

Established Place of Business, Residency, or Change of Address Instructions

New International Registration Plan (IRP) accounts use this form to provide your established place of business address, or to record your change of address on an existing account. An established place of business is a physical structure – not a post office address – that displays the account name, is owned or leased, and is located within the base jurisdiction. It must be open during normal business hours. If you don't have an established place of business, you must show proof of residency in Washington.

Additionally, you must provide the copy or copies of the following listed documents demonstrating the Established Place of Business (EPOB) or Residency. Acceptable documents must show the business or principal owner's name. For additional information regarding IRP address requirements, see Section 300 of The Plan at www.irponline.org.

Established Place of Business

Provide one of the following

- Current Property lease agreement for the business location
- Current Property tax statement with matching business address
- Current Mortgage document showing the business address

If none of the above items are available you may provide other documents for our staff to review, but this may delay the process or cause the application to be denied.

Residency

- Current Valid Washington state driver's license or Washington state issued identification (required).
- And two of the following documents.
 - Vehicle registration.
 - Utility bill.
 - Income or property tax documents, with matching jurisdiction and address.
 - Certified documents from the Secretary of State.

If none of the above items are available you may provide other documents for our staff to review, but this may delay the process or cause the application to be denied.

Send this completed form and supporting documents to:

**Motor Carrier Services IRP Unit
Washington State Department of Licensing
PO Box 9228
Olympia, WA 98507-9228**

Questions

Call 360-664-1858, 9:00-4:00, Monday–Friday

Olympia counter hours: 8:30-4:00, Monday–Friday

Vancouver counter hours: 9:00-3.30, Monday–Friday, or;

Visit our website at www.dol.wa.gov.



Established Place of Business, Residency, or Change of Address

New International Registration Plan (IRP) accounts use this form to provide your established place of business address, or to record your change of address on an existing account.

Customer information

Check one: IRP new account Existing IRP/IFTA customer change of address

Account name			
IRP/IFTA Account number	Fleet number	UBI number	USDOT number
Physical street address			
City		State	ZIP code
<p>Is your business operating from an established place of business or a personal residence? Please select one from the following options.</p> <p style="text-align: center;"><input type="checkbox"/> Established place of business <input type="checkbox"/> Residence</p>			
<p>Only answer the following questions if you selected established place of business.</p> <p>1. Does your business have a physical structure open for business and staffed a minimum of 20 hours per week during regular business hours 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)? Yes No</p> <p>2. Does your business have physical structure with clear company signage? Yes No</p> <p>3. Does your business have shared or virtual office space? Yes No</p> <ul style="list-style-type: none"> • Shared or virtual offices are spaces where multiple businesses or individuals share common facilities and resource, such as office space, meeting rooms, and administrative services shall not be used to qualify for an Established Place of Business under the IRP. 			
Mailing street address (if different from above)			
City		State	ZIP code
10-digit phone number	Email		
Are the operational records of the company kept at this address?			Yes No
<p>If no, provide the physical address and phone number of the place where these records are kept:</p> <p>Address</p>			
10-digit phone number for location of records			

Certification

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Date and place (city or county) signed

X

Signature