



International Registration Plan (IRP) Application

Use this form to set up an International Registration Plan (IRP) account, make changes to your existing account, add vehicles, or add a new fleet.

Questions? Call 360-664-1858 or email MotorCarrierServices@dol.wa.gov.

Want to manage your account online? Use [License Express for prorate and fuel tax](#) to file online (previously Taxpayer Access Point System).

Step 1 – Review the needed requirements to process your application

Attach copies of Washington registration or validated copy of record for newly added vehicles. The name on the document must match the IRP account name.

Provide UBI, USDOT, and FEIN numbers.

A current stamped copy of IRS form #2290 (FHVUT) must be submitted for all vehicles with a gross weight of 55,000 pounds or more, if applicable.

Provide the [IRP Established Place of Business, Residency, and Change of Address](#), if applicable.

If long term leasing to a motor carrier (30 days or more), place the company's USDOT and FEIN responsible for safety in rows 16 and 17 of the Vehicle Information table under step 4. Submit a copy of the lease agreement and [Leased Vehicle Listing](#).

If using a service bureau or agent, include a notarized Power of Attorney.

Step 2 – Provide account information

| | | |
|-------------------------|--------------|--------------------------|
| IRP account number | Fleet number | Registration year (yyyy) |
| IRP account name | | |
| DBA (doing business as) | | |

Step 3 – Report weights

Indicate maximum gross (combined gross) weight desired. Report weight in pounds only. **Use separate pages for different weight combinations and vehicle types.**

| | | | |
|--|-----------------------------------|--------------------------------------|-------------------------------------|
| Alabama (AL) | Alberta (AB) lbs | Arizona (AZ) | Arkansas (AK) |
| British Columbia (BC) lbs | California (CA) | Colorado (CO) | Connecticut (CT) |
| Delaware (DE) | Dist. of Columbia (DC) | Florida (FL) | Georgia (GA) |
| Idaho (ID) | Illinois (IL) | Indiana (IN) | Iowa (IA) |
| Kansas (KS) | Kentucky (KY) | Louisiana (LA) | Maine (ME) |
| Manitoba (MB) lbs | Maryland (MD) | Massachusetts (MA) | Michigan (MI) |
| Minnesota (MN) | Mississippi (MS) | Missouri (MO) | Montana (MT) |
| Nebraska (NE) | Nevada (NV) | New Brunswick (NB) lbs | New Hampshire (NH) |
| New Jersey (NJ) | New Mexico (NM) | New York (NY) | Newfoundland (NF) |
| North Carolina (NC) | North Dakota (ND) | Nova Scotia (NS) | Ohio (OH) |
| Oklahoma (OK) | Ontario (ON) lbs | Oregon (OR) | Pennsylvania (PA) |
| Prince Edward Is. (PE) lbs | Quebec (QC) 7 axles | Rhode Island (RI) | Saskatchewan (SK) lbs |
| South Carolina (SC) | South Dakota (SD) | Tennessee (TN) | Texas (TX) |
| Utah (UT) | Vermont (VT) | Virginia (VA) | Washington (WA) |
| West Virginia (WV) | Wisconsin (WI) | Wyoming (WY) | |

Step 4 – Report vehicle information

List only one vehicle per column. Do not duplicate equipment numbers. Attach additional pages, if needed.

Use the transaction types listed to complete the table below.

A – Add a vehicle

C – Change

D – Delete a vehicle

F – Fleet to fleet

G – Decrease gross weight

I – Increase gross weight

R – Renewal

| Record description | Vehicle 1 | Vehicle 2 | Vehicle 3 | Vehicle 4 |
|--|-----------|-----------|-----------|-----------|
| 1 – Transaction type | | | | |
| 2 – Owner equipment # | | | | |
| 3 – VIN | | | | |
| 4 – Lic/Plate or TPO # | | | | |
| 5 – Vehicle type | | | | |
| 6 – Make | | | | |
| 7 – Year | | | | |
| 8 – Fuel | | | | |
| 9 – Unladen weight | | | | |
| 10 – Vehicle purchase price | | | | |
| 11 – Declared comb. GVW | | | | |
| 12 – Purchase date (mm/dd/yy) | | | | |
| 13 – Axles/Seats | | | | |
| 14 – Lease date (mm/dd/yy) | | | | |
| 15 – Owner/Lessor (if different from registered owner) | | | | |
| 16 – US DOT carrier | | | | |
| 17 – Carrier FEIN | | | | |

