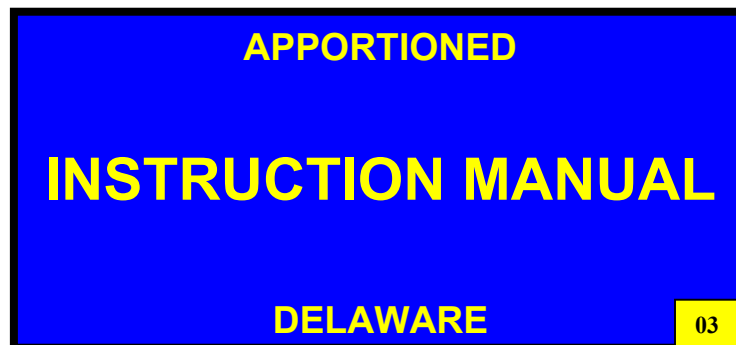




STATE OF DELAWARE

INTERNATIONAL REGISTRATION PLAN



Revised January 2003

**INTERNATIONAL REGISTRATION PLAN
STATE OF DELAWARE
MANUAL**

This manual has been prepared as a guide to securing apportioned registration in Delaware and should provide the basic information needed when preparing applications for annual registration.

Delaware Office Locations

Website

DOVER

Physical Address

Motor Fuel Tax Administration
Public Safety Building
303 Transportation Circle
Room 112
Dover, DE 19901

Mailing Address

Motor Fuel Tax Administration
Motor Carrier Services Section/IRP Unit
P.O. Drawer 7065
Dover, DE 19903

Telephone

(302) 744-2701
(800) 556-4343 Toll Free Delaware Only

Fax

(302) 739-6299

WILMINGTON

Division of Motor Vehicles
Motor Carrier Services Section/IRP Unit
2230 Hessler Boulevard
New Castle, DE 19720
Phone: (302) 434-3214
Fax: (302) 577-5655

TABLE OF CONTENTS

BACKGROUND.....	1
• WHAT IS IRP?	
• WHY REGISTER IN THE IRP?	
• WHEN TO APPORTION YOUR VEHICLE	
• EXEMPTIONS	
• ESTABLISHED PLACE OF BUSINESS	
• HOW FEES ARE APPORTIONED	
• TEMPORARY OPERATING AUTHORITY	
• TRIP PERMITS	
• SPECIAL TEMPORARY REGISTRATION (HUNTER PERMIT)	
DELAWARE REQUIREMENTS.....	5
• BASE JURISDICTION	
• VEHICLE TITLE	
GENERAL INFORMATION.....	6
• NEW OPERATIONS	
• REGISTRATION OF OWNER-OPERATOR VEHICLES	
• HOUSEHOLD GOODS CARRIERS	
• FOR-HIRE CARRIERS	
• PRIVATE CARRIERS	
• REGISTRANT	
• RENTAL VEHICLES	
• RENTAL PASSENGER CARS	
• TRAILERS AND SEMI-TRAILERS (POOL FLEETS)	
• UTILITY TRAILERS	
• TOW TRUCKS	
• ONE-WAY TRUCKS	
• REGISTRATION OF BUSES BY COMMON CARRIERS	
• FEDERAL HEAVY VEHICLES USE TAX	
• PROOF OF FINANCIAL RESPONSIBILITY	
• CANADIAN PROVINCIAL OPERATION AUTHORITY	
APPLICATIONS.....	12
• RENEWALS	
• ADDING A JURISDICTION (S)	
• INCREASING/DECREASING VEHICLE WEIGHT	
• ADDING A VEHICLE (S)	
• CANCELING A VEHICLE (S)	
• EXCHANGING VEHICLE (S)	
• PAYMENTS	
• LOST/STOLEN CREDENTIALS	
FEES, REFUNDS, AUDITS AND RECORDS.....	14
• COMPUTING FEES	
• OTHER MEMBER JURISDICTIONS	
• REFUNDS	
• DISTANCE RECORDS	
• AUDIT	
• AUDIT NOTIFICATION	
• FOLLOW-UP NOTICE OF AUDIT	
• LOCATION OF THE AUDIT SITE	
• AUDIT PERFORMANCE	
• AUDIT RESULTS	
• AUDIT APPEALS	
JURISDICTIONAL OFFICES.....	20
MOTOR CARRIER CONTACTS.....	25
DEFINITIONS.....	26
FREQUENTLY ASKED QUESTIONS.....	30

INTERNATIONAL REGISTRATION PLAN

BACKGROUND

The International Registration Plan, known as IRP, is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of license fees on the bases of total distance operated in all jurisdictions. The unique feature of this Plan is that, even though license fees are paid to the various jurisdictions in which fleet vehicles are operated, only one license plate and one cab card is issued for each fleet vehicle when registered under the Plan.

