum of Title, or Electronic Title Receipt. Photocopies are acceptable if both the front and back copies are provided.
   Note: *If any of the information on the title is incorrect, the title must be corrected before the vehicle can be registered.*
2) An acceptable copy of a filed and paid Federal Heavy Vehicle Use Tax (HVUT) – Form 2290
   Note: *This form is required for any vehicle with a registered weight of 55,000 lbs. or higher that has been owned by the current owner for 60 days or more.*
3) The USDOT # and Federal Tax Identification Number (FEIN) of the Motor Carrier Responsible for Safety (MCRS)
   Note: *If the Registrant will be leasing on to a Carrier's Authority, they will also be required to show a copy of an executed lease agreement that complies with 49 CFR 376 between the Registrant and the MCRS, or Ohio Form BMV 4885.*
4) A completed Form PUC 3422, HAZMAT – Declaration of Knowledge for Commercial Vehicle Registration.
5) Other documents required the first time a vehicle is registered:
   - BMV4856 IRP Establishing Base Jurisdiction.
     Complete the BMV4856 and provide documents requested in the form if you have an Established Place of Business in Ohio or qualify via residency. Please note if qualifying as an Established Place of Business, an employee that is not a contractor must be found at the location during regular business hours.
   - A Power of Attorney, or Ohio Form BMV 4845, if a vehicle is registered by someone other than the owner.
   - Ohio Form OHP 1203 HP127B, Bus Safety Inspection Report, if applicable.

PAYING AN IRP REGISTRATION APPLICATION

All IRP Supplement Applications and required support documents will be reviewed, and if acceptable, your transaction will be processed and you will be provided with an IRP Invoice of apportionable fees.

Any IRP invoice can be paid with cash, credit card, or check/money order in person at a Limited IRP Service Deputy Registrar location, on-line via credit card, or E-Check, or by check/money order sent via mail to the IRP Central Processing Center.

Upon payment, a registration cab card and all requested Temporary Evidence of Apportionment (TA) will be provided for each vehicle registered. All newly issued apportioned license plates will be mailed to the mailing address of record for the IRP Account from a secure central BMV location. Please allow 10-15 business days for delivery.