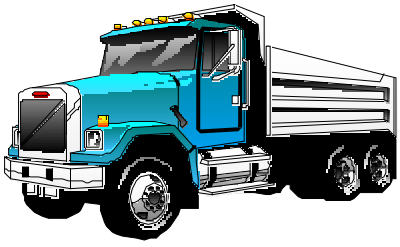
STATE OF NEW JERSEY

INTERNATIONAL REGISTRATION PLAN

IRP



CARRIER GUIDE

Apportioned Registration Manual

The International Registration Plan (IRP) is a cooperative agreement that regulates commercial vehicles traveling within the 48 continental United States and most Canadian provinces. Under the IRP, interstate carriers must file an application with the jurisdiction in which they are based.

For full details see the IRP web site below:
http://www.state.nj.us/mvc/business/irp.htm

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INTRODUCTION

This manual explains how to obtain "apportioned" registration for interstate trucks, tractors and other commercial vehicles based in any member jurisdiction of the International Registration Plan, or IRP. (See Appendix C.)

The basic information needed to prepare applications is provided; however, the contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone the base jurisdiction's IRP office.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely. (Same day service may not always be available for all applications.)

NOTE: This manual also contains references to the Canadian Agreement on Vehicle Registration (CAVR). Canadian Provinces in IRP are also members of CAVR, a special plan for registering vehicles that travel in two or more (Canadian member) jurisdictions. ***When a Canadian jurisdiction is a member of both plans, the IRP supersedes the CAVR.***

NOTE

The words:

- *"IRP", "Apportioned or Proportional Registration,"*
- *"Applicant" or "Registrant" and*
- *"State," "Jurisdiction" or "Province" are used interchangeably in this manual*
- *"IVMR" and "VTR" are used interchangeably in this manual*
- *26,000 pounds is equivalent to 11,800 kilograms*

REGISTRATION OFFICE

Send all applications to:

Mailing Address:	**State of New Jersey** **Motor Vehicle Commission** **Motor Carrier Services – IRP Section** **225 East State Street** **PO Box 133** **Trenton, NJ 08666-0133**
Location Address:	**State of New Jersey** **Motor Vehicle Commission** **Motor Carrier Services – IRP Section** **120 S. Stockton Street** **Trenton, NJ 08666-0133**
Telephone:	**(609) 633-9400** **Option #2**
Fax:	**(609) 633-9394**
Email:	**mcscustomerservice@mvc.nj.gov**

1.0 WHAT IS IRP?

IRP stands for the International Registration Plan, a cooperative agreement for registering vehicles that travel into two or more jurisdictions. The IRP provides for payment of licensing fees based on fleet miles operated. The unique feature of the IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which the fleet vehicles are operated, only one (1) license plate (or set of plates) and one (1) cab card is issued for each fleet vehicle. The following jurisdictions are IRP members:

Members of IRP

Alabama	AL	New Brunswick	NB
Alberta	AB	New Foundland (Labrador)	NL
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
British Columbia	BC	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Nova Scotia	NS
District Of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Ontario	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Prince Edward Island	PE
Iowa	IA	Quebec	QC
Kansas	KS	Rhode Island	RI
Kentucky	KY	Saskatchewan	SK
Louisiana	LA	South Carolina	SC
Maine	ME	South Dakota	SD
Manitoba	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV		

2.0 HOW IRP WORKS

Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate(s), stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. Refer to Appendix D, Glossary Definitions. (Intrastate operations also may require meeting the operating authority of the individual jurisdictions.) Registration fees are calculated according to each jurisdiction's specific registration schedules.

IRP and CAVR jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP and CAVR jurisdictions according to:

- Percentage of mileage traveled in each jurisdiction
- Vehicle identification information
- Maximum weight
- Value, age, unladen weight, etc. (in some jurisdictions)

SAMPLE FEE CALCULATION

State	Mileage	Mileage %	80,000 Pounds		IRP Registration
NJ	60,000	60%	1,223.00	=	$733.80
PA	39,000	39%	1,687.50	=	658.13
DE	1,000	1%	1,280.00	=	12.80
TOTALS	100,000	100%			$1,404.73

NOTE: Mileage costs and registration figures depicted in this table are examples only. Please do not use them on your application.

Under the IRP and CAVR, all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card) and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the operating authority issued by each member State/Province.)

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA); or
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.); or
- Allow registrants to exceed the maximum length, width, height or axle limitations; or
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290); or
- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required.
- Exempt a carrier from filing for the Corporation Business Tax (see page 15)

3.0 WHEN TO APPORTION YOUR VEHICLE

Apportionable Vehicle

"Apportionable vehicle" means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property and:

1) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or

2) Is a power unit having three or more axles, regardless of weight; or

3) Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

Vehicles, or combinations thereof, have a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation may be proportionally registered at the option of the registrant.

Base Jurisdiction

"Base Jurisdiction" means the Member Jurisdiction, selected in accordance with section 305, to which an applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan. For purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where an applicant without an established place of business can demonstrate residence, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 305 of the IRP Plan.

Established Place of Business

1) "Established Place of Business" means a physical structure owned, leased or rented by the fleet registrant.

2) The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:

   a) a person or persons conducting the fleet registrant's business as an employee; and

   b) The operational records of the fleet (unless such records can be made available in accordance with the provisions of Section 1035).

See the IRP Plan for a full definition of "Established Place of Business" and Section 305 for "Selection of Base Jurisdiction".

NOTE: Proof of address must be submitted when establishing a new account. See Appendix F.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration. (However, a base jurisdiction standard applicable registration plate may still be required to be displayed.)

- Vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- Recreational vehicles used for personal pleasure or travel by an individual or family; or
- Commercial vehicles displaying restrictive plates; or
- Trailers
- School buses

New Jersey's Restricted Plates

As defined in the IRP Plan a "Restricted Plate" means a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.
The jurisdiction of New Jersey issues:

Farm plates

Antique plates

Dealer plates (no load being carried)

In-transit (no load may be carried and used only in New Jersey)

Special mobile equipment (constructor plates used only in New Jersey)

Special equipment plates (solid waste plates only in New Jersey)

CAVR

Carriers may apportion their vehicle(s) if the vehicle(s) travels into two or more Canadian jurisdictions and:

- Is a motor vehicle having a registered gross weight of 5,500 kilograms or more or, when plated in the Province of Quebec, having a registered tare weight of more than 3,000 kilograms, designed, used or maintained for the transportation of property; and/or
- Is a motor vehicle having three or more axles regardless of registered gross weight; or
- Is a regular route bus

4.0 TYPES OF OPERATIONS

For-Hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation.

Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own freight.

Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.

- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.

Buses

Regular Routes

The Apportionable Fees of a Fleet that is involved in a Pool may be calculated using Apportionment Percentages or, in the alternative, at the option of the Applicant, the Apportionment Percentage may be calculated by dividing (a) the scheduled route distance operated in the Member Jurisdiction by the Vehicles in the Pool by (b) the sum of the scheduled route distances operated in all the Member Jurisdictions by the Vehicles in the Pool. Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the Pool. If a Registrant has used this method to register its Fleet initially for a Registration Year, it shall also use this same method to register any Apportionable Vehicles it may add to its Fleet during the year.

Household Goods Carriers

Equipment Leased From Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier in both the owner-operator's name as lessor and the carrier's name as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

Rental Definitions

For purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** – an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- **Rental Fleet** – one or more vehicles that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- **Rental Vehicle** – a vehicle of a rental fleet.
- **Renting and Leasing** – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- **Rental Transaction** – for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

The IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of "One-Way Truck Rentals" only.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet, and;
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and

- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and
- Such person or firm registers the vehicles as described below:

One-Way Vehicles

Trucks of less than 26,000 pounds/11,800 kilograms gross vehicle weight operated as part of an identifiable one-way fleet will allocate the fully plated vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intra-state/intra-jurisdictional travel.

5.0 NEW JERSEY REQUIREMENTS

Base Jurisdiction

Before a vehicle may be apportioned registered in **New Jersey**, the carrier must:

- Have an established place of business in the state/jurisdiction. An "established place of business" in New Jersey means a physical structure owned, leased, or rented by the fleet registrant. Proof of address is required.
- Your established place of business must have a utility bill in the company name (I.E. water, gas or sewage bill)
- Have mileage accrued in New Jersey by the fleet.
- Have operational records of the fleet maintained or made available in New Jersey.
- **Not have an agent's or consultant's address as an established place of business.**
- **Not use a P.O. Box or virtual address as the business address.**

Vehicle Title

By law, in order to obtain a registration in New Jersey you must have your vehicle titled in New Jersey, even if it is currently titled in some other state. IRP applications can only be processed with a New Jersey title on record. To title your vehicle in this state, you will need the following:

- if your vehicle is new, a Manufacturer's Certificate of Origin properly assigned.
- if your vehicle is purchased used in New Jersey, a properly assigned certificate of ownership and lien information, or
- if purchased used in another state, the original certificate of ownership from that

  state and lien information, if applicable, form ISM-54, Agency Lien letter, (no memorandum of title or nonnegotiable copy title will be acceptable). If the used vehicle is from a non-title state, you will need the current registration certificate for the vehicle issued in that state, or
- if purchased used from an out-of-state dealer, the registration certificate of the last registered owner showing the transfer of ownership to the dealer and the dealer's invoice to the applicant, and
- a completed New Jersey application for certificate of owner (form ISM 7) and
- proof of insurance
- payment of the applicable title application fee

standard vehicle title	$60
financed vehicle with one lien	$85
financed vehicle with two liens	$110

Insurance

Proof of insurance is required at the time of registration. Your signature is required as certification that the vehicle(s) noted on the application is covered with the minimum amounts of insurance required by New Jersey insurance laws and further certify that this vehicle will be continuously insured throughout its registration period. This certification may be used for insurance verification purposes.

International Fuel Tax Agreement - IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. With the exception of Alaska, the Northwest Territory, Washington, D.C. and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

IFTA MEMBER JURISDICTIONS		
Alabama	Maryland	Oregon
Alberta, CN	Massachusetts	Ontario, CN
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	Prince Edward Island
British Columbia, CN	Mississippi	Quebec, CN
California	Missouri	Rhode Island
Colorado	Montana	Saskatchewan, CN
Connecticut	Nebraska	South Carolina
Delaware	Nevada	South Dakota
Florida	New Brunswick, CN	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	New Foundland, CN	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia, CN	Wyoming
Maine	Ohio	
Manitoba, CN	Oklahoma	

New Jersey is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in **New Jersey**;
- You have an established place of business in **New Jersey** from which motor carrier operations are performed;
- You maintain the operational control and operational records for qualified motor vehicles in **New Jersey** or can make those records available here; and
- You have qualified motor vehicles that actually travel on **New Jersey** highways.

IFTA License Application Procedure

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of decals, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

Any motor carrier based in New Jersey and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA license application in New Jersey. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and has at least two axles and a gross vehicle weight exceeding 26,000 pounds or is used in combination, and the combination exceeds 26,000 pounds or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the IFTA Section of the Motor Carrier Services via the following:

Location Address:

State of New Jersey
Motor Vehicle Commission
Motor Carrier Services
120 S. Stockton Street
Trenton, New Jersey, 08666-0133

Mailing Address:

State of New Jersey
Motor Vehicle Commission
Motor Carrier Services
225 East State Street
P.O. Box 133
Trenton, New Jersey, 08666-0133

Telephone:
(609) 633-9400
Option #2

Fax:
(609) 633-9393

6.0 Additional IRP Requirements

Name Change/Titling

If you are changing the name of your company but not changing ownership and the certificate of ownership is in the name of your old company, you are advised to wait until the time of credential renewal. Please call the IRP section if you require further clarification.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual), you are advised to wait until the time of credential renewal if possible. Please call the IRP section if you require further clarification.

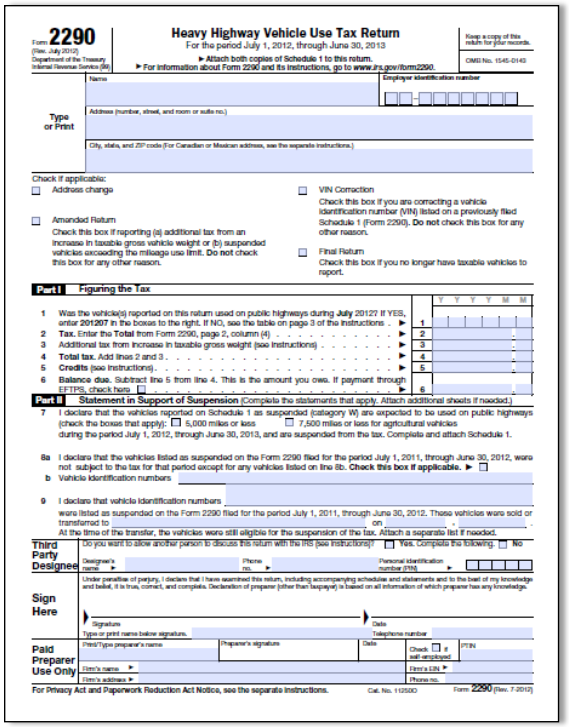
According to New Jersey law, if you change the name of ownership on a title credit or refunds cannot be granted for the unexpired registration time period.

