

CHAPTER 1: INTERNATIONAL REGISTRATION PLAN: INTRODUCTION AND GENERAL INFORMATION

1.000

What is the International Registration Plan (IRP)

The International Registration Plan is an apportioned or “prorated” registration program that allows payment of license fees based on the total distance operated in two or more member jurisdictions. All jurisdictions have agreed to allow one jurisdiction (base jurisdiction) to collect the license fees due. The base jurisdiction calculates and collects the license fees due to all member jurisdictions in which the registrant’s fleet/vehicles will be operated. The fees are divided and disbursed periodically.

Registrants file for IRP registration in their base jurisdiction. The base jurisdiction issues one set of registration credentials (one apportioned license plate and cab card) for each fleet vehicle registered under the plan. The cab card displays the jurisdictions in which the fleet vehicles are qualified for operation and the qualified operating weight for each jurisdiction.

California will only accept IRP applications from carriers who provide proof of residency or an established place of business in the required form in California. Carriers based outside of California should contact the vehicle registration regulatory agency in their home state. The IRP, Inc. website shown at the end of this section contains a complete list of IRP offices for member jurisdictions.

California became a member of the IRP effective January 1, 1985. Presently there are 59 jurisdictions (the 48 contiguous states, the District of Columbia, and 10 Canadian provinces) that are members of the IRP.

The provisions of the IRP are approved by the member jurisdictions and maintained by the Board of Directors of IRP, Inc., a subsidiary of the American Association of Motor Vehicle Administrators (AAMVA). The International Registration Plan is available for downloading free of cost, at the IRP, Inc. website at irponline.org.

**Note: Vehicles operated solely within California
do not qualify for IRP registration.**

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1.005 Submitting IRP Applications

Prior to submitting an original or supplemental IRP application to DMV, please complete the Customer Application Checklist, MC 2129 IRP, to determine what documents and fees are required by application type except for renewals. You may submit the checklist with the application package and appropriate fees by mail to:

Department of Motor Vehicles
International Registration Plan Section
P.O. Box 932320 MS H160
Sacramento, CA 94232-3200

The following physical address may be used for ***special or expedite mailing only*** (no walk-in services are available at this address):

Department of Motor Vehicles
International Registration Plan Section
2415 First Avenue MS H160
Sacramento, CA 95818

Field office personnel will not assist customers or agents with the completion and preparation of IRP applications. Detailed instructions for completing Schedules A/B and C can be found on the reverse side of each form. The instructions are not attached to the forms they are a part of the forms.

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Submitting IRP Applications

Payment options are listed below :

- Full (100%) California fees.
- *CA Apportioned Fee + Other Jurisdiction Fees.
- \$250 per vehicle per month for the total number of months between the application date and expiration date.
- \$300 per vehicle per month (only for purchase price of \$200,000 or more) for the number of months between the application date and expiration date.

*A copy of the billing from the registrant or registration service Agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the application.

Balance due payments must be remitted in the form of a check or money order submitted by mail or overnight courier service directly to the IRP Operations Section.

When submitting applications by mail, do not enclose cash payments.

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1.010 How to Obtain California DMV Forms

DMV Forms are available on the Web

The IRP Handbook, IRP applications and forms are available in English and Spanish and can be downloaded or printed from the DMV website at:

<http://www.dmv.ca.gov/> (English)

<http://www.es.dmv.ca.gov/> (Spanish)

To obtain forms, additional information, or request assistance, contact the IRP Operations Section at:

Telephone (916) 657-7971 Fax:(916) 657-6628

Office Hours:

8:00 a.m. to 5:00 p.m. PST Monday, Tuesday, Thursday, and Friday

9:00 a.m. to 5:00 p.m. Wednesday

IRP Forms and Documents are listed on the DMV's website at:

<http://www.dmv.ca.gov/> (English)

<http://www.es.dmv.ca.gov/> (Spanish)

IMPORTANT: The California IRP Temporary Registration Authorization form (MC 2126 IRP), may not be altered.

