



STATE OF NEW JERSEY

IRP REGISTRATION CERTIFICATION

This form must be completed prior to IRP Registration

1. Does the New Jersey address have a physical structure owned, leased or rented by the fleet registrant?

YES NO

Proof of this address must be submitted before your application will be processed.

2. Is this location open during normal business hours? (Monday - Friday 8 a.m. to 5 p.m.)

YES NO

3. Does the location have a telephone or telephones publicly listed in the name of the fleet registrant, supported by a New Jersey telephone company's billing records?

YES NO

4. Is there a person or persons conducting the fleet registrant's business in the location during normal business hours?

YES NO

5. Are the operational records of the fleet located at this location?

YES NO

6. If not, can the operational records be made available at the New Jersey location in the event of an audit?

YES NO

If no, the registrant must pay all costs of travel and per diem expenses in accordance with the IRP Agreement, Section 1035, Base Jurisdiction Audit Expenses.

I/we, the undersigned, do hereby certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief. I/we understand that in the event the established place of business is proven to be outside the State of New Jersey, the registrant will be suspended and the registration and document fees will not be refunded.

Name of Company

Print Name of Registrant

Signature of Registrant

Date

IRP Account Number
MVC Use Only

New Jersey Is An Equal Opportunity Employer



EQUIPMENT REGISTRATION FORM (Instructions On Back Of Form)

NEW JERSEY MOTOR VEHICLE COMMISSION
MOTOR CARRIER SERVICES - IRP SECTION
120 S. STOCKTON STREET, P.O. BOX 178
TRENTON, NEW JERSEY 08666-0178
(609) 633-9400 FAX: (609) 633-9394

PLEASE CHECK ONE:
[] ORIGINAL
[] RENEWAL
[] SUPPLEMENT

SUPPLEMENTAL TYPE - VEHICLE:
[] ADDITION
[] TRANSFER
[] CHANGE WEIGHTS
[] DUPLICATE CAB CARDS
[] ADDRESS CHANGE
[] DELETION*
[] REPLACEMENT PLATES
[] CORRECTION
[] TOW TRUCK STICKERS

Table with columns: TYPE AND REGISTRATION CODE, TYPE, CODE, TYPE, CODE. Lists codes for various vehicle types like TRUCK, TRACTOR, WASTE VEHICLE, CONSTRUCTOR VEHICLE.

PAGE OF

REGISTRATION YEAR, NAME OF REGISTRANT, PERSON TO CONTACT, ACCOUNT NUMBER, BUSINESS ADDRESS, FLEET NUMBER, U.S. DOT NUMBER, FEDERAL TIN# OR SSN #, E-MAIL ADDRESS, REGISTRANT PHONE, TELEPHONE NUMBER, FAX NUMBER, JURISDICTIONAL WEIGHTS table.

EQUIPMENT ADDITION SECTION and EQUIPMENT DELETION OR TRANSFER SECTION. Includes fields for EQUIPMENT NUMBER, MODEL YEAR & MAKE, VIN#, NAME OF OWNER, VEHICLE TYPE, FUEL TYPE, AXLES, COMBINED GROSS WEIGHT, REGISTRATION CODE, UNLADEN WEIGHT, LATEST PURCHASE PRICE, FACTORY PRICE, DATE OF PURCHASE, IS DESIGNATED CARRIER RESPONSIBLE FOR SAFETY EXPECTED TO CHANGE DURING THE REGISTRATION PERIOD?, CURRENT PLATE NUMBER, EXPIRATION MONTH, U.S. DOT NUMBER RESPONSIBLE FOR SAFETY, FEDERAL TIN # RESPONSIBLE FOR SAFETY, REASON REMOVED, and SIGNATURE/DATE fields.

INSTRUCTIONS FOR COMPLETING THE EQUIPMENT REGISTRATION FORM

REGISTRANT/FLEET INFORMATION

Registration Year
Name of Registrant
Person to Contact
Account Number

- Provide month and year of expiration.
- Name of person, firm or corporation requesting apportioned registration.
- Name of person to be contacted to resolve problems with application. Include phone number.
- Enter the IRP account number assigned by the New Jersey Motor Vehicle Commission. If this is your initial IRP application leave this block blank as this number will be assigned when your original application is filed with MVC.

Business Address

- (Street, city, state and zip code) This would be where applicant has an established place of business and a telephone and will maintain and/or make records available for audit. Proof of address is required. **This address cannot be a post office box.**

Fleet Number

- If more than one fleet is registered under the same company name, indicate to which fleet number (001, 002, etc.) that this application refers.

US DOT #

- Must provide US DOT # for you or your company.

Mailing Address

- (Street, city, state and zip code) The Apportioned registration license plates and correspondence will be sent to this address.

