



International Registration Plan (IRP) New Account Documents List

Motor Carrier Services

To open a new International Registration Plan (IRP) account, you must either:

- Claim Indiana as your base jurisdiction by having a qualifying "Established Place of Business" (EPB); or
- reside in Indiana

Most owner-operators, sole proprietors, and new businesses in Indiana can establish base jurisdiction using residency. Residency may also be an option if a business cannot show an EPB because it is new to Indiana. Information on establishing or proving Indiana residency or EPB is located on the following pages.

When conducting business with DOR, you will need:

- A valid, government-issued ID. For sole proprietors, an Indiana-issued ID is required to show residency
- A [Power of Attorney](#) (POA-1) if you are representing the applicant

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

- [IRP and other state forms](#):
 - 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 officers
- 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 out-of-state 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
- If the business is an LLC or corporation: Articles of Incorporation from the Indiana Secretary of State
- If the business is an LLC or corporation: all responsible officers registered as Governing Persons of the registered business with the Indiana Secretary of State
- 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.

Documents to prove Indiana residency or Established Place of Business (EPB)

Two documents of different types (from the appropriate list below) with the same Indiana address are required to prove Indiana residency or established place of business. If it is a residential address, it needs to be in the officer's name, or, if it is a commercial space, it needs to be in the company name.

Sole Proprietor

- An Indiana income tax return with an Indiana address for the most recent tax year
- Limit 1: The most recent gas, water, sewer, waste removal or electric utility bill in the registrant's name within the last 60 days
- Valid Indiana-issued driver's license or state ID
- Processed Indiana motor vehicle title in the applicant's name
- Other (Limit 1: a credit card bill, internet bill, insurance bill, doctor bill, hospital bill within the last 60 days at the same address, or change of address statement from USPS)

Corporation

- An Indiana income tax return with an Indiana address for the most recent tax year
- Limit 1: The most recent gas, water, sewer, waste removal, or electric utility bill in the registrant's name within the last 60 days
- Valid Indiana-issued driver's license or state ID
- Processed Indiana motor vehicle title in the applicant's name
- A [Certificate of Existence from the Indiana Secretary of State](#) (EPB)
- Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address (EPB)
- Other (Limit 1: a credit card bill, internet bill, insurance bill, doctor bill, or hospital bill within the last 60 days at the same address, or change of address statement from USPS)

LLC/Single or Multi-Member LLC

- An Indiana income tax return with an Indiana address for the most recent tax year
- Limit 1: The most recent gas, water, sewer, waste removal, or electric utility bill in the registrant's Name within the last 60 days
- Valid Indiana-issued driver's license or state ID
- Processed Indiana motor vehicle title in the applicant's name
- A [Certificate of Existence from the Indiana Secretary of State](#) (EPB)
- Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address (EPB)
- Other (Limit 1: a credit card bill, internet bill, insurance bill, doctor bill, hospital bill within the last 60 days at the same address, or change of address statement from USPS)

Partnership

- An Indiana income tax return with an Indiana address for the most recent tax year
- Limit 1: The most recent gas, water, sewer, waste removal, or electric utility bill in the registrant's Name within the last 60 days
- Valid Indiana-issued driver's license or state ID
- Processed Indiana motor vehicle title in the applicant's name
- A copy of the partnership contract is required
- Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address (EPB)
- Other (Limit 1: a credit card bill, internet bill, insurance bill, doctor bill, hospital bill within the last 60 days at the same address, or change of address statement from USPS)

MCS reserves the right to refuse documents it determines are out-of-date, altered, fraudulent or would not otherwise meet requirements set by IRP Inc. Further, MCS reserves the right to request additional documents not listed to validate a new account.

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