Step 5 – Report mileage for new accounts where your fleet travels

| Jurisdiction of fleet travel | Mileage |
|------------------------------|---------|
| Alabama (AL) | |
| Alaska (AK) | |
| Alberta (AB) | |
| Arizona (AZ) | |
| Arkansas (AR) | |
| British Columbia (BC) | |
| California (CA) | |
| Colorado (CO) | |
| Connecticut (CT) | |
| Delaware (DE) | |
| District of Columbia (DC) | |
| Florida (FL) | |
| Georgia (GA) | |
| Idaho (ID) | |
| Illinois (IL) | |
| Indiana (IN) | |
| Iowa (IA) | |
| Kansas (KS) | |
| Kentucky (KY) | |
| Louisiana (LA) | |
| Maine (ME) | |
| Manitoba (MB) | |
| Maryland (MD) | |
| Massachusetts (MA) | |
| Mexico (MX) | |
| Michigan (MI) | |
| Minnesota (MN) | |
| Mississippi (MS) | |
| Missouri (MO) | |
| Montana (MT) | |
| Nebraska (NE) | |
| Nevada (NV) | |

| Jurisdiction of fleet travel | Mileage |
|------------------------------|---------|
| New Brunswick (NB) | |
| New Hampshire (NH) | |
| New Jersey (NJ) | |
| New Mexico (NM) | |
| New York (NY) | |
| Newfoundland (NF) | |
| North Carolina (NC) | |
| North Dakota (ND) | |
| Northwest Territories (NT) | |
| Nova Scotia (NS) | |
| Ohio (OH) | |
| Oklahoma (OK) | |
| Ontario (ON) | |
| Oregon (OR) | |
| Pennsylvania (PA) | |
| Prince Edward Island (PE) | |
| Quebec (QC) | |
| Rhode Island (RI) | |
| Saskatchewan (SK) | |
| South Carolina (SC) | |
| South Dakota (SD) | |
| Tennessee (TN) | |
| Texas (TX) | |
| Utah (UT) | |
| Vermont (VT) | |
| Virginia (VI) | |
| Washington (WA) | |
| West Virginia (WV) | |
| Wisconsin (WI) | |
| Wyoming (WY) | |
| Yukon (YT) | |
| Total fleet miles | |

Step 6 – Provide certification

Certify the acknowledgment. Sign and date below.

I am knowledgeable of federal motor carrier safety regulations (49 CFR 300-399) and the hazardous materials regulations (49 CFR 100-185) or compatible state regulations (81.80 RCW and WACs 446-50, -65, 480-12-180, -190).

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

TYPE or **PRINT** name of person signing (President/Owner)

Title

X

Signature

Date (**mm/dd/yyyy**) and place (**city or county**) signed

Step 7 – Submit your application

Submit your completed application in one of the ways listed below.

- Mail your application **without payments** to:
Motor Vehicle Carrier Services
Department of Licensing
PO Box 9228, Olympia, WA 98502-9228
- Mail your application **with payments and supporting documents** to:
Motor Vehicle Carrier Services
Department of Licensing
PO Box 9048, Olympia, WA 98507-9048
- Bring your application to one of the field offices listed below:
 - Olympia Motor Carrier Services Office:
405 Black Lake Blvd SW Bldg 2, Olympia, WA 98507
 - Vancouver Motor Carrier Services Office
1301 NE 136th Ave, Vancouver, WA 98663