



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

IRP NEW APPLICATION
VEHICLE INFORMATION

Please complete a BMV 4838, IRP New Application - Vehicle Information schedule, for each vehicle you would like to register in your IRP Fleet.

VEHICLE REGISTRATION INFORMATION

Form containing fields for: 1. FLEET ASSIGNED UNIT #, 2. VEHICLE IDENTIFICATION NUMBER (VIN), 3. VEHICLE BODY TYPE, 4. VEHICLE YEAR, 5. VEHICLE MAKE / VEHICLE MODEL, 6. GVW / CGVW, 7. AXLES POWER UNIT / COMBINED, 8. UNLADEN WEIGHT, 9. IF BUS THEN # OF BUS SEATS, 10. FUEL TYPE, 11. ODOMETER, 12. IF BUS THEN DOES BUS INCLUDE LUGGAGE?, and VEHICLE REGISTRATION SUPPORT DOCUMENTS.

VEHICLE OWNERSHIP INFORMATION

Form containing fields for: 1. JURISDICTION OF TITLE ISSUANCE, 2. TITLE NUMBER, 3. Is the Titled Owner the same entity by name and TIN as the IRP Applicant?, 4. TITLED OWNERS NAME, 5. TITLED OWNERS TIN, 6a. TITLED OWNERS STREET ADDRESS, 6b. TITLED OWNERS CITY, STATE, AND ZIP, 7. VEHICLE PURCHASE PRICE, 8. VEHICLE PURCHASE / LEASE DATE, and VEHICLE OWNERSHIP SUPPORT DOCUMENTS.

VEHICLE SAFETY INFORMATION

Form containing fields for: 1. USDOT# of Carrier if not Registrant providing Safety/Authority, 2. TIN associated with USDOT # of Carrier if not Registrant providing Safety/Authority, 3. If this is a FHR Fleet will the vehicle operate under multiple USDOT's throughout the year?, and VEHICLE SAFETY SUPPORT DOCUMENTS.

REQUIRED REGISTRATION FEE CALCULATION INFORMATION

Form containing fields for: 1. Conversion of Ohio Commercial Plate to Apportioned?, 2. Colorado Trailer?, 3. Colorado Special Truck?, 4. Is this vehicle Autonomous?, 5. Utah Special Truck?, 6. Colorado 10 K Indicator?, 7. New Vehicle? - MCO Document Used?, 8. Will the vehicle be based or kept at another garaged address in Ohio other than the Ohio Business Address?, and GARAGED ADDRESS fields.



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**INSTRUCTIONS FOR
BMV 4838 IRP NEW APPLICATION VEHICLE INFORMATION**

Vehicle Registration Information Section - Instructions

1. **Fleet Assigned Unit No.** – This is the Unit No. that you assign to this vehicle in your fleet. Be sure to use a different unit number for each vehicle
2. **VIN** – This is the vehicle identification number (manufacturer Identification number) of the vehicle you are registering. Enter the complete serial (VIN) number as listed on the title.
3. **Vehicle Body Type for Registration** – Select one based upon the following definitions:

TR – Tractor	A motor vehicle designed and used primarily for drawing other vehicles including trailing units, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.
BS – Bus	A motor vehicle designed and used primarily for transporting passengers for hire.
TK – Straight Truck	A motor vehicle designed, used, or maintained primarily for the transportation of property having no trailing units.
TT – Truck Tractor	A motor vehicle designed and used primarily for drawing other vehicles including trailing units, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.
WR – Wrecker	A motor vehicle designed with permanent equipment to tow other vehicles (power units) where a portion of the towed vehicle rests on the ground when transported.

Note: The unladen weight and the GVW will be the same for a Wrecker.
4. **Year** – Enter the model year of the vehicle.
5. **Vehicle Make/Vehicle Model** – Enter the Vehicle Trade Name and Model ex: Kenworth, International, Volvo, etc.
6. **GVW/CGVW**- Enter the GVW and CGVW of the vehicle based upon the following definitions:
 - a. **GVW** – Gross Vehicle Weight The weight of the fully equipped vehicle (power unit) with its maximum load that can be carried on it
 - b. **CGVW** – Combined Gross Vehicle Weight The combined weight of the fully equipped vehicle (power unit) and trailing unit, with the maximum load that can be carried on them together.
7. **Axles Power Unit/Combined** – Enter the number of axles on the power unit only, and the Combined number of axles on the power unit and trailing unit.
8. **Unladen Weight** – Enter the weight of the Power Unit when not carrying a load other than driver, equipment, and fuel
9. **Bus Seats** – If Bus has been selected in Box 3 vehicle Body Type for Registration – enter the number of seats
10. **Fuel Type** – Select the vehicles primary fuel type- Diesel, Gasoline, Propane, LNG, CNG, Electric, Flex, Hybrid-Gas/LP, Other
11. **Odometer** – Enter the odometer, or hub-meter, of the vehicle at time of registration
12. **Bus Includes Luggage** – If Bus has been selected in Box 3 vehicle Body Type for Registration – enter Yes if the vehicle carries luggage, otherwise answer No.