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How to Obtain California DMV Forms

Alternatives to Using DMV Forms

With the exception of the California IRP Temporary Registration Authorization, form MC 2126 IRP, you may purchase forms from a printer who will typeset the form or who uses offset printing (includes laser printing). ***Dot matrix printing is unacceptable.***

With the exception of the California IRP Temporary Registration Authorization, form MC 2126 IRP, you may generate the forms from your computer with **prior written approval from** the IRP Policy Manager. Follow the guidelines listed below (unapproved forms will be rejected). The address for the IRP Policy Section is:

DMV
International Registration Plan Policy Section
P.O. Box 932320 MS H250
Sacramento, CA 94232-3200

The Following Must Be Reproduced

- Size of form.
- Format—precise placement of text, graphics, and margins.
- Content—must be identical to the latest DMV revision.
- Number of pages or sides.
- Form legibility—equivalent or better.
- Print font size.
- Print type font (Helvetica or equivalent).
- Color of paper stock and text ink.
- Form number.
- Revision date.
- Paper weight.
- 1/4 inch blank margin around the form.
- Necessary indexes or markings for microfilm processing or bar coding.

Form Specifications

You may **NOT** reproduce the following:

- The DMV logo.
- Any reference to the Office of State Publishing (OSP) either OSP or a seven or eight digit number on the bottom right hand corner of the form (i.e., 89 12345).
- The State Seal.

Exception: If the form is photocopied, the items mentioned above do not need to be removed. The photocopy size must be the same size as the form and must be legible.

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1.015

Registration Service Agents (VC 505.2, 11400)

Registration service agents or bureaus that are properly licensed by the Occupational Licensing Branch of DMV may prepare and file IRP applications on behalf of their customers.

New IRP registrants must submit an “Agent Authorization” form with their original application if they are to be represented for IRP registration purposes by a licensed registration service agent. The agent authorization is only valid in the year for which it was filed and it must be renewed annually with the IRP fleet renewal application. The agent authorization may be in any form as long as it contains the following information:

- The month, day, and year the authorization becomes effective.
- IRP account number or “New” for original IRP applications.
- The full IRP account holder name.
- The company name of the authorized licensed registration service.
- The DMV occupational license number and expiration date of the registration service.
- The business address, mailing address and telephone number of the registration service.
- The names of the employees of the registration service that are authorized to sign IRP applications.
- The signature of a salaried authorized employee of the IRP registrant.

IRP registrants must notify the DMV IRP Operations Section in writing immediately upon termination of their business relationship with a licensed registration service agent. Such notification must be signed by a salaried authorized employee of the IRP registrant and include the following information:

- IRP account number.
- New mailing address.
- New company representative contact name and telephone number, if applicable.

A new agent authorization form must be submitted if a new registration service agent will represent the carrier.

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Registration Service Agents (VC 505.2, 11400) Continued

An employee of a licensed registration service agent cannot be designated as a company employee of an IRP registrant. All IRP applications prepared by licensed registration services must contain the registration service agent's DMV issued occupational license number and expiration date.

Although fleet records may be maintained at the agent's place of business, the actual IRP registrant must meet and continually maintain the business (physical) address requirements of the IRP Agreement.

Applications for an Occupational License can be obtained by calling the Occupational Licensing Branch at (916) 229-3126.

1.020

IRP Telephone Information Service and Policies

The IRP Operations Section in Sacramento has telephone representatives available for questions or information on Mondays, Tuesdays, Thursdays, and Fridays from 8 a.m. to 5 p.m. and on Wednesdays from 9 a.m. to 5 p.m. PST, except on state holidays. IRP representatives will discuss specific IRP carrier, vehicle, and account registration information and status only with individuals employed by the authorized registration service agent or the owner or employees of the IRP registrant. The IRP Operations Section's telephone number is (916) 657-7971.