USDOT Number & PRISM Compliance

The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. USDOT forms are available by contacting your nearest federal office of the Federal Motor Carrier Safety Administration by telephoning 1-800-832-5660 or on the internet at **http://www.fmcsa.dot.gov/.** A USDOT number and Federal Tax ID number is mandatory for all vehicles.

- *Lease and insurance information.* If you are leased on to a motor carrier, you should have a copy of the lease for us. If the lessor motor carrier is responsible for the safety of the vehicle(s), you must have that company's USDOT number and the Taxpayer Identification Number (TIN) that they used to perform their MCS-150/MCMIS updates. If you are responsible for safety, then you must provide your USDOT number and TIN. The TIN is a federally-mandated crosscheck.

- *Missing or outdated Federal information.* You must update the MCMIS filing (MCS-150, or the upcoming URS), since New Jersey is required to enforce this. Also, be sure your IRS Form 2290 is accurate for the correct year (current as of the June 1 registration effective year). We are required to check these, and if your VIN is wrong by even one character, we are required by Federal Law to reject the registration.



Form **2290** (Rev. July 2012) Department of the Treasury Internal Revenue Service (99)

Heavy Highway Vehicle Use Tax Return

For the period July 1, 2012, through June 30, 2013

► Attach both copies of Schedule 1 to this return.

► For information about Form 2290 and its instructions, go to www.irs.gov/form2290.

Keep a copy of this return for your records.

OMB No. 1545-0143

Name

Employer identification number

Type or Print

Address (number, street, and room or suite no.)

City, state, and ZIP code (For Canadian or Mexican address, see the separate instructions.)

Check if applicable:

- ☐ Address change
- ☐ Amended Return — Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Do not check this box for any other reason.
- ☐ VIN Correction — Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Do not check this box for any other reason.
- ☐ Final Return — Check this box if you no longer have taxable vehicles to report.

Part I Figuring the Tax

			Y Y Y Y	M M
1	Was the vehicle(s) reported on this return used on public highways during July 2012? If YES, enter 2012**07** in the boxes to the right. If NO, see the table on page 3 of the instructions.	► 1		
2	Tax. Enter the **Total** from Form 2290, page 2, column (4)	► 2		.
3	Additional tax from increase in taxable gross weight (see instructions)	► 3		.
4	**Total tax.** Add lines 2 and 3	► 4		.
5	**Credits** (see instructions)	► 5		.
6	**Balance due.** Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here ► ☐	► 6		.

Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)

7 I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply): ☐ 5,000 miles or less ☐ 7,500 miles or less for agricultural vehicles during the period July 1, 2012, through June 30, 2013, and are suspended from the tax. Complete and attach Schedule 1.

8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2011, through June 30, 2012, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ► ☐

b Vehicle identification numbers

9 I declare that vehicle identification numbers were listed as suspended on the Form 2290 filed for the period July 1, 2011, through June 30, 2012. These vehicles were sold or transferred to on . At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

Third Party Designee Do you want to allow another person to discuss this return with the IRS (see instructions)? ☐ Yes. Complete the following. ☐ No

Designee's name ► Phone no. ► Personal identification number (PIN) ►

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature — Date

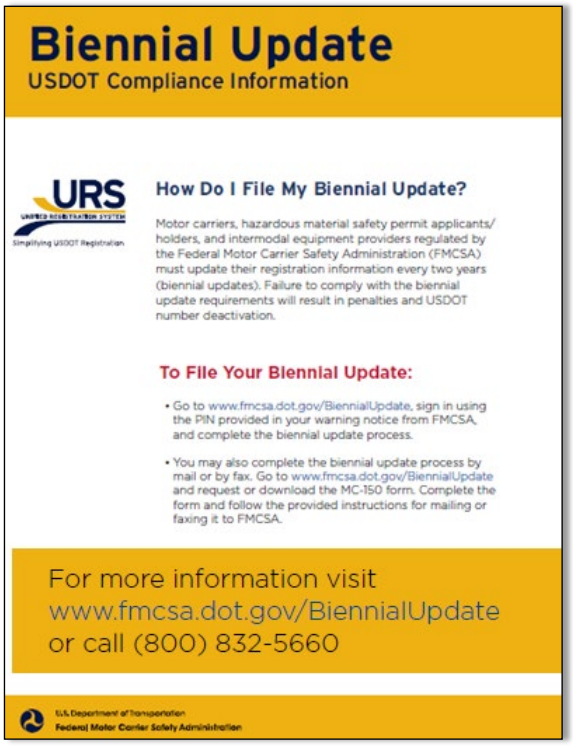
Type or print name below signature. — Telephone number

Paid Preparer Use Only Print/Type preparer's name — Preparer's signature — Date — Check ☐ if self-employed — PTIN

Firm's name ► — Firm's EIN ►

Firm's address ► — Phone no.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11250O Form **2290** (Rev. 7-2012)



Biennial Update

USDOT Compliance Information

URS — Unified Registration System — Simplifying USDOT Registration

How Do I File My Biennial Update?

Motor carriers, hazardous material safety permit applicants/ holders, and intermodal equipment providers regulated by the Federal Motor Carrier Safety Administration (FMCSA) must update their registration information every two years (biennial updates). Failure to comply with the biennial update requirements will result in penalties and USDOT number deactivation.

To File Your Biennial Update:

- Go to www.fmcsa.dot.gov/BiennialUpdate, sign in using the PIN provided in your warning notice from FMCSA, and complete the biennial update process.
- You may also complete the biennial update process by mail or by fax. Go to www.fmcsa.dot.gov/BiennialUpdate and request or download the MC-150 form. Complete the form and follow the provided instructions for mailing or faxing it to FMCSA.

For more information visit
www.fmcsa.dot.gov/BiennialUpdate
or call (800) 832-5660

U.S. Department of Transportation
Federal Motor Carrier Safety Administration

USDOT number and Taxpayer Identification Number (TIN): New Jersey cooperates with the United States Federal Government and the many participating U.S. jurisdictions in a program designed to enhance roadway safety:

Federal Motor Carrier Safety Administration (FMCSA)
The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of Federal and State safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal Out-of-Service order and concurrent State registration suspensions. The PRISM program has proven to be an effective means of motivating motor carriers to improve their compliance and performance deficiencies.

For each vehicle, if the registrant is the interstate motor carrier responsible for the safe operation of the vehicle, enter the USDOT number and corresponding TIN of the registrant in the USDOT number/ corresponding TIN fields. If there are multiple vehicles using the same USDOT number/corresponding TIN, record the number in the first USDOT number/corresponding TIN field for the first vehicle. Then record "same" in the second vehicle's USDOT

number/corresponding TIN field. To indicate all subsequent units use the same USDOT number/corresponding TIN, simply place a vertical line in the field as illustrated below.
If the registrant is renting or leasing a vehicle to an interstate motor carrier that is responsible for the safe operation of the vehicle, provide the USDOT number/corresponding TIN according to the following.

- Short-term lease: If the vehicle will be rented or leased for 29 days or fewer to an interstate motor carrier, provide the registrant's USDOT number/corresponding TIN for this vehicle.
- Long-term lease: If the vehicle will be leased for a period of 30 days or longer to an interstate motor carrier, provide the USDOT number/corresponding TIN for the motor carrier responsible for the safety of this vehicle.

The individual or company responsible for the vehicle's safety must display the USDOT number in accordance with FMCSA guidelines.
Notes related to the PRISM program:

- The registrant and the lessor must notify the IRP Services Office if the lease is broken or dissolved during the registration year. The fleet vehicle(s) may not move unless there is a designated motor carrier responsible for safety (MCRS) at all times.
- Regardless of the timing or event that the registrant notifies the IRP Services Office, it is continuously responsible to ensure that there is an MCRS for each of its vehicles.
- The IRP Services Office will initiate actions to suspend the vehicle(s) involved in a Federal "Out of Service: (OOS) order. The registrant is responsible to turn in plates and seek remedial actions with FMCSA prior to reinstatement or renewal. The registrant, alone, is responsible to initiate reinstatement by contacting the IRP Services Office.
- The designated motor carrier(s) must update their federal filings (MCS-150, or MCSA-1 after October 23, 2015) or FMCSA will order New Jersey to halt the vehicle(s) and prevent renewal. This process is automatic and the only way to resolve the problem is to resolve the motor carrier issues with FMCSA or lease on to another, eligible motor carrier's operations.

These are highlights, only. Visit the following resources for additional information:

- http://www.fmcsa.dot.gov/information-systems/prism/performance-and-registration-information-systems-management-prism
- http://www.fmcsa.dot.gov/information-systems/prism/performance-and-registration-information-systems-management-prism-0
- http://www.fmcsa.dot.gov/information-systems/prism/prism-document-library
- http://www.fmcsa.dot.gov/registration/form-mcs-150-and-instructions-motor-carrier-identification-report

Federal Heavy Vehicle Use Tax (Form 2290)

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 pounds or more combined or loaded gross weight. Proof is not required upon initial IRP registration or new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

Acceptable proof of payment:

- A stamped copy or online receipt (E-File) of the Federal Heavy Vehicle Use Tax form 2290 for vehicles that will register at 55,000 pounds or more.
- A receipted copy of Internal Revenue Service (IRS) Schedule 1 (IRS Form 2290) listing vehicle identification number(s).
- In lieu of a receipted IRS Schedule 1 (Form 2290), we will accept copies of the Form 2290 (with Schedule 1) and copy of proof of payment document (e.g., front and back of a canceled check).

It is the applicant's responsibility to fully comply with all requirements listed on the federal Form 2290.

Enforcement

Enforcement representatives look at the cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. You should learn the requirements of the jurisdictions in which you plan to operate. Please do not expect New Jersey IRP personnel to know all operating requirements of all the jurisdictions. To enter another jurisdiction, you must have that jurisdiction listed on the vehicle cab card for the proper gross weight of the applicable vehicle. However, you can get IRP trip permits from jurisdictions not listed on your cab card. Apportioned registration does exempt you from fuel tax or operating authority requirements of other jurisdictions. The filing of an IRP application **does not** constitute operating authority for an apportioned vehicle.

Commercial vehicles not displaying a current registration plate, cab card, a valid trip permit or temporary vehicle registration are in violation and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

Corporation Business Tax

Motor carriers delivering property into New Jersey are subject to the Corporation Business Tax, which is administered by the Division of Taxation. Any corporation doing business, employing people, owning property or capital or maintaining an office in this state, is subject to this tax. For information, contact the Division of Taxation Customer Service Center at (609) 292-6400 or via the Automated Tax Information System at (800) 323-4400 or (609) 826-4400 or by calling Business Services (formerly Commercial Recording) at (609) 292-9292.
Any carrier found out of compliance may have his truck and load impounded until appropriate fines have been paid.

7.0 Applications and Forms

Completion of Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Data on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information and the registrant's signature attests to the accuracy.

Applications and Forms

Apportioned application forms and additional information are available online at http://www.state.nj.us/mvc/business/irp.htm. There are two basic applications that must be properly completed in order for the IRP section to process IRP applications. These applications are an **Equipment Registration Form (MCS-IRP-1)** in addition to other forms that must be submitted, depending upon the applicant's particular situation. To avoid delay in processing your application, be sure to complete all requested information on each form. Sample forms and detailed instructions are available on-line (see Appendix B of this guide).

A New Jersey IRP Registration Certification form must be completed for all initial IRP accounts. A sample form is included in Appendix B of this guide.

They are also available via fax at the physical address or telephone number provided at the beginning of this manual on page 2.

Options for Applying for Credentials

You can renew any existing fleet, replace plate(s), replace cab card(s), make cab card corrections, and add jurisdictions via the internet at https://mvcappwintelirp.state.nj.us/njWeb/login.do using the PIN number on your renewal form. Applications can alternatively be processed through the mail before appearing in person, or via fax using the number provided on page 2.

If all jurisdictions to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

> **NOTE: Do not send any payment with the application for the apportioned registration. A bill will be generated and sent to you based on the information supplied on the application. The bill will list the registration fee for each jurisdiction and provide a total due on page 1.**

The fact that application was made and the application is on file with the IRP Section does not grant authority to operate in New Jersey or any other state in lieu of IRP registration credentials.

8.0 New Registrations

The initial IRP application contains: **Equipment Registration Form (MCS-IRP-1)** and IRP Registration Certification form. It is the applicant's responsibility to properly and accurately complete each form necessary to register vehicles under the IRP program. Fully complete and submit an **Equipment Registration Form (MCS-IRP-1)**, and an IRP Registration Certification (IRP-7) form. Instructions for completing forms are available on-line (see Appendix B). Proofs of address are required (see Appendix F).

Equipment Registration Form (MCS-IRP-1), Original/Supplemental Application

Equipment Registration Form (MCS-IRP-1), Original/Supplemental Application, is used for initial applicants. It is also used as a supplemental application after an initial application has been submitted or after IRP registration. Use it as a supplemental application to: add or delete vehicles to a same fleet; transfer plates; increase gross vehicle weight; correct registration information; to notify a change of address (proof of address is required – see Appendix F); to obtain a duplicate cab card and to request replacement plates. It requires the providing of: a fleet number; registration year; business and mailing addresses (post office box numbers are not permitted for business address); a contact person; phone number; vehicle weight information; the equipment number assigned by the applicant; a full vehicle description; fuel type; vehicle prices; lease information; and insurance information, USDOT number and TIN number.

