



Established Place of Business, Residency, or Change of Address

Use this form for new International Registration Plan (IRP) accounts, 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 *three* documents demonstrating the established place of business **or** residency. Acceptable documents must show the business or principal owner's name and address and may include: a utility bill, property tax payment, lease or mortgage document, or other verifiable documents that will identify the name and legal proof of a place of business or residence in Washington State. For additional information regarding IRP address requirements, see Section 300 of The Plan at www.irponline.org.

Send this completed form and three supporting documents to:

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

Questions

Hours: 8:00–5:00, M–F, call (360) 664-1858 or visit our website at www.dol.wa.gov

Olympia counter hours: 8:30–4:30, M–F

Vancouver counter hours: 8:30–4:30, M–W, F and 9:00–4:30 TH

Customer information

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

Account name	IRP/IFTA Acct #	Fleet #	UBI #	USDOT #
Physical address				
City			State	ZIP code
Mailing address (if different from above)				
City			State	ZIP code
(Area code) Phone number		Email		
Are the operational records of the company kept at this address? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, provide the physical address and phone number of the place where these records are kept:				
Address				
(Area code) Phone number for location of records				

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

Date and place

X

Signature