Delaware became a member of the IRP effective January 1, 1995. Today, the 48 contiguous US States, the District of Columbia and ten Canadian provinces, Alberta, British Columbia, Manitoba, New Brunswick, Ontario, Prince Edward Island, Newfoundland and Labrador, Nova Scotia, Quebec and Saskatchewan are all members of IRP and participate in the Plan, which authorizes registration of over 2 million commercial vehicles. In addition, the repository continues to have an open dialogue with Mexico on entering the IRP.

WHAT IS IRP?

IRP is a special plan for registering vehicles that must travel in two or more member jurisdictions. All jurisdictions have agreed to allow one jurisdiction to collect the registration fees (apportioned fees) at one time and divide them among the other IRP jurisdictions according to:

- Percentage of mileage/distance traveled in each jurisdiction
- Vehicle identification information
- Maximum weight

WHY REGISTER IN THE IRP?

The IRP allows the interstate operator to file an application with the jurisdiction in which they are based. The base jurisdiction, in turn, issues one cab card for each unit. The one apportioned plate and cab card are the only credentials issued. The cab card will list the vehicle information and weights for each jurisdiction to which the operator's registration fees have been apportioned.

The Plan is specific in requiring all member jurisdictions to comply with three basic concepts embodied in the Plan and they are:

- Apportioned registration plate (s)
- A single registration card (cab card)
- Ability to perform both interstate and intrastate operations

Apportioned Registration does not:

- Waive or exempt a truck operator from obtaining operating authority from any state in which the apportioned vehicle travels; or
- Waive or exempt the payment of motor fuel taxes in any state; or
- Authorize carrying a gross or combined gross vehicle weight that exceeds axle, length, width, or height limitations; or
- Violate any “bridge law”.

WHEN TO APPORTION YOUR VEHICLE

You must obtain apportioned registrations for your fleet if you operate in Delaware and any other IRP jurisdiction. Apportionable Vehicle means any vehicle, which operates or intends to operate in two or more member jurisdictions that allocate or proportionally register vehicles. These vehicles are used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- is a power unit having two axles and a gross vehicle weight or registered weight in excess of 26,000 pounds, or 11,793.401 kilograms; or
- is a power unit having three or more axles, regardless of weight; or
- is used in combination when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

Vehicles or combinations thereof, having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less, two axle vehicles, and buses, used in transportation of chartered parties may be proportionally registered at the option of the registrant.

EXEMPTIONS

These vehicles do not need to be licensed with apportioned registration:

- Government owned vehicles
- Vehicles used for pickup and delivery within cities
- Buses used to transport chartered groups and/or school buses engaged in school related activities.
- Recreational vehicles, (defined as a vehicle used for personal pleasure or travel by an individual or his family)
- Trailers or semi-trailers
- Vehicles displaying a restricted plate. (FT, RV, State/County/City owned, Dealer plates used to transport vehicles for resale, Antique plates, transport plates i.e. mobile/modular homes towed behind a tractor)

Delaware has determined “FT” tagged vehicles qualify “Restricted Plate” status under IRP. Article II, Section 250, of the International Registration Plan defines restricted plate as one that has time (less than a registration year), geographic area, and distance or commodity restrictions.

Also, the carrier must comply with Delaware law (21DelCode21SS 2113(1)), which states: “Farmers may qualify for reduced registration fee for “FT” tags if they derive 70% or more of their income from the farm. The truck must be used exclusively in the operation of the farm. Farmers cannot hire or rent the farm truck or permit the truck to be used for hauling merchandise, farm products or items whatsoever under rent, hire or for pay, or shall use such motor farm trucks for any use except in the operation of the farms owned or rented by the registered owner of such trucks or in aid of and assistance to other farmer for harvest purposes.”

Article I, Section 108 of the IRP, states: ”It is the purpose of this agreement to grant reciprocity to apportioned fleets of vehicles, and to provide for the continuance of reciprocity granted to those vehicles that are not eligible for apportioned registration under the terms of this agreement.”