Processing

Applications are processed in the order in which they are received. It will take approximately 2 to 3 weeks to complete an application transaction by mail. If you appear in person and your applications are in order and complete, the processing will normally be done that day. Once an application has been processed, an invoice will be mailed to the carrier, who then may make payment by check or money order. Payments made in person can be cash, check or money order. All checks must have preprinted name and address on them. No starter checks will be accepted for IRP payments. Checks preprinted with a name only will be accepted for existing IRP accounts or with proof of a valid address. If any check has been returned unpaid to this Commission from your bank, all payments thereafter must be in the form of cash, certified check or money order.

Points to Remember

- Be sure you have obtained a USDOT number and a TIN number for all vehicles used for interstate travel.
- Be sure you have obtained all the applicable operating requirements from other jurisdictions (e.g., operating authority).
- Be sure your vehicle is currently titled in New Jersey before initial application is made.
- Be sure you submit the required proof of payment of the Internal Revenue Service Heavy Vehicle Use Tax if the GVW is 55,000 pounds or more for any vehicle.
- If you have appointed someone to sign your name or sign applications for IRP registrations in your behalf, be sure to include a properly executed Power of Attorney with the applications. If a consulting firm or agent is used, a blanket Power of Attorney is required for all transactions processed for that account.

9.0 Renewals

New Jersey has a staggered system of registration, meaning that any current registration expires on the last day of the month one year from the month it was issued. There is no registration grace period.

The date of expiration on a current registration cannot be advanced. In other words, if a registration expires on December 31 and is not renewed until February, fees will be calculated based on the January to December year. The original December expiration date will be kept.

A registration period of less than one year can be requested only to consolidate an IRP fleet. Vehicle transfers and plate transfers from one fleet to another will be monitored to prevent attempts to circumvent full-year registration and registration fees will be prorated to assure proper billing and payment of fees.

Renewal Applications

New Jersey-based IRP registrants will receive IRP renewal schedules six to eight weeks before the registration expiration date. For fleet registrations that expire in different months, separate fleet renewal applications will be sent for each month's registration with the same advance time.

The renewal application package will consist of the following:

Vehicle Schedule

A preprinted vehicle form containing all the information as it was provided by the applicant the previous year. The applicant must review and verify that the information on these preprinted forms is correct. To make corrections to the preprinted schedules, simply mark through the incorrect information with a single straight line and print the correct information above it using a red ballpoint pen.

Adding Vehicle(s) to a Fleet

If there is any vehicle to add to a fleet during renewal or if there is any vehicle not listed on the preprinted renewal schedule, add them to the fleet. Use the Equipment Registration Form (MCS-IRP-1) to add vehicles to the fleet during renewal. Be sure to enter the added vehicle(s) on the Equipment Registration Form (MCS-IRP-1) that corresponds to your particular fleet number and weight group. The effective date will be the same as the renewal effective date for the fleet.

Deleting Vehicle(s) from a Fleet

To delete a vehicle from a fleet during renewal, draw a line through the applicable units and then complete the information as requested under the Deleted Vehicle Information section of the Equipment Registration Form (MCS-IRP-1) that corresponds to your particular fleet number, and include desired date of removal in the "Reason Removed" box.

Weight Changes

Weight changes must be made either before or after registration renewal. The weight change cannot be done on the renewal application. The change can only be accomplished after Equipment Registration Form (MCS-IRP-1) is completed as a supplement.

Replacement Plates

If plates need to be replaced, use Equipment Registration Form (MCS-IRP-1).

Mileage Schedule

A preprinted mileage schedule listing all the jurisdictions. If mileage data is missing, incomplete, or incorrect, provide the correct mileage in red ink next to the applicable jurisdiction. For accounts with more than one fleet, New Jersey recommends that a quarterly mileage summary is created per vehicle.

Form 2290, Schedule 1

The renewal applicant must submit a receipted copy of the Internal Revenue Service (IRS) form 2290 for apportioned vehicles with gross vehicle weight of 55,000 pounds or over. The Schedule 1 must list each apportioned vehicle in your fleet. The applicant should print the IRP account number onto the 2290 Schedule. The 2290 must be validated by the IRS as proof of payment of the Heavy Vehicle Use Tax.

If the applicant is unable to obtain a copy of the validated 2290, a copy of the submitted completed 2290, along with a copy of both sides of the cancelled remittance article showing payment to the IRS for the tax is required as proof of payment also on live receipt showing (E-file).

If the name of the taxpayer listed on Form 2290, Schedule 1, is not the same name as the registrant, the IRP section will process the form as proof of payment if a written statement accompanies it. The statement must include all vehicle identification numbers (VIN) for the applicable vehicle and a written confirmation of Heavy Vehicle Use Tax payment for each listed vehicle. The statement must be executed and signed by the person whose name appears on the Form 2290.

Special Notes

Because the renewal is printed and issued before registration expiration, any supplemental activity that takes place after distribution will not be shown. This includes additions/deletions of vehicles, and changes of fleet/vehicle information. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Renewal applications can be processed by logging onto the website below or returned in the pre-addressed return envelope that is provided as part of the renewal package or bring the completed renewal forms in person to the address listed on page 2 of this manual.

NJ IRP Online Renewal link:

https://mvcappwintelirp.state.nj.us/njWeb/login.do

10.0 Supplemental Applications

A supplemental application is submitted by the carrier after the original/renewal application has been filed or paid. Supplemental applications should be made on the New Jersey Equipment Registration Form (MCS-IRP-1). Instructions for completing the forms is available on-line (see Appendix B).

You must submit a supplemental application for the following transactions:

To Add Vehicle(s)

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided with your original application will be used to calculate the fees due. However, the fees due each jurisdiction will be prorated for the remaining months of the year using the most recent fee schedule applicable. The IRP section will process the supplemental application as soon as possible. The subsequent invoice/bill will be sent to the registrant with a pre-addressed return envelope or the applicant can have the bill faxed if requested and if a current fax number. The new IRP credential will be sent to the registrant as soon as payment has been received for the total fee due.

To Delete Vehicle(s)

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. To delete a vehicle(s) from your fleet, the cab card(s) and plates(s) must accompany the supplemental Equipment Registration Form (MCS-IRP-1) applications. Every time a vehicle is deleted from a fleet, whether in-person, via FAX or through the mail, the cab card must be returned or a statement of disposition written on the application or letter. Credit is available for a vehicle permanently removed from an apportioned fleet if a transfer of the plates to another vehicle(s) is completed on the same application.

The buyer of a vehicle may submit a copy of the front and back of the NJ title to the IRP unit, as long as it is 5 working days or over from the date of sale on the back of the title. The plate will be canceled for the new owner allowing for retitling of the vehicle. The canceled plates are no longer valid and may not be transferred to another vehicle. No partial refunds will be issued.

If an out of state title is submitted to the IRP Unit, the plates will be immediately cancelled so that the new buyer can have the vehicle retitled. Again, the canceled plates are no longer valid and may not be transferred to another vehicle. No partial refunds will be issued.

To Replace Vehicle(s)

A fleet of vehicles may be replaced any time during the registration year. To apply for the prorated credits from the previous vehicle(s) (if allowed) to another vehicle(s): the information must be provided on the same supplemental Equipment Registration Form (MCS-IRP-1) application; the registrant must return the original cab card with the application. Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund. Not all jurisdictions allow plate transfers. You should check with the jurisdiction you are registered in to determine if full fees will be charged on the replacement vehicle.

To Increase/Decrease Vehicle(s) Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year using Equipment Registration Form (MCS-IRP-1) as a supplemental. If the gross vehicle weight is increased, you will be billed for any difference in registration fees, prorated using the current fee schedule available for any jurisdiction where registration is in effect. The IRP section will send you new IRP credential displaying the weight increase after it has received full payment for the total fees due. Weight decreases can occur only in specified circumstances. For more information contact the IRP section.

To Replace License Plates

Replacement plates can be obtained by completing a supplemental Equipment Registration Form (MCS-IRP-1). Designate the schedule as a supplement for plate replacement, complete the Vehicle Description section on the application and submit it to the IRP Section along with the cab card that corresponds to the license plate the applicant needs to replace. The registrant cannot request a transfer when you apply for plate replacement. Credit on the vehicle can be transferred under stolen plate circumstance only if the registrant returns the original identifying cab card for the plates being replaced. The fee for a set of replacement plates is $6 and a new cab card is $7, total $13.

To Correct Credentials

A registrant may request corrections to an IRP credential at any time. Wrong weight, wrong jurisdiction, wrong VIN, etc., can be corrected, if applicable, by submitting an Equipment Registration Form (MCS-IRP-1). If a registrant needs mileage corrected, use Mileage Schedule (MCS-IRP-2). Any credential "correction" that is in fact a "change" (information not submitted at the time of initial, renewal, or supplemental application) will be handled as a change request and the registrant will be billed for fees accordingly.

To Transfer with Weight Increase

To replace a deleted vehicle with a replacement vehicle at a gross weight higher than the one deleted will require additional registration fees. Once the IRP Section receives the additional fee payment, it will issue the new cab card displaying the revised weight. Be sure to return the cab card issued for the vehicle that is being deleted when the supplemental application is submitted.

11.0 Fees

An "Apportionable Fee" means any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or weight fees. All apportioned vehicles are subject to **annual** registration fees. Any jurisdiction may increase its registration fee as it deems necessary. IRP transactions will reflect updated fees depending upon the most current fee table/schedule in effect at the time of transaction.

Registration Fees

New Jersey's registration fees are based on the gross weight of the vehicle.

For apportionment purposes, these fees are reduced by a percentage factor. The percentage factor is determined by the total New Jersey miles divided by the total miles traveled in all IRP jurisdictions during the *mileage- reporting year* (July 1 through June 30 of the previous year).

Annual apportioned New Jersey registration fees are payable at the time of initial registration or upon renewal of apportioned registration.

12.0 Billing Notice

When New Jersey processes each application, the fees are calculated for all IRP jurisdictions for which apportionment has been requested. (Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy.) All fees are inclusive within the breakdown for each jurisdiction on the billing notice/invoice.

The billing notice is sent to the carrier's *mailing address* as shown on the application and it shows the total due for the registration. The billing notice typically consists of:

- Total fees due for each jurisdiction apportioned.
- The percent of the total registration fee that the registrant is paying each state.
- A total apportioned registration fee.
- Any administration fees due.
- Credential fees due (plate fee, if applicable, and cab card fee).
- Vehicle(s) listed on the application.
- If applicable, any duplicate cab card fees, any transfer fees, etc., and the total apportioned fee due.

Payment

The total amount due is listed on page 1 of the invoice package.

Do not remit funds for any amounts listed on pages 2 or 3 of the billing. These are subtotals only and have already been included in the total amount due shown of page 1.

Please make your check payable to:

NJ Motor Vehicle Commission

Mail your payment and page 1 of the billing to:

State of New Jersey
Motor Vehicle Commission
Motor Carrier Services - IRP Section
225 East State Street
PO Box 133
Trenton, NJ 08666-0133

To make payment in person:

Payments can be made in person at our Location Address (see Page 2) with cash, check or money order. All checks must have preprinted name and address on them. No starter checks will be accepted.

If any check has been returned unpaid to this Commission from your bank, all payments must be in the form of cash, certified check or money order.

To make a payment by credit card or E-checking: You can use your credit card to renew an existing fleet at www.njmvc.gov (click Commercial – Online Services – Renew IRP) using the PIN on your renewal form. Additional fees are charged for credit card payments.

13.0 REFUNDS

New Jersey Refund Policy

New Jersey will permit refunds if: there was an error by the Motor Vehicle Commission; there was an error on the mileage application; or an audit by the Commission indicates an overpayment. Requests for a refund must be submitted in writing stating the reason for the request. If the vehicle was just registered, the plates (unused) must also be returned with the request. If the plates were bolted to the truck, a refund will not be issued. Refund requests associated with a vehicle deletion will only be accepted if made prior to the effective date of the new registration. This is only if the vehicle was renewed in error, such as vehicle was already sold, destroyed, etc.

No refund is permitted where a vehicle was transferred from one fleet to another by the same registrant, where an apportioned vehicle is permanently or temporarily removed from a fleet for any reason, it is after the effective date of the registration (even by one day), or where a lease expires or is terminated. No refunds are issued for unused portions of the Cab Card.

No refund less than $10.00 shall be granted.

IRP Jurisdictions

- Applications for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the New Jersey-based carrier and the individual jurisdictions, in accordance with their laws. Contact information for other jurisdictions can be obtained through the web site appearing in Appendix C.

14.0 Temporary Registrations

Temporary Vehicle Registration

Temporary apportioned authorization is provided to New Jersey-based carriers if the account is in good standing (all account invoices are paid) only at time of renewal or replacement plates when processed on-line. The temp for a renewal processed on-line is only valid 15 days from the new expiration date. Temporary registrations for replacement plates are only valid for 15 days from the date of issuance, and only if the registration of the original apportioned plate is not expired.