Federal TIN # or SS #

- Must provide your Tax Identification Number or your Social Security Number.

E-Mail Address

- Correspondence may be forwarded to this address if applicable.

JURISDICTIONAL WEIGHT INFORMATION

List weight when adding states or when weight is greater than the combined gross weight

EQUIPMENT INFORMATION

Equipment Number

- Arbitrary number assigned by applicant to each unit. Number should be unique for each vehicle.

Model Year and Make

- Manufacturer's model year and make of vehicle.

Vehicle Identification #

- Complete VIN as shown on vehicle and listed on the manufacturer's Certificate of Origin or Title.

Name of Owner

- Name of owner for each vehicle if registrant is not the owner. Signed affidavit from owner must be on file with the Commission.

Vehicle Type

- See vehicle type abbreviations on front of MCS-IRP-1 form at top right.

Fuel

- Diesel (D), Gasoline (G), Propane (P) or Natural Gas (N)

Axles

- Enter the number of axles for each truck/tractor.

Combined Gross Weight

- The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For a tractor this would be the weight of the tractor plus that part of the weight of a fully loaded semi-trailer resting on the tractor.

Buses only # of seats

- Enter the number of seats for each bus.

Luggage Compartment - Yes/No

- Must answer yes or no to the question, Does the bus have a luggage compartment?

Registration Code

- Vehicle registration code for commercial vehicles and busses – refer to front of MCS-IRP-1 form at top right.

Unladen Weight

- Weight of the vehicle without a load (empty weight).

Latest Purchase Price of Vehicle

- The actual purchase price of the vehicle (i.e. price paid for the vehicle by the current owner).

Factory Price

- Manufacturer's list price of the vehicle when new, including accessories and modifications.

Date of Purchase

- Month, day and year of purchase.

Designated Carrier Change - Yes/No

- Must answer yes or no to the question, Is the Designated Carrier Responsible for Safety expected to change during the registration period?

Current Plate #

- If vehicle currently registered in New Jersey, list license plate number. **NOTE: If vehicle is not new and has never been titled in New Jersey, you must title the vehicle prior to registration.**

Expiration Month

- Provide current registration expiration date for each vehicle.

US DOT # Responsible for Safety

- Party responsible for the safety of each vehicle listed.

Federal TIN # Responsible for Safety

- Party responsible for the safety of each vehicle listed.

Insurance Information

- Provide the insurance company name, policy or binder number and NAIC insurance code from your insurance card. If your number is not listed on your I.D. card, contact your insurance agent.

EQUIPMENT DELETION AND TRANSFER SECTION

Equipment Number

- Arbitrary number assigned by applicant to each unit. Number should be unique for each vehicle.

Model, Year and Make

- Manufacturer's model year and make.

Vehicle Identification #

- Complete VIN as shown on vehicle and listed on the manufacturer's Certificate of Origin or Title.

Plate Number

- Provide the license plate number of the vehicle you are deleting or transferring.

Combined Gross Weight

- The unladen (empty) weight of the vehicle plus the weight of the load carried on that vehicle.

Reason Removed

- Enter the reason the vehicle is being deleted (ex. sold, wrecked, junked, fleet transfer, etc.).

PLEASE SIGN THE APPLICATION AFTER COMPLETION

INSTRUCTIONS FOR COMPLETING MILEAGE SCHEDULE

- Type of Operation** - This portion of the form must be completed. Enter all applicable data.
- Type of Commodity** - Provide type of commodity.
- Supplement Type** - Place an "X" to indicate the type of supplemental application you are submitting.
- Registration Year** - Provide month and year of expiration.
- Name of Registrant** - Name of the person, firm or corporation requesting apportioned registration.
- Person to Contact** - Name of person to be contacted to resolve problems with application. Include phone number.
- Account Number** - Enter the IRP account number assigned by the New Jersey Motor Vehicle Commission. If this is your initial IRP application, leave this block blank as this number will be assigned when your original application MCS-IRP-1 is filed with MVC.
- Business Address** - (Street, city, state and zip code) This would be where applicant has an established place of business and a telephone and will maintain and/or make records available for audit. Proof of address is required. **This address cannot be a post office box.**
- Fleet Number** - If more than one fleet is registered under the same company name, indicate which fleet number (001, 002, etc) that this application refers to.
- US DOT #** - Must provide US DOT # for you or your company.
- Mailing Address** - (Street, city, state and zip code) The Apportioned registration license plates and correspondence will be sent to this address.
- Federal TIN # or SS #** - Must provide your Tax Identification Number or your Social Security Number.
- E-Mail Address** - Correspondence may be forwarded to this address if applicable.
- Insurance Information** - Provide the insurance company name, policy or binder number and NAIC insurance code from your insurance card. If your number is not listed on your I.D card, contact your insurance agent.
- IRP Jurisdiction** - Place an "X" beside each IRP jurisdiction in which you have traveled.
- Reporting Mileage** - Actual mileage in every jurisdiction you have traveled through (refer to Carrier Guide).
- Important** - Important: Have you previously been registered in IRP? (Check box for Yes or No)
Yes – Must give actual miles traveled. No – MVC will use APVD chart miles (Average Per-Vehicle Distance).
- Signature** - Signature of person authorized to apply for registration.