The Motor Carrier Services Section/IRP Unit has contacted Pennsylvania, New Jersey, Maryland and Virginia. These states agree to grant reciprocity to Delaware Farm tagged vehicles, however, each vehicle owner must be aware that travel in any IRP jurisdiction which may not exempt Farm tagged vehicles may require that vehicle to obtain a trip permit. It is suggested that each vehicle owner contact the jurisdictions he will be traveling in to confirm whether or not his Farm tagged vehicle will be granted reciprocity.

ESTABLISHED PLACE OF BUSINESS

Established Place of Business means a physical structure owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within:

- a telephone or telephones publicly listed in the name of the fleet registrant,
- a person or persons conducting the fleet registrant’s business and
- the operational records of the fleet (unless such records can be made available).

HOW FEES ARE APPORTIONED

Here is an example for review on how the registration for a power unit based in Delaware might be apportioned. To give a simplified example of how license apportionment applies to a tractor with a gross weight of 62,000 lb., (Delaware based for hire operator) which operates in Delaware, Maryland, Pennsylvania and Virginia only. The total preceding year’s distance for this tractor/trailer was 100,000 with an exact 25,000 miles in each jurisdiction. Under the IRP, the license fees will be computed as follows:

Jurisdiction	Jurisdiction Distance	Percent of Total	Full Yr Fees by Jurisdiction	Apportion Fees
Delaware	25,000	25%	977.60	244.40
Maryland	25,000	25%	992.00	248.00
Pennsylvania	25,000	25%	741.00	185.25
Virginia	25,000	25%	886.00	221.50
Total	100,000	100%		899.15*

*Plus trailer, and other applicable registration fees, Delaware only.

TEMPORARY OPERATING AUTHORITY

Temporary Operating Authority (TOA) credentials may be processed only in the Dover IRP office. TOA credentials are issued for a period of 60 days and the issue date will be the purchase date on the Bill of Sale. If the carrier is in possession of documents to obtain a Delaware title, a TOA cannot be issued.

Requirements before Temporary Operating Authority may be issued:

- Applicant's original application must be completed and on file along with the appropriate information for IRP fees to be computed.
- Vehicle must have completed a DMV inspection and VIN check.
- Copy of vehicle's Bill of Sale showing purchase date.
- Copy of insurance is required.
- Carriers may be required to pay the TOA fee of \$10.00.

TRIP PERMITS

Vehicles not proportionally registered must secure a trip permit for any jurisdiction in which they intend to travel. The trip permit and any other documents needed to have proper authority within that jurisdiction must be carried in the cab of the vehicle before entering that jurisdiction.

Fees and duration of trip permits are dependent upon the registration laws of the particular jurisdiction. Trip permits are intended to be used only occasionally or for emergency need and shall not be used to evade proportional registration.

Trip permits are available from each member jurisdiction and may either be ordered in advance from the jurisdiction for which the permit is needed or obtained from several service agencies such as:

COMDATA	800-749-6058
CUSTOM PERMIT SERVICE	614-351-1740
EDS FLEET SERVICES	800-233-5588
INTERSTATE PERMIT SERVICE	800-343-4889
MARYLAND PERMIT SERVICE	410-561-1901
STATE PERMITS SERVICE	800-331-4805
XERO-FAX	800-833-3762

SPECIAL TEMPORARY REGISTRATION (HUNTER) PERMIT

A permit issued to owner-operators to allow the movement of an unloaded vehicle that does not have a current registration is a Hunter Permit. The Hunter Permit may be obtained from the Dover IRP office. This permit will enable the carrier to search for a job either interstate or intrastate, with his/her unloaded commercial vehicle.

DELAWARE REQUIREMENTS

BASE JURISDICTION

Base Jurisdiction means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available.

Before a vehicle may be registered with IRP in Delaware, the carrier must:

- Have an established place of business in the state/jurisdiction. An “established place of business” in Delaware means a physical structure owned, leased, or rented by the fleet registrant. This location cannot be a P.O. Box number.
- Have a publicly listed Delaware telephone number in the fleet registrant’s name. Cellular phone numbers are not accepted.
- Have a person or persons conducting the fleet registrant’s business in the location during normal business hours.
- Have distance accrued in Delaware by the fleet.
- Have operational records of the fleet maintained or made available in Delaware.