Trip Permit

New Jersey offers a Trip Permit (TP) for a vehicle that is currently registered in another state, but not apportioned and would like to travel into New Jersey. A trip permit must be carried in the cab of the vehicle for which it was issued or that vehicle could be subject to full registration. The TP is valid for 72 hours beginning at the time of issue. Both the date and time of issuance are on the permit.

The trip permit allows both intrastate and interstate movement and must be carried in the cab of the vehicle for which it was issued. It is not transferable. The cost is $25. Motor Carrier Services may refuse to issue a trip permit to any person or entity that formerly held a license or registration issued by the Commission that was suspended, revoked, denied, or canceled for any reason.

If a New Jersey-based non-apportioned carrier requires the use of a trip permit to travel into a state where apportioned registration has not been obtained for a specific vehicle conducting business, be sure to be aware of the different trip permit requirements and rules by contacting each state where the travel will occur.

These permits are intended for use only occasionally or for emergency. Trip permits should not be used to avoid or evade apportioned registration. Trip permits can be obtained through wire services.

Temporary Permit (New Jersey IFTA)

New Jersey offers a 96-hour IFTA credential to out-of-state carriers for a specific vehicle in lieu of regular IFTA licensing. The cost is $25. The permit displays the time and date of issue, owner and vehicle information. It must be carried in the cab of the vehicle for which it was issued at all times during its validity.

Unladen Vehicle Permit (Hunter's Permit)

Each Member Jurisdiction shall provide a means of temporary registration of unladen Apportionable Vehicles. Such registration shall be issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the Vehicle or Combination of Vehicles being registered. The evidence of registration issued under this Section shall be valid in all Member Jurisdictions.

Oversize/Overweight Permit

Information for oversize and/or overweight permits can be found at the NJDOT web site below.

http://www.state.nj.us/transportation/freight/trucking/oversize.shtm

15.0 Mileage/Operational Records - IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fee for all vehicles in the IRP fleets.

Source Documents

Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase includes a purchase invoice and bill of sale. For lease units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This may or may not include sales tax, FET, etc.

Driver's Trip Records

An acceptable source document to record distances is an "Individual Vehicle Mileage Record" (IVMR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVMRs are the driver's trip sheets and driver's log. These and other records are acceptable provided they contain the following basic information:

1) Date of trip (beginning and end)
2) Registrant's name
3) Trip origin and destination
4) Routes (highway numbers) traveled and/or odometer/hubometer readings
5) Distance by jurisdiction
6) Total trip distance
7) Vehicle unit numbers, for both power unit and trailer(s)
8) Fleet number (if registrant has more than one fleet)
9) Driver's name and signature
10) Any purchased trip permits
11) VIN and plate number

Trip Permits

Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

Total Distance

As defined in the IRP Plan "Total Distance" means all distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.

Monthly Summaries

The IVMR/VTR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance, broken down by month and/or quarter for each jurisdiction.

Reporting Period

"Reporting Period" means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year begins on any day in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

If the first month of Registration Year is:	**The Reporting Period is:**
January, 2022	July 1, 2020 – June 30, 2021
February, 2022	July 1, 2020 – June 30, 2021
March, 2022	July 1, 2020 – June 30, 2021
April, 2022	July 1, 2020 – June 30, 2021
May, 2022	July 1, 2020 – June 30, 2021
June, 2022	July 1, 2020 – June 30, 2021
July, 2022	July 1, 2020 – June 30, 2021
August, 2022	July 1, 2020 – June 30, 2021
September, 2022	July 1, 2020 – June 30, 2021
October, 2022	July 1, 2021 - June 30, 2022
November, 2022	July 1, 2021 - June 30, 2022
December, 2022	July 1, 2021 - June 30, 2022

Records Retention Period

All operational and mileage records that support the application and supplements must be kept for five years after the close of the registration year. For example, records for registration year 2022 (mileage year 7/1/20 - 6/30/21) must be retained until December 2026.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. Once the vehicle in deleted or removed, these records must be kept for five years after the close of the registration year.

16.0 Audits - IRP

Authority to Audit

Article XVI, Section 1600 of the IRP agreement, requires each jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Motor Vehicle Commission auditors will perform IRP audits on New Jersey carriers.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to New Jersey and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Audit Procedures

In conducting the IRP audit, auditors will use the source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

Other Audits

New Jersey will perform IFTA audits in conjunction with IRP audits if applicable and where reasonable.

Appendix A

Maximum weights for IRP jurisdictions are available on-line at
https://www.irponline.org/resource/resmgr/jurisdiction_info2/max_op_cc_wt_10_4_21.xlsx

The New Jersey IRP Carrier Guide is available on-line at
http://www.njmvc.gov/

Information on Trip Permits for IRP jurisdictions is available on-line at
https://www.irponline.org/resource/resmgr/jurisdiction_info2/trip_permits_2_7_24.xlsx

Vehicle Abbreviations (examples)

Buses (if not listed, use the first five (5) letters of the name)

American Motors General	AMER	Prevost	PREVO
Blue Bird	BLUBD	Safetyliner	SAFLR
GMC	GMC	Silver Eagle	SILVE
Golden Eagle	GOLDE	TMC	TMC
MCI	MCI	Yellow	YELLO
Motorcoach Ind	MCIN		

Power Units (If not listed, use the first five (5) letters of the name)

Arrow	ARROW	Int'l Harvester	INTL
Austin	AUST	Kenworth	KENWO
Autocar	AUTCR	Mack	MACK
Brockway	BKWAY	Marmon	MARM
Brown	BROWN	Marmon-Harrington	MARMH
Chevrolet	CHEV	Mercedes-Benz	MBZ
Clark	CLARK	Peterbilt	PETBT
Diamond Rio (Reo)	DIREO	REO	REO
Diamond T	DIAT	Stewart	STWRT
Dodge	DODGE	Volvo	VOLVO
Fargo	FARGO	Volvo White	VLVWH
Ford	FORD	Volvo White GMC	VWGM
Freightliner	FRGHT	Western Star	WESTA
FWD	FWD	White	WHITE
GMC	GMC	White GMC	WHGMC
Hayes	HAYES	White Freightliner	WHIFR
Hendrickson	HENDR	White Western Star	WHIWS
Hino	HINO		

Trailers (If not listed, use the first five (5) letters of the name)

Adams	ADAMS
Alloy	ALLOY
American	AMER
Arrow	ARROW
Bartlett	BARTL
Beall	BEALL
Brown	BROWN
Butler	BUTLR
Cascade Jetti	CJLT
Clark	CLARK
Clement	CLEME
Clough	CLOUG
Coach Craft	COACH
Comet	COMET
Custom	CUST
Daco	DACO
Delta	DELTA
Dorsey	DORSE
Eagle	EAGLE
Fountain(e)	FONA
Fruehauf	FRUEH
General	GENL
Gindy	GINDY
Great Dane	GRATD
Heil	HEIL
Hendricks	HNDKS
Highway	HIGHW
Hobbs	HOBBS
Homemade	HM
Hyster	HYSTR
Kent	KENT
Kentucky	KENTY
Keystone	KEYST
Kingham	KINGH
Load King	LOADK
Lubbock	LUBCK
Lufkin or Lufken	LUFKI
McKay or MackKay	MACKY
Matlock	MATLO
Merritt	MERIT
Miller	MILLE
Mohawk	MOHAW
Monarc	MONAR
Monon	MONON
Nabors	NABOR
Peerless	PEER
Peterbilt	PETBT
Peterson	PETRS
Pike	PIKE
Pines	PINES
Raven	RAVEN
Reliance	RELIA
Rogers	ROGER
Shop Built	SHOPB
Standard	STAN
Star	STAR
Stewart	STEWA
Strick	STRIC
Stuart	STURT
Timpte	TIMPT
Trail Co	TRLCO
Trail King	TRLKILOGRAMS
Traileze	TRLEZ
Trailiner	TRANR
Trailmobile	TRLMO
Trailway	TRLWA
Transcraft	TRANC
Transport	TRASP
Utility	UTILI
Vulcan	VULCA
Washbash Nat'l	WABN
Westerner	WESTN
Western Star	WSTST
White Westernstar	WSTAR
Whitlog	WHIT
Wilson	WILSN
Zieman	ZIEMA

Appendix B

The forms listed below are available on-line at: **https://www.njmvc.gov/**
• IRP Registration Certification (IRP-7) • Equipment Registration Form (MCS-IRP-1) and instructions for completing this form

Equipment Registration Form (MCS-IRP-1) must be completed when:

- first making application for a New Jersey prorate account, or
- when renewing an existing New Jersey prorate account, or
- Supplemental applications are submitted on the **Equipment Registration Form (MCS-IRP-1)** form by the carrier after the original application has been filed.

IRP Account Number
MVC Use Only

New Jersey Is An Equal Opportunity Employer

IRP-7 (7/03)

Application Checklist

To prevent processing delays, please take the time to carefully check your application. Did you:

- ❑ List the correct IRP account number and fleet number at the top of all pages of the application?
- ❑ Indicate the registration year and the effective date in the appropriate boxes?
- ❑ Check the "Type of Operation" on the application?
- ❑ Attach proof of payment of the Federal Heavy Vehicle Use Tax for vehicles weighing 55,000 lbs or more?
- ❑ Provide a contact person and telephone number?
- ❑ Provide a utility bill (gas, water, or sewage) in the company name and business address?
- ❑ Make sure that all vehicle information is accurate and legible and the complete vehicle identification number (VIN) is provided?
- ❑ Complete the weight section for all registered states?
- ❑ Sign the application(s) where indicated?
- ❑ Keep copies for your records?
- ❑ Provide proof for the business address you are using? If you require the particulars for this proof, kindly call the IRP office.

Appendix C

Contact Information for New Jersey

Contact information (physical addresses and mailing addresses) may be found at the web site below.

http://www.irponline.org/search/custom.asp?id=381

Appendix D

Glossary Definitions

Definitions of IRP related terms can be found at the web site below.

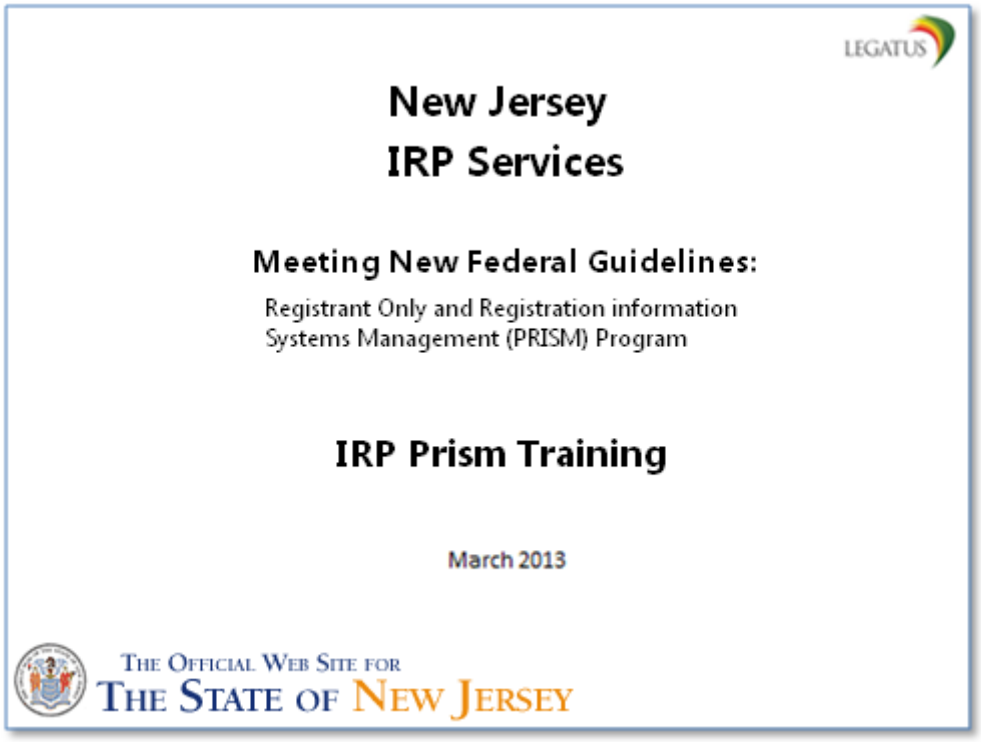
http://www.irponline.org/resource/resmgr/publications/plan_1.22.15.pdf

