



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**INTERNATIONAL REGISTRATION PLAN (IRP)
ESTABLISHING BASE JURISDICTION**

INTERNATIONAL REGISTRATION PLAN (IRP) REGISTRANT INFORMATION

REGISTRANT LEGAL ENTITY NAME	TAX IDENTIFICATION NUMBER	IRP ACCOUNT / FLEETNUMBER	
REGISTRANT DOING BUSINESS AS NAME (if applicable)	PRINCIPAL OWNER NAME / TITLE		
REGISTRANT OHIO PHYSICAL ADDRESS			
STREET	CITY	STATE OH	ZIP

In order for Ohio to serve as your IRP Base Jurisdiction, you are required to provide the documents requested in section one of this form and provide support documentation to the satisfaction of the State of Ohio proving that the Ohio physical address listed above meets the IRP Plan definition of Established Place of Business or Residency by completing either section two or three.

The State of Ohio may ask for additional documentation not described on this form to its satisfaction that the Registrant is qualified to select Ohio as it's IRP Base Jurisdiction. For more information regarding selection of base jurisdiction, you may view the IRP Plan at https://www.irponline.org/page/The_Plan.

SECTION ONE (ALL DOCUMENTS ARE REQUIRED FOR EVERY APPLICANT)

1. Provide a copy of the Ohio driver license for the principal owner or member who has fiduciary duties, legal responsibility and who owns all or a portion of the entity.
2. Provide a copy of the Internal Revenue Service correspondence re: Issuance, or Confirmation, of Federal Identification Number assigned to the entity.
3. Provide a copy of the Ohio Secretary of State Certificate with the Entity# present, if applicable include DBA Registration for entities that are required to be registered with the Ohio Secretary of Ohio.

TO SHOW YOU ARE QUALIFIED TO SELECT OHIO AS YOUR BASE JURISDICTION FOR IRP APPORTIONED REGISTRATION COMPLETE AND PROVIDE DOCUMENTATION REQUESTED IN SECTION TWO IF YOU HAVE AN ESTABLISHED PLACE OF BUSINESS IN OHIO OR SECTION THREE IF YOU ARE CLAIMING OHIO RESIDENCY. YOU MAY ONLY CHOOSE AND PROVIDE THE DOCUMENTATION FOR ONE SECTION.

SECTION TWO (COMPLETE THIS SECTION ONLY IF YOU HAVE AN ESTABLISHED PLACE OF BUSINESS IN OHIO)

1. The Ohio EPOB listed above is:

<input type="checkbox"/> Owned by the entity (and may be confirmed via the County Auditor's Office)	<input type="checkbox"/> leased by the entity (and a copy of the commercial lease between this entity and the property owner has been provided)
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2. Provide the hours of business operation for the entity's EPOB listed above and number of employees present during regular business hours.:
(Ex: 5 employees M-F 8:00am 4:00 PM) _____
3. Provide a copy of the Ohio IT4 Employee's Withholding Exemption Certificate for the employees identified above and proof of the Ohio Withholding Registration number for the entity.

NOTE: Employees cannot be independent contractors and must work in substantial duties of the trucking / commercial motor vehicle business, not just for registration purposes. Employees must be accessible to the public during regular posted operational hours.

4. Provide photographs of the office directory and interior offices, as well as a street-view showing on-site truck yard, maintenance facilities and permanent exterior signage.

NOTE: Temporary vinyl or paper signage may not be acceptable. Photos must satisfactorily show an appearance that demonstrates commercial vehicle activity takes place at the Established Place of Business other than only Registration activity.

SECTION THREE (COMPLETE THIS SECTION ONLY IF YOU ARE AN OHIO RESIDENT)

Provide two documents from the list below showing IRP Legal Entity Name and Ohio Physical Address listed above to prove Ohio Residency.

1. Federal Income Tax Return (1040, 1065, 1120, etc.) copies must indicate filing and/or payment.
2. State of Ohio Income Tax Return copies must indicate filing and/or payment.
3. County Property, Real Estate Tax Bills, Statements or Signed Property Lease Agreement
4. Utility Bill – Electric, Gas, Water, Sewer, Landline Telephone, Internet dated within last 60 days) the Ohio residency address listed above must be identified as the service address
5. Vehicle Title, Registration and Insurance Certificate – Ohio registration, title and insurance certificate of vehicle that is NOT being registered for apportioned purposes. Must provide all three documents for the vehicle.

NOTE: Documents not in the IRP Registrant's Legal Entity Name will not be accepted unless all of the following conditions are met:

1. **The address on the document is the same as the Ohio Physical address listed above.**
2. **The name on the document provided is a principal owner or member who has fiduciary duties, legal responsibility and who owns all or a portion of the entity.**
3. **The principal owner whose name is on the document has provided a copy of their Ohio Driver's License that has the same address as the Ohio Physical address listed above.**

SECTION FOUR

1. I affirm, that the operational, employment, and maintenance, records for this entity's trucking business are stored at the physical address listed above and If requested will be made available at the Ohio EPOB, or Ohio residency address listed for audit purposes.
2. I affirm, the entity will accrue mileage in Ohio during each IRP apportioned registration year.
3. I understand that should the Ohio Bureau of Motor Vehicles determine that the address above, or the documents provided, do not establish Ohio as the IRP Base Jurisdiction for this entity that vehicle registration activity may be limited, and fleet renewal applications may be denied.

PRINTED NAME	TITLE	E-MAIL ADDRESS
SIGNATURE X		DATE

Mailing Address if different than the address provided in section one above.

MAILING ADDRESS	CITY	STATE	ZIP
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- Check this box if you are submitting the BMV4856 as a change of address for an existing IRP Account, and provide the IRP Account # where requested above.