Vehicle Ownership Information Section- Instructions

1. **Jurisdiction of Title Issuance** – Enter then name of the Jurisdiction (State) that issued the title for the vehicle you are registering
2. **Title Number** – Enter the Title Number assigned to the vehicle's active Title.
3. **Mark Y is the titled owner is not the same entity by name and TIN as the IRP Applicant** - When the Titled Owner is different than the IRP New Account Applicant/IRP Registrant then the Titled Owner must provide a Power of Attorney, BMV 4845 Ohio IRP Leased Vehicle Owner's Authorization To Lessee, or BMV 5736 Power Of Attorney, giving permission to the IRP New Account Applicant/IRP Registrant to register their vehicle.

Note: The need to provide one of the documents mentioned is based solely on the Tax Identification Number and/or Owner Name on the Title matching that of the IRP New Account Applicant/IRP Registrant. This commonly occurs when: the titled owner: is an Owner/Operator and the IRP New Account Applicant/IRP Registrant is a Motor Carrier; or is a financial institution and the title does not include the lessor's name; is an individual member of the entity that is applying for the IRP New Account/IRP Registration.
4. **Titled Owners Name** – Enter the Titled Owner's name exactly as it appears on the vehicle's active Title
5. **Titled Owners TIN** – Enter the TIN of the Titled Owner. A TIN is a Taxpayer Identification Number and can be either a Federal Employer Identification Number (FEIN) or a Social Security Number if a FEIN has not been issued.
6. **Titled Owners Address** – 6a and 6b. – Enter the Titled Owner's street address. No PO Boxes are allowed.
7. **Purchase Price** – Enter the price of the vehicle including trade-ins, but excluding sales or use tax or finance charges, or the total value of the lease. Do not show cents. When payments are "taken-over", the purchase price is equity paid plus the amount of principal still owed.
8. **Purchased Date/Lease Date** – enter the Date the titled owner purchased the vehicle or the beginning date of the lease between the titled owner and their lessee.

Note: This is not the date that an Owner/Operator "leases on" with an IRP New Account Applicant/IRP Registrant.

Vehicle Safety Information Section- Instructions

Complete this section if the IRP New Account Applicant/IRP Registrant will be operating this vehicle under someone else's Authority who will be the Motor Carrier Responsible for Safety, or if the vehicle is being added to a rental fleet for hire.

Note: Do not complete this section if the New IRP Account Applicant/IRP Registrant is a Motor Carrier who will only operate vehicles under their own Authority and safety information.

1. **USDOT#** - Enter the USDOT# for the Motor Carrier who's authority and safety the vehicle will be operating under
2. **TIN associated with the USDOT#** - Enter the TIN for the Motor Carrier whose authority and safety the vehicle will be operating under. A TIN is a Taxpayer Identification Number and can be either a Federal Employer Identification Number (FEIN) or a Social Security Number.
3. **USDOT# changes throughout the year** - . If this vehicle is registered for rental fleet for hire answer yes if the control and responsibility for the safety of this vehicle will be assigned to a different motor carrier during the registration year by equipment lease, otherwise answer no.

Required Registration Fee Calculation Information Section - Instructions

1. **If the vehicle being registered for IRP Apportioned Plates has a non-expired Commercial Registration Plate** assigned from a BMV local Deputy Registrar office to the IRP New Account Applicant/IRP Registrant, has 11 or less full months of registration remaining, and the current commercial registration will not be transferred to another Commercial Vehicle, this section must be completed. Answer Yes, to use the remaining months of Ohio Commercial Registration as a credit against the Ohio only Apportionment Registration Fee calculated. You will need also need to submit a signed statement requesting the conversion of the Ohio Commercial Registration (Base Plate) to an IRP Apportioned Registration. This statement should acknowledge that the Base Plate will be destroyed or returned to the Ohio BMV once the IRP Plate is received. Copies of the required Commercial Registration Documents must be submitted with your statement and this application to receive credit.