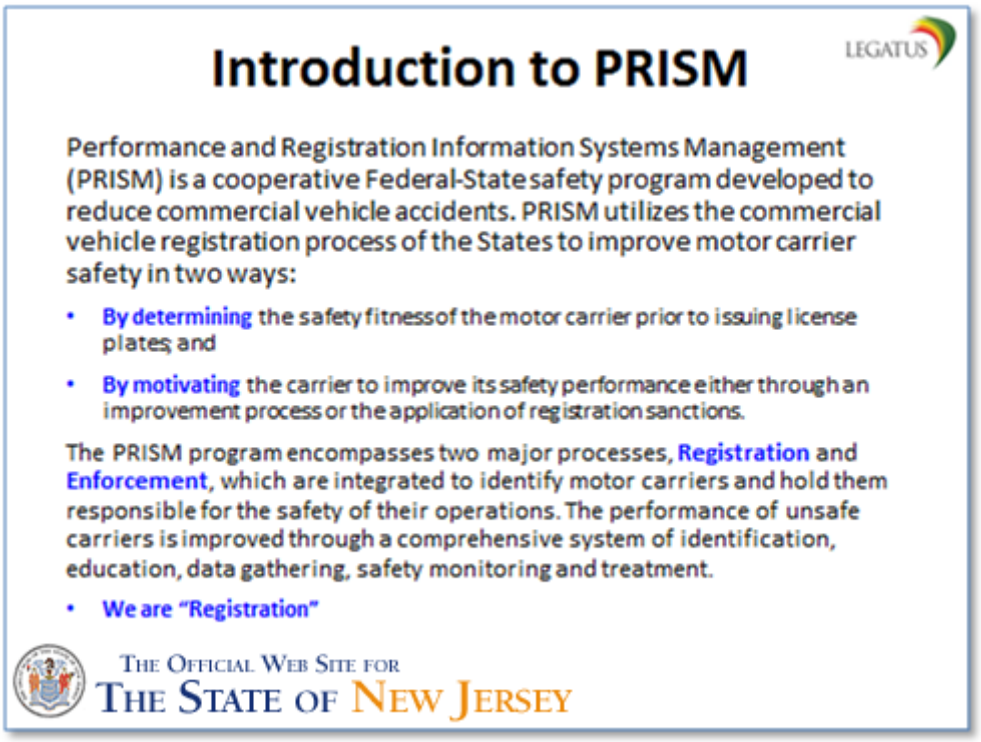
Appendix E

Prism Training Screens

The following presentation includes information relevant to IRP registration and renewal. It explains many different scenarios that define registrant and motor carrier relationships and responsibilities.

Note: As of March, 2014, the IRP Office will not be screening the MCS-150 (or MCSA) update date. This function is now automatically enforced by FMCSA. The effect on registration is the same from an enforcement standpoint, in that renewals and new registrations will be denied. A positive effect from this change is that the motor carrier is now able to update its MCMIS data on the biennial schedule without the prior conflict with PRISM that required, essentially, annual updates.




Introduction to PRISM
LEGATUS
Performance and Registration Information Systems Management (PRISM) is a cooperative Federal-State safety program developed to reduce commercial vehicle accidents. PRISM utilizes the commercial vehicle registration process of the States to improve motor carrier safety in two ways:
By determining the safety fitness of the motor carrier prior to issuing license plates; and
By motivating the carrier to improve its safety performance either through an improvement process or the application of registration sanctions.
The PRISM program encompasses two major processes, Registration and Enforcement, which are integrated to identify motor carriers and hold them responsible for the safety of their operations. The performance of unsafe carriers is improved through a comprehensive system of identification, education, data gathering, safety monitoring and treatment.
We are "Registration"
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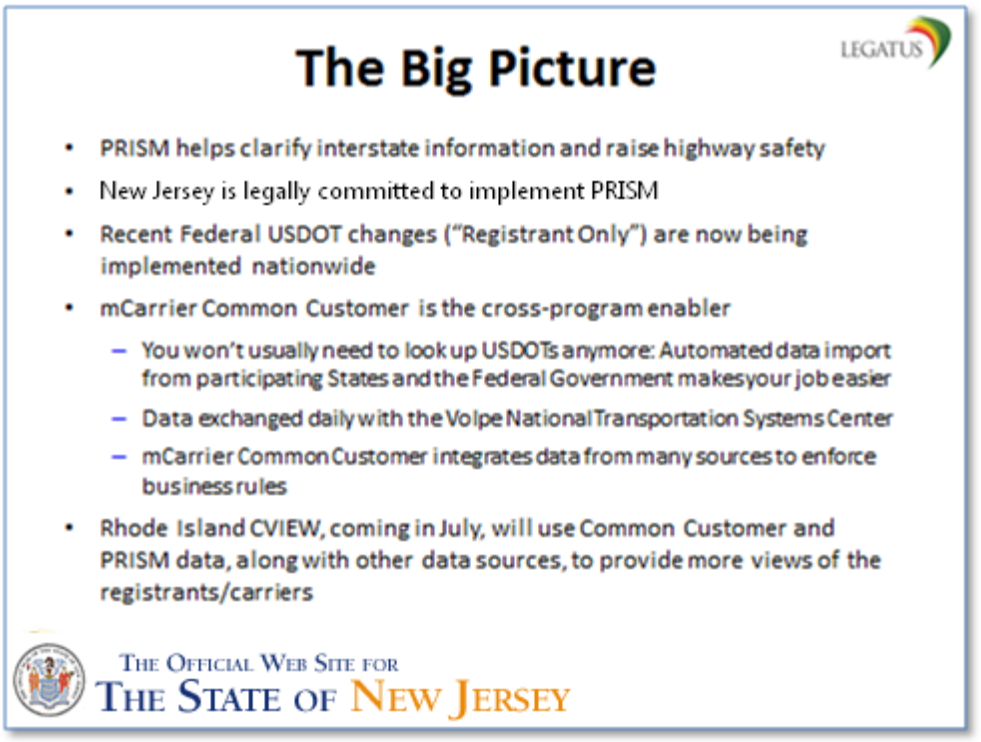
The Big Picture
LEGATUS
PRISM helps clarify interstate information and raise highway safety
New Jersey is legally committed to implement PRISM
Recent Federal USDOT changes ("Registrant Only") are now being implemented nationwide
mCarrier Common Customer is the cross-program enabler
You won't usually need to look up USDOTs anymore: Automated data import from participating States and the Federal Government makes your job easier
Data exchanged daily with the Volpe National Transportation Systems Center
mCarrier Common Customer integrates data from many sources to enforce business rules
Rhode Island CVIEW, coming in July, will use Common Customer and PRISM data, along with other data sources, to provide more views of the registrants/carriers
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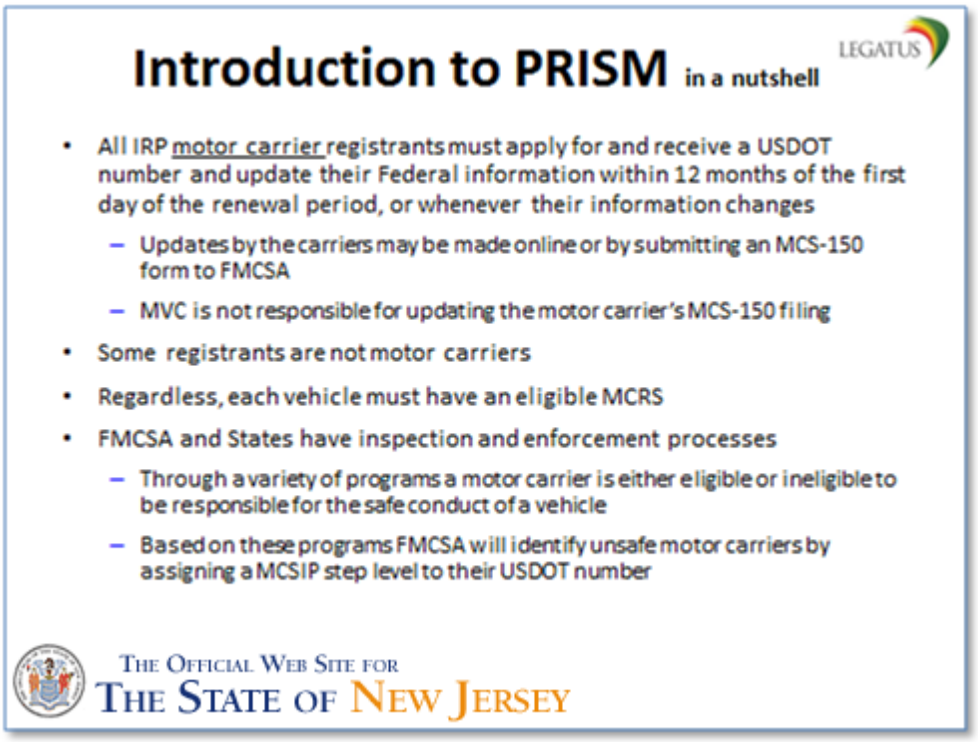
Introduction to PRISM in a nutshell
LEGATUS
• All IRP motor carrier registrants must apply for and receive a USDOT number and update their Federal information within 12 months of the first day of the renewal period, or whenever their information changes
– Updates by the carriers may be made online or by submitting an MCS-150 form to FMCSA
– MVC is not responsible for updating the motor carrier's MCS-150 filing
• Some registrants are not motor carriers
• Regardless, each vehicle must have an eligible MCRS
• FMCSA and States have inspection and enforcement processes
– Through a variety of programs a motor carrier is either eligible or ineligible to be responsible for the safe conduct of a vehicle
– Based on these programs FMCSA will identify unsafe motor carriers by assigning a MCSIP step level to their USDOT number
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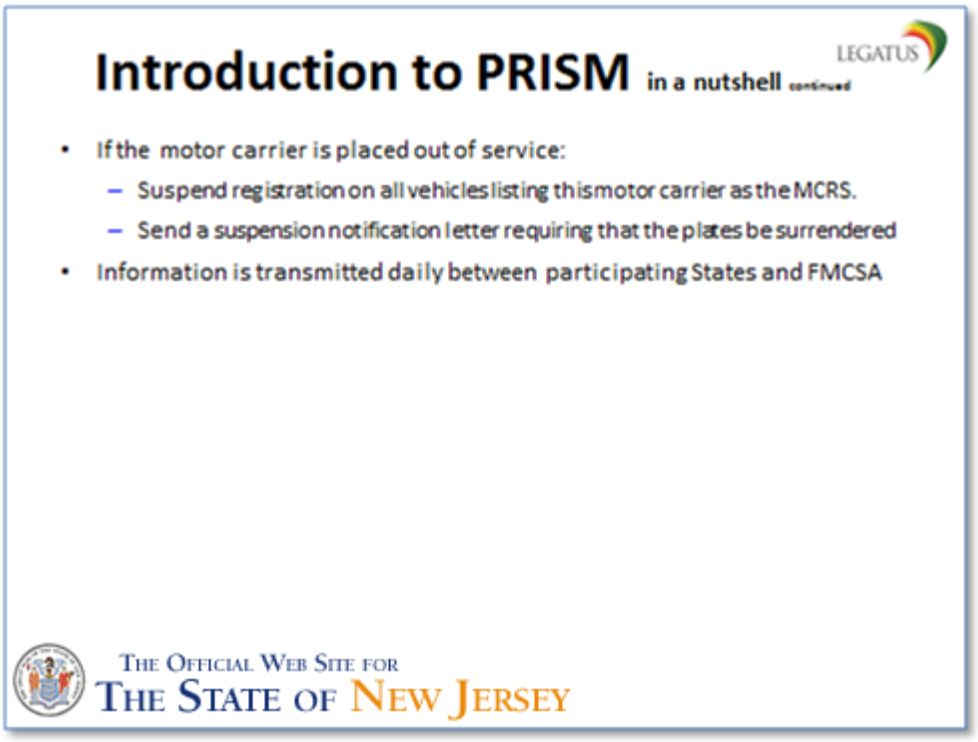
Introduction to PRISM in a nutshell continued
LEGATUS
• If the motor carrier is placed out of service:
– Suspend registration on all vehicles listing this motor carrier as the MCRS.
– Send a suspension notification letter requiring that the plates be surrendered
• Information is transmitted daily between participating States and FMCSA
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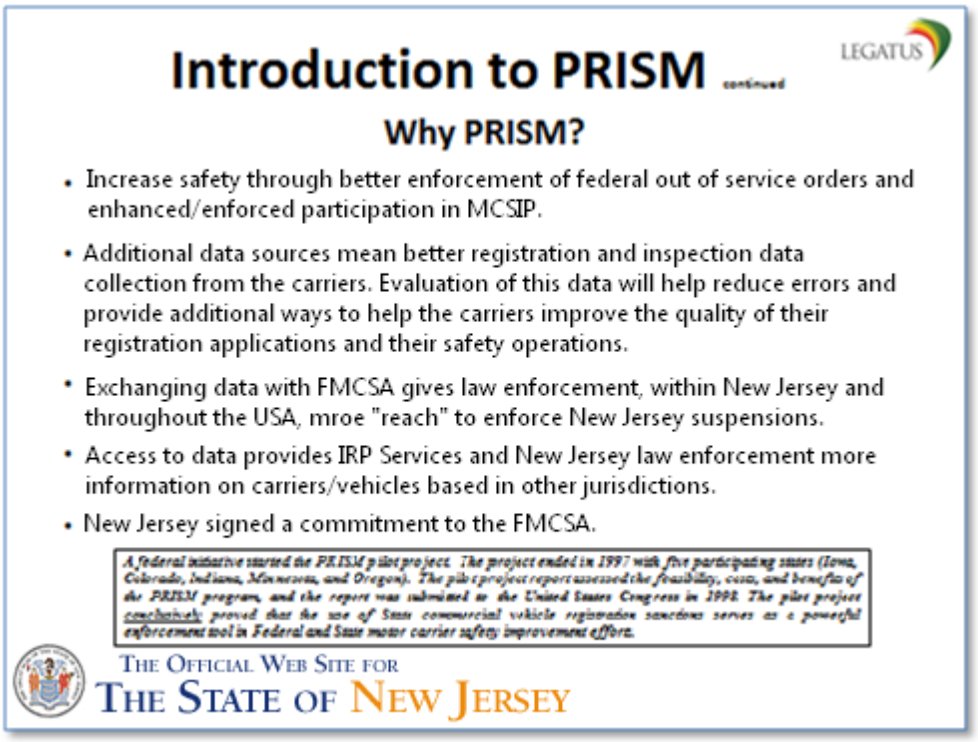
Introduction to PRISM continued
LEGATUS
Why PRISM?
• Increase safety through better enforcement of federal out of service orders and enhanced/enforced participation in MCSIP.
• Additional data sources mean better registration and inspection data collection from the carriers. Evaluation of this data will help reduce errors and provide additional ways to help the carriers improve the quality of their registration applications and their safety operations.
• Exchanging data with FMCSA gives law enforcement, within New Jersey and throughout the USA, mroe "reach" to enforce New Jersey suspensions.
• Access to data provides IRP Services and New Jersey law enforcement more information on carriers/vehicles based in other jurisdictions.
• New Jersey signed a commitment to the FMCSA.
A federal initiative started the PRISM pilot project. The project ended in 1997 with five participating states (Iowa, Colorado, Indiana, Minnesota, and Oregon). The pilot project report assessed the feasibility, costs, and benefits of the PRISM program, and the report was submitted to the United States Congress in 1998. The pilot project conclusively proved that the use of State commercial vehicle registration sanctions serves as a powerful enforcement tool in Federal and State motor carrier safety improvement efforts.
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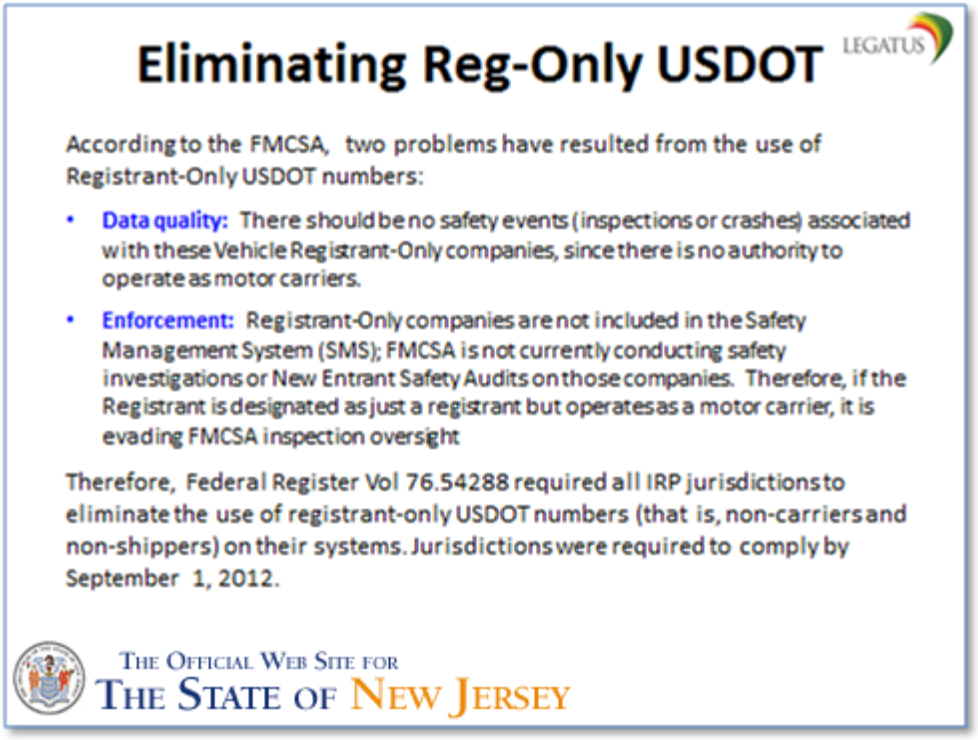
Eliminating Reg-Only USDOT
LEGATUS
According to the FMCSA, two problems have resulted from the use of Registrant-Only USDOT numbers:
• Data quality: There should be no safety events (inspections or crashes) associated with these Vehicle Registrant-Only companies, since there is no authority to operate as motor carriers.
• Enforcement: Registrant-Only companies are not included in the Safety Management System (SMS); FMCSA is not currently conducting safety investigations or New Entrant Safety Audits on those companies. Therefore, if the Registrant is designated as just a registrant but operates as a motor carrier, it is evading FMCSA inspection oversight
Therefore, Federal Register Vol 76.54288 required all IRP jurisdictions to eliminate the use of registrant-only USDOT numbers (that is, non-carriers and non-shippers) on their systems. Jurisdictions were required to comply by September 1, 2012.
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Reg Only: FMCSA Steps
LEGATUS
• The PRISM requirement for a Registrant-Only company to obtain a USDOT Number eliminated on September 1, 2012
• The Registrant-Only option was removed from the MCS-150 form and MCMIS Online Registration system on September 15, 2012
• All remaining active Registrant-Only USDOT numbers were inactivated on November 24, 2012 by FMCSA
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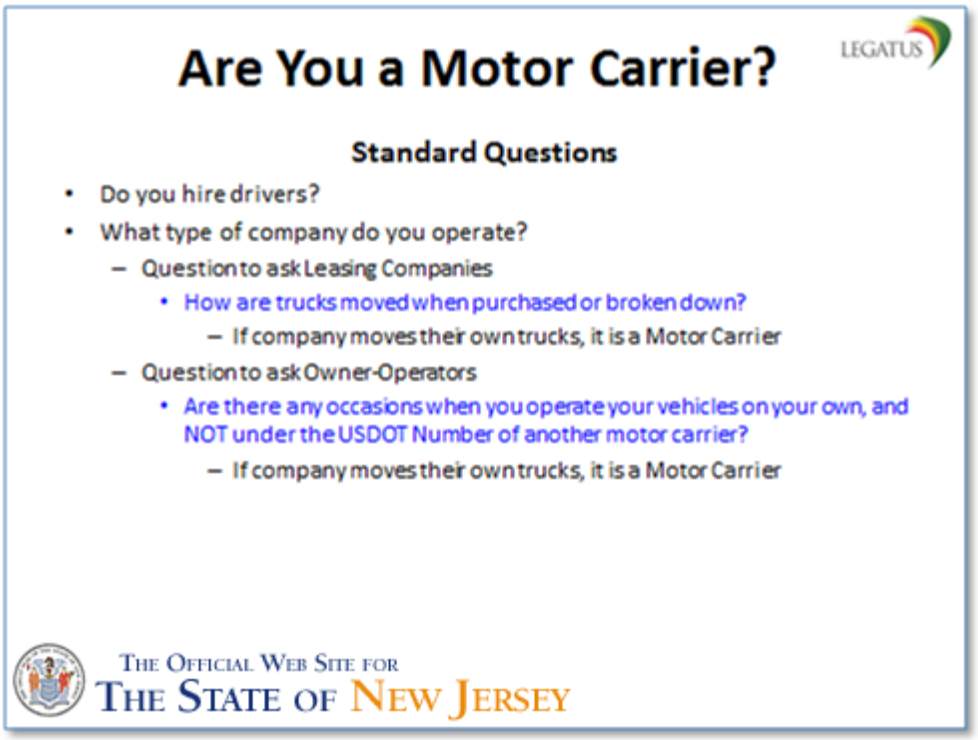
Are You a Motor Carrier?
LEGATUS
Standard Questions
• Do you hire drivers?
• What type of company do you operate?
– Question to ask Leasing Companies
• How are trucks moved when purchased or broken down?
– If company moves their own trucks, it is a Motor Carrier
– Question to ask Owner-Operators
• Are there any occasions when you operate your vehicles on your own, and NOT under the USDOT Number of another motor carrier?
– If company moves their own trucks, it is a Motor Carrier
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FMCSA MCRS Exercises