FEDERAL HEAVY VEHICLE USE TAX: - If you are required by Section 4481 of the Internal Revenue Code to pay a Heavy Vehicle Use Tax, (Vehicles registered at 55,000 lbs. and greater) registration must be accompanied by proof of payment as prescribed by the Secretary of the Treasury. Acceptable proofs of payment are:

- a. Receipted IRS Form 2290, Schedule 1 (**Stamped PAID or RECEIVED by the IRS**)
- b. Photocopy of the receipted IRS Form 2290, Schedule 1 (**Stamped PAID or RECEIVED by the IRS**)
- c. Photocopy of non-receipted IRS Form 2290 with Schedule 1 attached along with a copy of both sides of the cancelled check showing payment of the tax.
- d. Photocopy of non-receipted IRS Form 2290 with the Schedule 1 attached along with a copy of original of the IRS Statement Form 4428 or 8488 that shows an installment has been made.



**NEW JERSEY
MOTOR VEHICLE
COMMISSION**
**MOTOR CARRIER SERVICES
IRP SECTION**
120 S. Stockton St., P.O. Box 178
Trenton, New Jersey 08666-0178
Phone: (609) 633-9400
Fax: (609) 633-9394

SCOPE OF OPERATION (In Detail) ON USING YOUR OWN ESTIMATED MILES

NAME OF REGISTRANT

ACCOUNT NUMBER

FLEET NUMBER

JURISDICTION	DESCRIPTION OF ROUTE	ROUND TRIP MILES	X	# OF VEH	=	TOTAL EST MILES	JURISDICTION	DESCRIPTION OF ROUTE	ROUND TRIP MILES	X	# OF VEH	=	TOTAL EST MILES
(NJ) NEW JERSEY			X		=		(NC) NORTH CAROLINA			X		=	
(AL) ALABAMA			X		=		(ND) NORTH DAKOTA			X		=	
(AZ) ARIZONA			X		=		(OH) OHIO			X		=	
(AR) ARKANSAS			X		=		(OK) OKLAHOMA			X		=	
(CA) CALIFORNIA			X		=		(OR) OREGON			X		=	
(CO) COLORADO			X		=		(PA) PENNSYLVANIA			X		=	
(CT) CONNECTICUT			X		=		(RI) RHODE ISLANE			X		=	
(DE) DELAWARE			X		=		(SC) SOUTH CAROLINA			X		=	
(DC) DISTRICT OF COLUMBIA			X		=		(SD) SOUTH DAKOTA			X		=	
(FL) FLORIDA			X		=		(TN) TENNESSEE			X		=	
(GA) GEORGIA			X		=		(TX) TEXAS			X		=	
(ID) IDAHO			X		=		(UT) UTAH			X		=	
(IL) ILLINOIS			X		=		(VT) VERMONT			X		=	
(IN) INDIANA			X		=		(VA) VIRGINIA			X		=	
(IA) IOWA			X		=		(WA) WASHINGTON			X		=	
(KS) KANSAS			X		=		(WV) WEST VIRGINIA			X		=	
(KY) KENTUCKY			X		=		(WI) WISCONSIN			X		=	
(LA) LOUISIANA			X		=		(WY) WYOMING			X		=	
(ME) MAINE			X		=		(AB) ALBERTA			X		=	
(MD) MARYLAND			X		=		(BC) BRITISH COLUMBIA			X		=	
(MA) MASSACHUSETTS			X		=		(MB) MANITOBA			X		=	
(MI) MICHIGAN			X		=		(NB) NEW BRUNSWICK			X		=	
(MN) MINNESOTA			X		=		(NL) NEWFOUNDLAND / LABRADOR			X		=	
(MS) MISSISSIPPI			X		=		(NS) NOVA SCOTIA			X		=	
(MO) MISSOURI			X		=		(NT) NORTHWEST TERRITORY			X		=	
(MT) MONTANA			X		=		(ON) ONTARIO			X		=	
(NE) NEBRASKA			X		=		(PE) PRINCE EDWARD ISLAND			X		=	
(NV) NEVADA			X		=		(QC) QUEBEC			X		=	
(NH) NEW HAMPSHIRE			X		=		(SK) SASKATCHEWAN			X		=	
(NM) NEW MEXICO			X		=		(YT) YUKON TERRITORIES			X		=	
(NY) NEW YORK			X		=							=	