Note: Due to IRP Apportionment calculations, you may not receive a full credit of Ohio Commercial Registration Fees paid.

2. **Colorado Trailer** indicator – For vehicles that may travel to Colorado - If it is a straight truck (TK) pulling a trailer and the unladen weight of the truck is less than 16,000 pounds, answer Yes, otherwise answer No.
3. **Colorado Special Truck** indicator - For vehicles that may travel to Colorado – If the vehicle being registered is a cement pump, well boring unit or crane, answer yes, otherwise answer no.
4. **Autonomous** indicator - If the vehicle being registered is autonomous answer Yes, otherwise answer no.
5. **Utah Special Truck** indicator - For vehicles traveling to Utah - If the vehicle being registered is a cement pump, well boring unit or crane, answer yes, otherwise answer no.
6. **Colorado 10K** indicator – The fee structure for CO is a two-tier schedule calculated according to the total national distance traveled by each power unit. If the vehicle travels 10,000 miles or less nationally, answer no. If the vehicle travels over 10,000 miles nationally, answer yes.
7. **New Vehicle** - If the vehicle is a new vehicle, answer yes, if a copy of the manufacturer’s certificate of origin is provided, otherwise answer no.
8. **If the vehicle being registered for IRP Apportioned Plates will use be based, garaged, or kept, at another Ohio Garaged Address other than the Ohio Business Address listed on the BMV 4837?** Answer yes, and provide the required Ohio Garaged Address information.

Note: All IRP Registered Vehicles are registered with the Ohio Business Address indicated on the IRP Account unless this section is completed in full with a different Ohio Garaged address.

BMV 4838 IRP New Application – Vehicle Information Schedule – Required Support Documents

Required for each vehicle registration

Proof of Vehicle Ownership allowable documents: Issued Ohio (or Foreign Jurisdiction) Title Certificate; Memorandum of Title; or Electronic Title confirmation.

Titles that are signed by the owner as sold, will not be accepted. Bills of Sale, Invoices, Manufacturer's Certificate of Origin (MCO), or any other document other than an issued proof of vehicle ownership reflecting the current owner, will not be accepted. Note: On occasion, a Foreign Jurisdiction’s Title Office will provide the new owner an official receipt of title application from their title system. This system generated document may be accepted as a proof of vehicle ownership document if it can be verified in the National Motor Vehicle Information System (NMVITS) as issued and contains the: owner’s name; Vehicle Identification Number; Year and Make of the Vehicle; and has been assigned a unique title number.

As required for each vehicle registration

Other support documents may be required depending on registered weight; type of vehicle; IRP Registrant’s relationship with Titled Vehicle Owner; or if another entity will be the Motor Carrier Responsible for Safety (provide USDOT Authority). These required conditional support documents are described below.

****IRS Form 2290, Heavy Vehicle Use Tax Return, Schedule 1 with proof of payment/filing** for each power unit with GVW of 55,000 pounds of greater for vehicles owned greater than 60 days. (Internet electronic confirmation records from the IRS are acceptable) - <https://www.irs.gov/businesses/small-businesses-self-employed/trucking-tax-center>

BMV 4845 OHIO IRP Leased Vehicle Owner’s Authorization to Lessee or Power Of Attorney (BMV5736) - required if the titled owner of the vehicle is someone other than the Registrant for the IRP account. NOTE: The document must include the titled owner’s TIN (Federal Taxpayer Identification Number), Address, and their permission for the IRP Registrant to register their vehicle in the Registrant’s fleet. This may require more than one document if the vehicle is leased and the titled owner is a financial institution.

***BMV 4885 Motor Carrier Responsibility for Safety Statement or copy of Authority Lease** – required if the vehicle will be operated under the USDOT and Authority of a Carrier who is not the IRP Registrant, or if the IRP Registrant is established as a “Registrant Only” NOTE: The document must include the USDOT# and its registered TIN (Federal Tax Identification Number).

****HP127B Bus Inspection** – this annual inspection document is required if registering your motor vehicle as a bus – information about the Ohio Highway Patrol Bus Inspections may be found here - <https://www.statepatrol.ohio.gov/doc/2007%20Ohio%20Bus%20Inspection%20Program.pdf>

* This document is also required if amending the IRP Cab Card when the vehicle’s USDOT operating authority changes.

** This document is also required with renewal registrations.