LEGATUS

- IRP Operations will continue to follow standard procedures/examples to determine how to register the company and determine the Motor Carrier Responsible for Safety (MCRS)
- Assignment of "Motor Carrier Responsible for Safety" is the key registration concept
  - Must be Active
  - Must be a Motor Carrier
  - Must be Interstate
  - Must have a good safety record. The MCSIP step level cannot be one suspending/revoking the motor carrier (currently, levels 52 through 68)

Exercises, Examples, Questions and Answers

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Example 1

LEGATUS

Scenario: ABC Motor Carrier registers its three trucks and does not lease out the trucks.

Entity	USDOT #
ABC Motor Carrier	111111

"N" in column 22 ("Is the carrier responsible for safety expected to change during the registration year?") indicates that the Carrier Responsible for Safety is not expected to change during the registration year.

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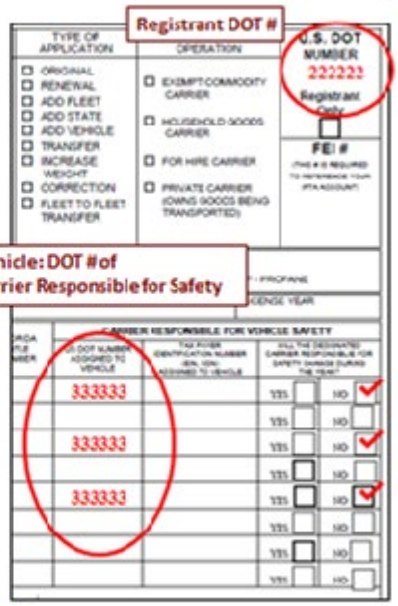
Example 2

LEGATUS

Scenario: Big Truck Lease registers its three trucks and long-term leases them to XYZ Motor Carrier.

Big Truck Lease delivers and picks up vehicles, thus maintains an interstate USDOT Number.

Entity	USDOT #
Big Truck Lease	222222
XYZ Motor Carrier	333333



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Example 3a

LEGATUS

Scenario: Large Truck Leaser registers its three trucks and long-term leases them to XYZ Motor Carrier.

Large Truck Leaser will never operate under its own USDOT Number or Operating Authority, thus is considered a "Registrant Only" company and does not have a USDOT number.

Entity	USDOT #
Large Truck Lease	REGONLY
XYZ Motor Carrier	333333

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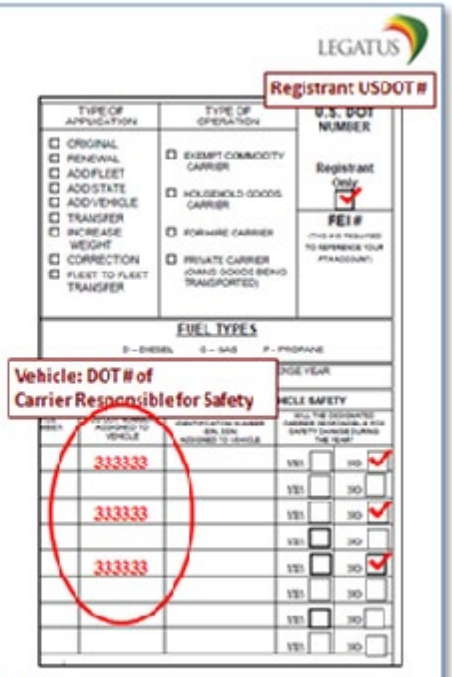
Example 3b

Scenario: Large Truck Lease registers its three trucks and long-term leases them to XYZ Motor Carrier.

Large Truck Lease will never operate under its own USDOT Number or Operating Authority, thus is considered a "Registrant Only" company and does not have a USDOT number.

Entity	USDOT #
Large Truck Lease	REGONLY
XYZ Motor Carrier	333333



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Example 4

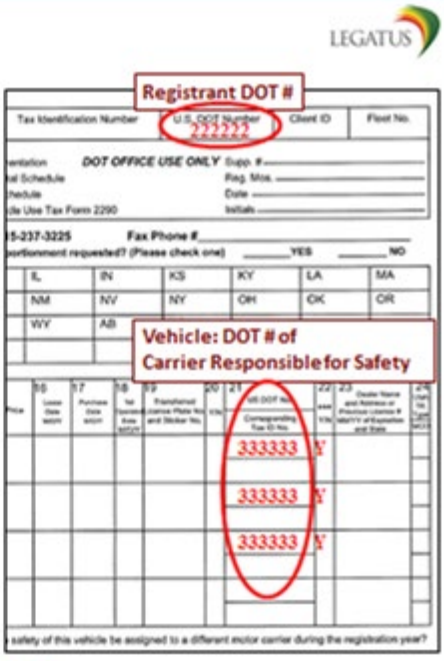
Scenario: Big Truck Lease has a USDOT number and is renewing its registration.