VEHICLE TITLE

To register a vehicle with Delaware IRP a title is required. Carriers must establish an IRP account prior to having title work completed. The Delaware Division of Motor Vehicles issues titles. For more information concerning title requirements contact DMV Title Department at (302) 744-2502.

GENERAL INFORMATION

Under the International Registration Plan, Delaware registrants operating apportionable vehicles into or through, one or more member jurisdictions shall each year file with the Motor Fuel Tax Administration, Motor Carrier Services Section, a uniform application for each apportionable fleet. All applicants for proportional registration shall submit an application in such a manner as the Commissioner may require and on such forms as the Commissioner shall furnish. A complete vehicle description of power units, and other information as required, shall be listed on each uniform application.

Each Motor Carrier must have a Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance displaying the NAIC code, on file with the Motor Carrier Services Section before an apportion registration can be purchased. Proper limits of insurance coverage must be in force at all times. Bobtail and Non-trucking insurance is not acceptable for registering or renewing registration.

Each application shall contain a uniform distance schedule reflecting actual fleet miles traveled, intrastate and interstate, during the period July 1, through June 30 preceding the year for which registration is sought.

Each application shall contain a uniform weight schedule listing units and the registered weights to be shown on the cab card (registration card), for each jurisdiction in which apportionment is requested.

Registrants desiring to register vehicles in excess of combined gross weight of 55,000 pounds or more in any state listed on the cab card must present proof of payment of the Federal Heavy Vehicle Use Tax. Proof of payment is the original or a photocopy of the receipted Schedule 1 (Form 2290) or if not available, a copy of the Form 2290 with Schedule 1 with a photocopy of the front and back of the canceled check covering the payment to the Internal Revenue Service.

Delaware will issue a base "apportioned" license plate and cab card. The cab card will identify the vehicle for which it is issued; indicate the jurisdictions in which the vehicle has been apportioned, and show the weight and classification for which registered.

The original copy of the cab card shall be carried in the vehicle for which it has been issued at all time. Enforcement officials of Delaware or any other member jurisdiction do not accept photocopies of cab cards.

NEW OPERATIONS

Initial application for proportional registration shall state the distance data in all jurisdictions (member or non-member) for the preceding year with respect to such vehicle or vehicles. If no operations were conducted with such vehicle or vehicles during the preceding year, the application shall contain a full statement of the proposed method of operation and estimates of annual distance in each of the jurisdictions. The registrant shall determine in the in-jurisdiction and total distance to be used in computing the proportional registration fee for the vehicle or vehicles. The base jurisdiction Commissioner may adjust the estimate in the application if the base jurisdiction Commissioner is not satisfied with its correctness.

REGISTRATION OF OWNER-OPERATOR VEHICLES

Proportional registration for owner-operators who lease their vehicles to motor carriers of passengers or property may be accomplished in one of the following procedures:

- The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The identification plate and cab card shall be the property of the lessor; or
- The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with the allocation of fees according to the records of the carrier.

Proportional registration for owner-operators electing to register their vehicles under the second option listed above shall be accomplished as follows:

- The lessee shall be the registrant and the vehicle or vehicles shall be registered by the carrier, but in both the carrier's name as lessee and the owner's name as lessor.
- Apportionment of fees will be based on the registrant's distance records. Actual individual vehicle miles traveled by the vehicle or vehicles shall be accrued and accounted for by the registrant the same as if he owned the vehicle or vehicles.

The apportioned credentials (license plate and cab card) shall be the property of the lessee. In the event the lease is terminated, the registrant will file a supplemental application consistent with the same procedures if they owned the vehicle or vehicles.

HOUSEHOLD GOODS CARRIERS

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

If the base jurisdiction of the service representative is elected, the equipment shall be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees shall be according to the combined distance records of service representative and those of the carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the election is the base jurisdiction of the carrier, and the jurisdiction is a member jurisdiction, the equipment shall be registered by and in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the distance records of the carrier and the service representative and must include intrastate miles operated by the applicable vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this election shall be fully registered for operations under their own authority as well as under the authority of the carrier.

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, but in both the owner-operators

name and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

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.