I UNDERSTAND THAT IF I CHOOSE TO PROVIDE MY OWN ESTIMATED TRIP MILES AND ROUTES, I AM REQUIRED TO COMPLETE THE SCOPE OF OPERATION SECTION ABOVE EXPLAINING HOW THE MILEAGE WAS DETERMINED IN EACH JURISDICTION. I ALSO UNDERSTAND I CANNOT USE THE SAME ESTIMATED MILEAGE FIGURES FOR EACH JURISDICTION OR UNREASONABLE MILEAGE. IF I DO NOT PROVIDE REASONABLE ESTIMATED MILEAGE, I UNDERSTAND NEW JERSEY HAS THE AUTHORITY TO CHANGE MY MILEAGE.

I CERTIFY UNDER THE PENALTY OF THE CIVIL AND CRIMINAL LAWS OF THE STATE OF NEW JERSEY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AND THAT I AM AUTHORIZED TO EXECUTE AND FILE DOCUMENTS ON BEHALF OF THIS APPLICANT.

AUTHORIZED SIGNATURE:

DATE:

EXAMINED BY:

DATE:

MILEAGE CALCULATIONS

When a new account is established or a new jurisdiction added, and there is no history of mileage being accrued, estimated mileage should be used. This may be done either by using the mileage chart provided below or by providing your own detailed estimates.

When renewing, list total miles driven by all fleet vehicles during the previous reporting period for each jurisdiction. "Reporting Period" means the period of twelve consecutive months immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

Estimated mileage may be used to add or keep a jurisdiction on your cab card where no actual miles were driven during the previous fiscal year (July 1st through June 30th). You may use the mileage from the chart below or explain your business plan or routes of travel and provide your own detailed explanation.

CHART MILES

These figures are based on actual miles traveled by New Jersey carriers in 2013 and are the average miles per vehicle that actually traveled in the respective jurisdictions.

CARRIER ESTIMATES

If you choose to provide your own estimates you will need to estimate the miles for one year of operation and give a detailed explanation of how you estimated the operation on your renewal or application form. This should include business purpose, contracts, and routes. Example: from Elizabeth, NJ to Pittsburgh, PA. NJ routes: NJ27, NJ439, NJ82, NJ124, I78, I81 = 138 miles, and PA routes: I81, US11, I76, I376 = 224 miles. 1 round trip = 276 miles NJ, 448 miles PA. 5 round trips = 1,380 miles NJ, 2,240 miles PA.

Please note that first year estimates are calculated within 100 percent. Second and subsequent year estimates are calculated greater than 100 percent.

YOUR APPLICATION MAY BE DENIED IF THESE REQUIREMENTS ARE NOT FULFILLED.

ALL ESTIMATED MILEAGE WILL BE MULTIPLIED BY THE NUMBER OF VEHICLES IN YOUR FLEET

JURISDICTION		Miles Per Year
NJ	New Jersey	22,398
AB	Alberta	53
AL	Alabama	906
AR	Arkansas	806
AZ	Arizona	1,179
BC	British Columbia	75
CA	California	1,534
CO	Colorado	526
CT	Connecticut	2,155
DC	Dist Of Columbia	68
DE	Delaware	802
FL	Florida	2,287
GA	Georgia	1,441
IA	Iowa	425
ID	Idaho	149
IL	Illinois	992
IN	Indiana	1,200
KS	Kansas	368
KY	Kentucky	512
LA	Louisiana	966

JURISDICTION		Miles Per Year
MA	Massachusetts	1,553
MB	Manitoba	20
MD	Maryland	1,730
ME	Maine	465
MI	Michigan	647
MN	Minnesota	237
MO	Missouri	643
MS	Mississippi	629
MT	Montana	198
NB	New Brunswick	63
NC	North Carolina	1,748
ND	North Dakota	190
NE	Nebraska	435
NL	Newfoundland/Labrador	20
NH	New Hampshire	269
NM	New Mexico	1,064
NS	Nova Scotia	55
NV	Nevada	401
NY	New York	4,840
OH	Ohio	2,105

JURISDICTION		Miles Per Year
OK	Oklahoma	886
ON	Ontario	404
OR	Oregon	312
PA	Pennsylvania	5,514
PE	Prince Edward Is	43
QC	Quebec	119
RI	Rhode Island	358
SC	South Carolina	1,316
SD	South Dakota	143
SK	Saskatchewan	69
TN	Tennessee	1,725
TX	Texas	3,144
UT	Utah	401
VA	Virginia	2,307
VT	Vermont	173
WA	Washington	179
WI	Wisconsin	331
WV	West Virginia	399
WY	Wyoming	395