



IRP New Account Documents List – Partnership with EPB

Motor Carrier Services

When conducting business with DOR, you will need:

- A valid, government-issued ID
- A [Power of Attorney](#) (POA-1) if you are representing the applicant

To establish a new IRP account in Indiana, you will need:

- State Form FRP-A (55661): [International Registration Plan Schedule A](#)
- State Form FRP-B (55662): [International Registration Plan Schedule B](#), or State Form INIRP-BN (55550): [New Account Schedule](#)
- State Form FRP-G (55664): [International Registration Plan Schedule G](#)
- State Form INIRP-N (53048): [Notice of Understanding](#)
- State Form 56148: [Municipal Wheel Tax](#)
- Verification of valid US DOT number, Private or For Hire
- FMCSA Certificate of Operating Authority
- Federal Form 2290: Proof of paid Heavy Highway Vehicle Use Tax Return (HHVUT), including Form 2290 Schedule 1: Schedule of Heavy Highway Vehicles, if applicable
- Lease agreement from the motor carrier responsible for safety, if applicable
 - Leases with redactions or strikeouts of nonproprietary information will not be accepted
- Verification of paid Unified Carrier Registration (UCR fees)
- Verification of IFTA license or copy (jurisdiction other than IN) of valid IFTA applications (includes applications in approval process)
- Copies of driver's license or government-issued ID for all responsible persons
- Copies of previous IRP registrations, if applicable
- Copies of the front and back of processed vehicle titles, jurisdiction-processed title applications, jurisdiction-issued electronic titles, or titles to be processed in Indiana, along with a notarized POA, if applicable. If a processed title application is provided, a copy of the front and back of the processed vehicle title is required within 45 days
- Vehicle lease agreement(s), if applicable
 - Leases with redactions or strikeouts of nonproprietary information will not be accepted
- Articles of Incorporation from the Indiana Secretary of State
- All responsible persons registered as Governing Persons of the registered business with the Indiana Secretary of State
- A filed federal Form SS4: Application for Employer Identification Number (EIN), showing an Indiana address for the company, or letter 147-C, if applicable
- A current mortgage or property tax statement, deed, or rental/lease agreement with an Indiana address.
 - All commercial and residential leases require a duration of no less than 12 months.
 - Leases with redactions or strikeouts of nonproprietary information will not be accepted.
- Copy of the partnership contract agreement

Documents to prove Established Place of Business (EPB) in Indiana

Two documents of different types from the list below, with the same Indiana commercial address and in the business name, are required to prove Established Place of Business in Indiana.

Partnership

- An Indiana Income Tax return for the most recent tax year
- One utility bill from either gas, water, sewer, waste removal or electric issued within the last 60 days
- Processed Indiana motor vehicle title in the applicant's name
- A copy of the partnership contract with the same commercial address
- A [Certificate of Existence from the Indiana Secretary of State](#)
- Filed Federal Form SS4, Form Application for Employer Identification Number, with an Indiana address
- One credit card, internet or insurance bill within the last 60 days or a USPS Change of Address form