The motor carrier responsible for safety, XYZ Motor Carrier, is expected to change in 4 months.

Entity	USDOT #
Big Truck Lease	222222
XYZ Motor Carrier	333333

The USDOT # of the motor carrier responsible for safety **at the time of registration** should be recorded.

"Y" in column 22 indicates that the Carrier Responsible for Safety **IS** expected to change during the registration year.



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Example 4

LEGATUS

Scenario: Big Truck Lease has a USDOT number and is renewing its registration.

The motor carrier responsible for safety, XYZ Motor Carrier, is expected to change in 4 months.

Entity	USDOT #
Big Truck Lease	222222
XYZ Motor Carrier	333333

The USDOT # of the motor carrier responsible for safety **at the time of registration** should be recorded.

"Y" in column 22 indicates that the Carrier Responsible for Safety **IS** expected to change during the registration year.

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Default Motor Carrier

LEGATUS

Vehicle registrant becomes a "default motor carrier" responsible for safety when the MCRS:

- Is expected to change in 29 days or fewer
- Is not known at time of registration

A registrant-only company would not be a "default motor carrier"; therefore, the USDOT Number of the Short Term Lease would be entered as the motor carrier responsible for safety of the vehicle.

NOTE: *The USDOT entity at the vehicle level (motor carrier responsible for safety) must **always** be a "motor carrier" number and **may not** (cannot, will not, should not, and shall not!) be a "registrant only" number.*

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Example 6

LEGATUS

Scenario: Big Truck Lease registers its three trucks:

- Truck 1 is long-term leased to ABC Motor Carrier.
- Truck 2 is long-term leased to XYZ Motor Carrier.
- Truck 3 is continually trip leased to various customers, with an initial 21-day lease to Capital Movers.

Entity	USDOT #	Truck
Big Truck Lease	222222	
ABC Motor Carrier	111111	1
XYZ Motor Carrier	333333	2
Capital Movers	444444	3

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Example 7

LEGATUS

Scenario: Big Truck Lease registers its three (3) trucks.

- Truck 1 is long-term leased to ABC Motor Carrier.
- Truck 2 is long-term leased to XYZ Motor Carrier.
- Truck 3 is continually trip leased to various customers with an initial 21-day lease to Capital Movers.

Entity	USDOT #	Truck
Big Truck Lease	REGONLY	
ABC Motor Carrier	111111	1
XYZ Motor Carrier	333333	2
Capital Movers	444444	3

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Example 8

LEGATUS

Scenario:

- ABC Motor Carrier has a fleet of 3 owner/operators on its IRP account.
- The owner/operators all have their own authority and their own DOT numbers; however, they are all long-term leased to ABC Motor Carrier for the entire registration year.

Entity	USDOT #
ABC Motor Carrier	111111
Owner/Operator 1	555555
Owner/Operator 2	777777
Owner/Operator 3	888888

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Example 9

LEGATUS

Scenario:

- Owner/Operator X registers his own truck. He trip leases to different motor carriers throughout the year.
- Owner/Operator X will operate under its own USDOT Number and operating authority.

Entity	USDOT #
Owner/Operator X	999999

Owner/Operator X is the default motor carrier and can serve as the Motor Carrier Responsible for Safety (MCRS).

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Example 10

LEGATUS

Scenario:

- Owner/Operator Y registers 3 trucks that it leases from Big Truck Lease.
- Owner/Operator Y is long-term leased to XYZ Motor Carrier.
- Owner/Operator Y will never operate the trucks under its own USDOT Number or Operating Authority.

Entity	USDOT #
Big Truck Lease	222222
Owner Operator Y	REGONLY
XYZ Motor Carrier	333333

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LEGATUS

mCarrier IRP System Changes

- All IRP Customers must have a valid USDOT number, unless the customer is Registrant Only
  - The motor carrier's USDOT filing, an MCS-150 form, includes the Tax ID Number (TIN). The TIN is used by IRP to validate the USDOT number
  - All USDOT holders must update their MCS-150 federal filing within 12 months prior to the first day of the renewal period or anytime their information changes
- All vehicles must have a valid USDOT number
  - The MCRS must be "Active" per its MCS-150 filing
  - The MCRS must be Interstate
  - Must be a 'Carrier' or 'Carrier-Shipper'. 'Shippers-only' and 'Registrants-only' are NOT eligible
  - The carrier's MCSIP step level must be eligible. Currently, this means that the MCSIP step must not be 52 through 68 (inclusive). Other step levels are eligible
  - The MCS-150 updated within the 12 months prior to the first day of renewal period

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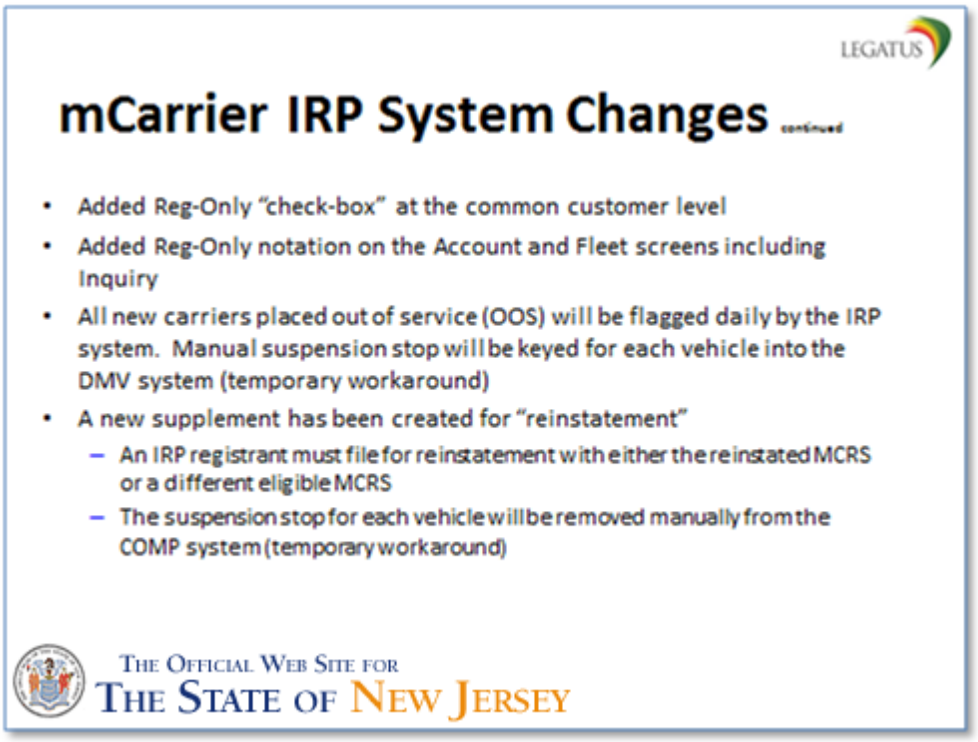
LEGATUS
mCarrier IRP System Changes continued
• Added Reg-Only "check-box" at the common customer level
• Added Reg-Only notation on the Account and Fleet screens including Inquiry
• All new carriers placed out of service (OOS) will be flagged daily by the IRP system. Manual suspension stop will be keyed for each vehicle into the DMV system (temporary workaround)
• A new supplement has been created for "reinstatement"
– An IRP registrant must file for reinstatement with either the reinstated MCRS or a different eligible MCRS
– The suspension stop for each vehicle will be removed manually from the COMP system (temporary workaround)
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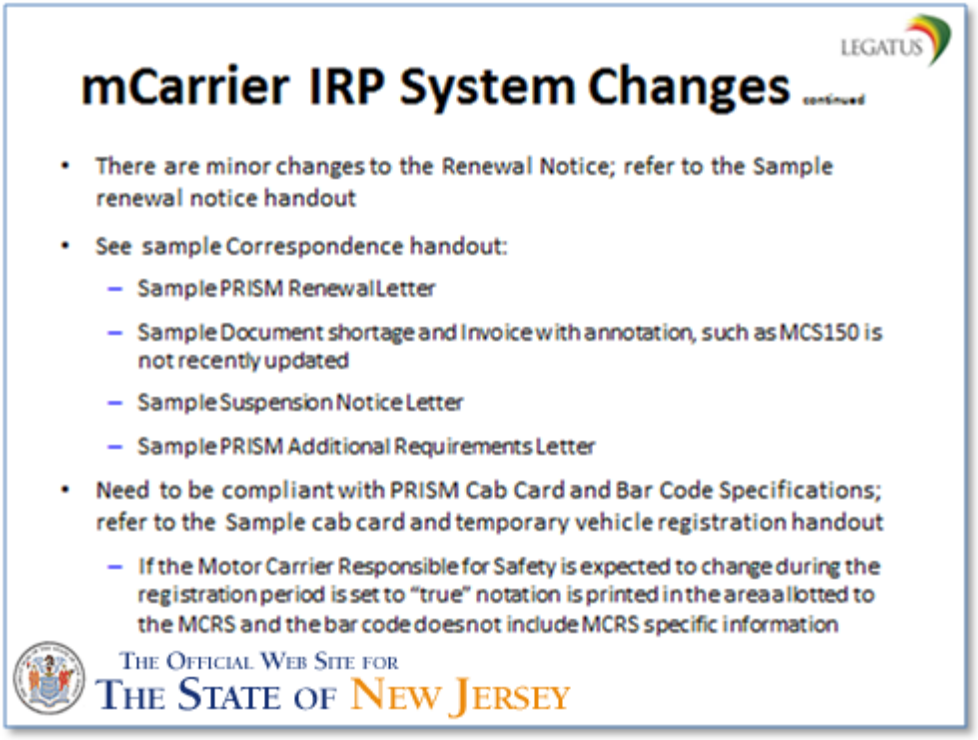
LEGATUS
mCarrier IRP System Changes continued
• There are minor changes to the Renewal Notice; refer to the Sample renewal notice handout
• See sample Correspondence handout:
– Sample PRISM Renewal Letter
– Sample Document shortage and Invoice with annotation, such as MCS150 is not recently updated
– Sample Suspension Notice Letter
– Sample PRISM Additional Requirements Letter
• Need to be compliant with PRISM Cab Card and Bar Code Specifications; refer to the Sample cab card and temporary vehicle registration handout
– If the Motor Carrier Responsible for Safety is expected to change during the registration period is set to "true" notation is printed in the area allotted to the MCRS and the bar code does not include MCRS specific information
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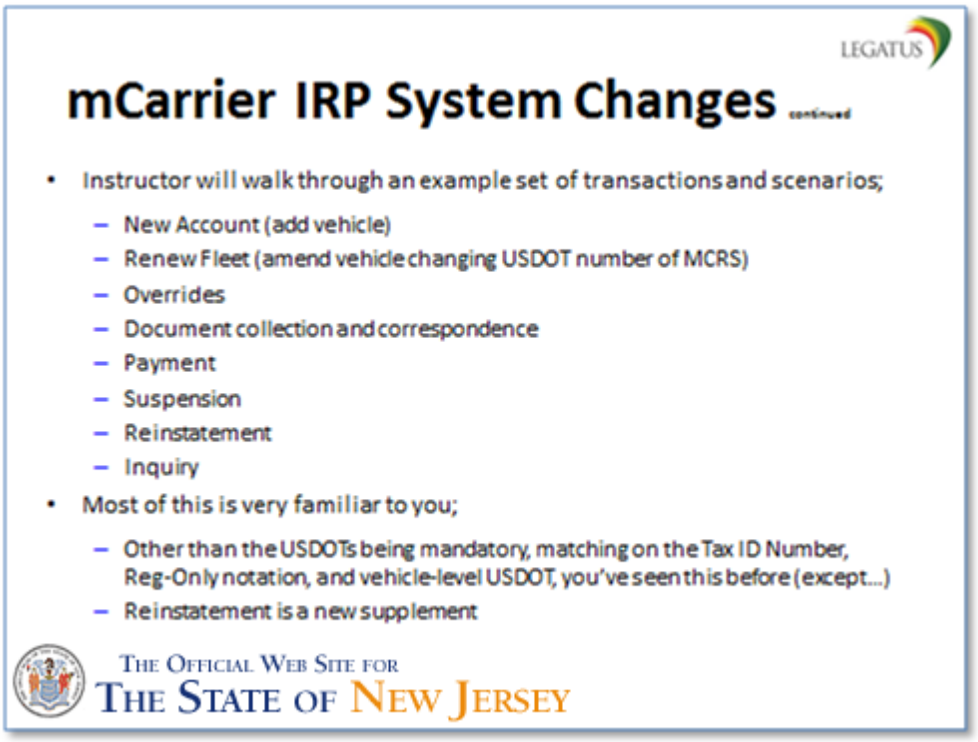
LEGATUS
mCarrier IRP System Changes continued
• Instructor will walk through an example set of transactions and scenarios;
– New Account (add vehicle)
– Renew Fleet (amend vehicle changing USDOT number of MCRS)
– Overrides
– Document collection and correspondence
– Payment
– Suspension
– Reinstatement
– Inquiry
• Most of this is very familiar to you;
– Other than the USDOTs being mandatory, matching on the Tax ID Number, Reg-Only notation, and vehicle-level USDOT, you've seen this before (except…)
– Reinstatement is a new supplement
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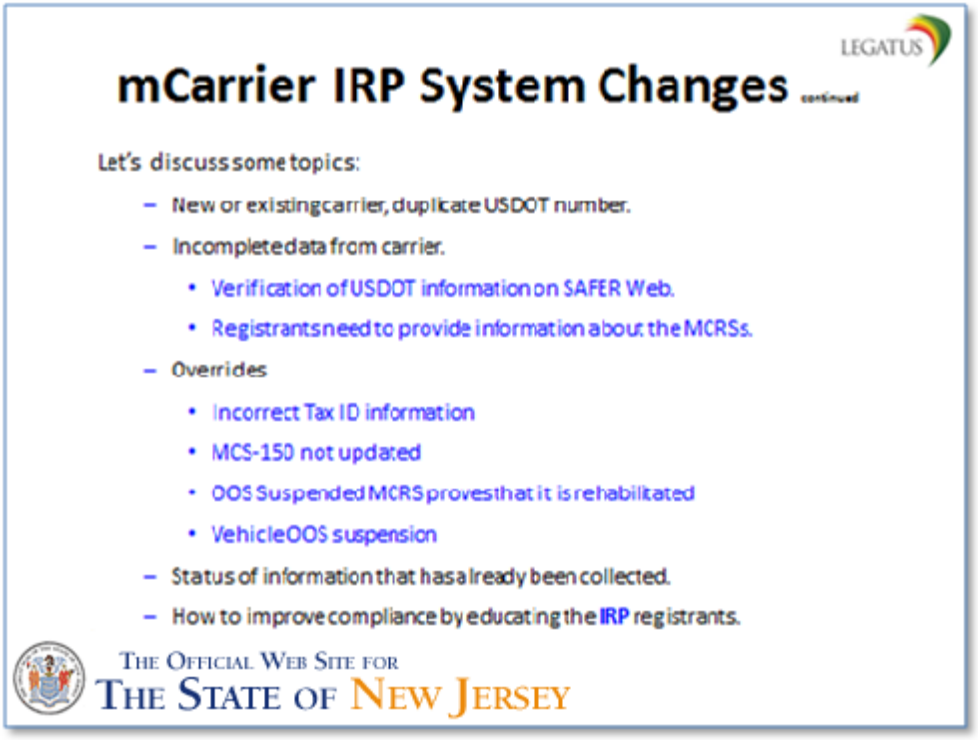
LEGATUS
mCarrier IRP System Changes continued
Let's discuss some topics:
– New or existing carrier, duplicate USDOT number.
– Incomplete data from carrier.
• Verification of USDOT information on SAFER Web.
• Registrants need to provide information about the MCRSs.
– Overrides
• Incorrect Tax ID information
• MCS-150 not updated
• OOS Suspended MCRS proves that it is rehabilitated
• Vehicle OOS suspension
– Status of information that has already been collected.
– How to improve compliance by educating the IRP registrants.
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mCarrier IRP System Changes continued

LEGATUS

- **New Carrier Account/New Fleet Supplement**
  - Identify IRP Registrant (Common Customer)
  - Process New Carrier Account(Schedule A/B)
  - Process New Fleet (Schedule A/B)
  - Add Vehicle
  - Generate Invoice
  - Collect Payment and Issue Credentials

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mCarrier IRP System Changes continued

LEGATUS

- Identify the Customer
  - Identify a motor carrier (customer name for Reg Only IRP Customer)

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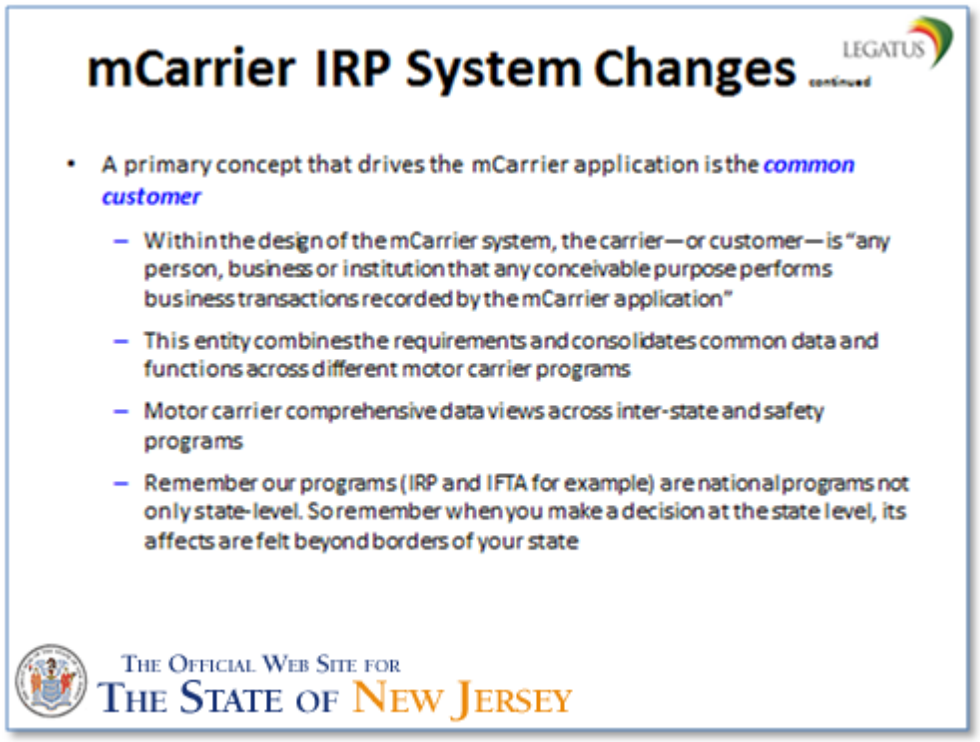
mCarrier IRP System Changes
LEGATUS
continued
• A primary concept that drives the mCarrier application is the common customer
– Within the design of the mCarrier system, the carrier—or customer—is "any person, business or institution that any conceivable purpose performs business transactions recorded by the mCarrier application"
– This entity combines the requirements and consolidates common data and functions across different motor carrier programs
– Motor carrier comprehensive data views across inter-state and safety programs
– Remember our programs (IRP and IFTA for example) are national programs not only state-level. So remember when you make a decision at the state level, its affects are felt beyond borders of your state
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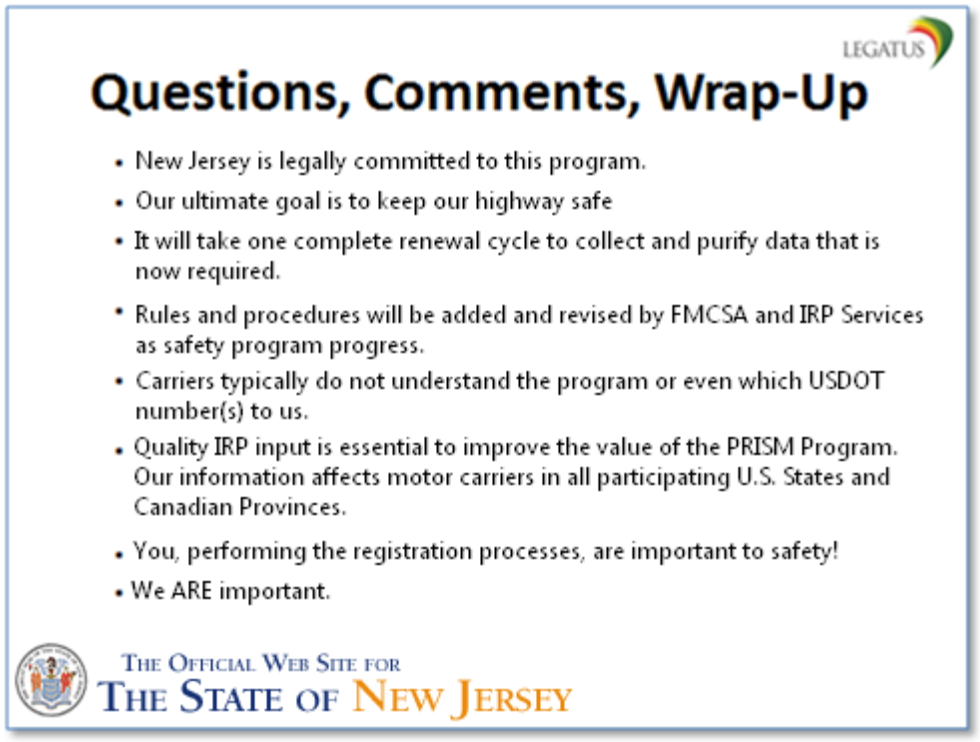
LEGATUS
Questions, Comments, Wrap-Up
• New Jersey is legally committed to this program.
• Our ultimate goal is to keep our highway safe
• It will take one complete renewal cycle to collect and purify data that is now required.
• Rules and procedures will be added and revised by FMCSA and IRP Services as safety program progress.
• Carriers typically do not understand the program or even which USDOT number(s) to us.
• Quality IRP input is essential to improve the value of the PRISM Program. Our information affects motor carriers in all participating U.S. States and Canadian Provinces.
• You, performing the registration processes, are important to safety!
• We ARE important.
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Appendix F

Established Place of Business – means a physical structure located within the Base Jurisdiction that is owned or leased, such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall have clear company signage and hours of operation posted, be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Trucking-related business encompasses a wide range of activities related to the transportation of goods by trucks. These operations involve several key components, such as:

(i) Logistics Planning
(ii) Fleet Management
(iii) Driver Management
(iv) Load Handling
(v) Regulatory Compliance
(vi) Customer Service
(vii) Technology Integration

For the purposes of the IRP Established Place of Business requirements, virtual and/or shared office spaces shall not qualify. Shared or virtual offices: Shared or virtual offices are spaces where multiple businesses or individuals share common facilities and resources, such as office space, meeting rooms, and administrative services shall not be used to qualify for an Established Place of Business under the IRP.

Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

If an Applicant does not have an Established Place of Business in any Jurisdiction the Applicant may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available. This option is only available if no business has been established.

The above are the updated requirements from the International Registration Plan (IRP) – Section 305 and Article 2.

New Jersey Motor Vehicle Commission

P.O. Box 133
Trenton, New Jersey 08666-0133

STATE OF NEW JERSEY

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Rosalie Johnson
Acting Chair and Chief Administrator

September 25, 2025

NOTICE TO INTERSTATE CARRIERS CONCERNING THE REQUIREMENT OF A PHYSICAL PLACE OF BUSINESS AS DEFINED BY THE INTERNATIONAL REGISTRATION PLAN ("The Plan")

Please be advised that there are requirements defined by the Plan that a motor carrier must meet concerning their physical place of business when selecting a base jurisdiction in which to register. **Compliance with these requirements includes providing proof of address (as shown below) when opening an account, renewing a registration or changing an address.** This notice supersedes any prior instructions concerning proofs of address. If you are planning to submit printed application form, please ensure you obtain the latest version by visiting our website (NJ MVC | International Registration Plan (IRP) on or after the date of this notice.

Proof of Address

All the following Proofs of Address are required for Business located on a Commercial property:

- ❑ **SS-4 Form** or **Certificate of Authority** (If the FEIN on the Certificate of Authority is followed by 500, this is considered a temporary number and is not an acceptable document)
- ❑ **Notarized Business Property Lease Agreement** or **Utility Bill** (Water, Sewage, Electric, Gas)
- ❑ **Photo of Signage** (Legible photo of company signage and hours of operation posted at the business address)

All the following Proofs of Address are required for Business located on a Residential property in which a FEIN is used to register vehicles:

- ❑ **SS-4 Form** or **Certificate of Authority** (If the FEIN on the Certificate of Authority is followed by 500, this is considered a temporary number and is not an acceptable document)
- ❑ **Notarized Property Lease Agreement** or **Utility Bill** (Water, Sewage, Electric, Gas)
  - A utility bill can show your personal name if your name and the address on the bill match what's listed on the SS-4 form.

All the following Primary Proofs of Address are required for an address located on a Residential property in which a Social Security Number is used to register vehicles:

- ❑ **New Jersey Driver's License** (Valid and Current)
- ❑ **Notarized Property Lease Agreement** or **Utility Bill** (Water, Sewage, Electric, Gas)

One of the following Secondary Proofs of Address is <u>also</u> required for an address located on a Residential property in which a Social Security Number is used to register vehicles:

- ❑ **Federal or State Tax Returns** (that were filed from the physical address within the jurisdiction)
- ❑ **New Jersey Vehicle Title** (of the vehicle being registered)
- ❑ **Property Tax Bill**
- ❑ **Utility Bill** (Water, Sewage, Electric, Gas) (*If not used for primary proof*)
- ❑ **First Class Mail from Government Agency** (excludes mail from MVC and must be within the last six months)

NOTE:

- Lease agreements must be notarized, valid for a minimum of 12 months, cover the duration of the registration.
- SS-4 must be preprinted and cannot be the application or be handwritten in.
- All the supplied documents must match the name and the address to be accepted.
- New Jersey can request additional documentation if needed.

If you have any questions, please contact us at (609) 633-9400 option 1 or 2.