REGISTRANT

A registrant who leases his/her vehicle(s) may register in either of two ways:

- The registrant may be the owner-operator. The vehicle(s) will be titled and registered in the same name, which is the owner-operator's name. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required for apportioned vehicles.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the name of the carrier, as registrant. The owner is listed as owner. The carrier will be responsible for registration of such vehicles(s) and for establishing and maintaining records required for apportioned vehicles.

RENTAL VEHICLES

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, with or without drivers.

Rental Fleet – one or more vehicles that are rented or offered for rental with or 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. The base jurisdiction definition applies the conditions therein specified must be met by the rental company as registrant of the fleet; except when the rental agreement is for more than sixty days, the rental customer must have an established place of business and his fleet must accrue miles or kilometers in the jurisdiction selected as the base jurisdiction for the registration year.

Rental fleets registered by any person or firm engaging in the business of renting vehicles shall be extended full interjurisdiction and intrajurisdiction privileges, when such person or firm complies with all provisions of this section:

- The vehicles are part of a rental fleet, which are identifiable as being a part of such fleet.
- The person or firm registers the vehicles in accordance with the provisions set forth in this article.

RENTAL PASSENGER CARS

To determine the percentage of total fleet vehicles that shall be registered in a jurisdiction, divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions in which such vehicles operated. The resulting percentage shall be applied to the total number of passenger cars in the fleet and that figure shall be the number of rental passenger cars that shall be fully registered in the jurisdiction.

TRAILERS AND SEMI-TRAILERS (POOL FLEETS)

The minimum number of trailers and /or semi-trailers over 6,000 pounds gross vehicle weight and used solely in pool fleets, to be licensed in Delaware during the appropriate annual license renewal period of each registration or license year shall be determined as followed:

Divide the gross revenue earned in the preceding accounting year for the use of vehicles arising from rental transactions occurring in Delaware by the total gross revenue earned in the preceding accounting year for the use of the vehicles arising from rental transactions occurring in all jurisdictions where the vehicles are rented.

Multiply the resulting Delaware percent times the total number of vehicles owned or rented as of the first day of the registration or license year. The resulting figure shall be the minimum number of vehicles that must be licensed in Delaware.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percent used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in Delaware.

UTILITY TRAILERS

The minimum number of utility trailers, 6,000 pounds gross vehicle weight and under, to be licensed in Delaware during the appropriate annual license period of each registration or license year shall be determined as followed:

Divide the number of trailers in Delaware that are not one-way rentals by the total number of trailers in all jurisdictions that are not one-way rentals.

Multiply monthly the resulting Delaware percent times the total number of trailers owned (entire fleet) whether rented or not rented.

Add the twelve resulting monthly figures and divide the total by 12. This gives the minimum number of trailers to be licensed in Delaware.

TOW TRUCKS

Tow trucks are considered fully registered at the weight of the fully equipped wrecker. As of May 1, 1995, The Department of Transportation and Public Safety have issued a Policy Directive for Tow Trucks. The Policy Directive states: "The Department of Transportation and the Department of Public Safety have jointly determined that all tow trucks/wreckers operating under the International Registration Plan (IRP) and displaying a "C" or "CL" apportioned license plate or its equivalent shall be considered a RESTRICTED TAG and would only be required to register that vehicle for the weight of a FULLY EQUIPPED WRECKER. All non-qualified IRP tow trucks/wreckers who operate those same vehicles intrastate shall comply with existing weight laws enumerated in Title 21, Delaware Code."

ONE-WAY TRUCKS

Delaware requires one-way trucks of less than 26,000 pounds gross vehicles weight operated as part of an identifiable one-way and local fleet, to be licensed by class of vehicle depending on gross vehicle weight. All vehicles in each class shall be licensed in Delaware for the same gross vehicle weight. A separate application is required to allocate and license each class.

The minimum number of such trucks in each class to be full fee licensed in Delaware during the appropriate annual license renewal period of each registration of license year shall be determined as follows:

- For each class of vehicles divide the Delaware miles/kilometers by the total miles/kilometers traveled (all jurisdictions) during the preceding year.
- Multiply the resulting Delaware percent times the total number of vehicles in the particular class owned or operated on the first day of the registration of license year. The resulting figure shall be the minimum number of such vehicles that must be full fee licensed in Delaware.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percentage used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in Delaware.

REGISTRATION OF BUSES BY COMMON CARRIERS

The apportionment of motorbus registration fees shall be based solely on the relationship of base jurisdiction miles/kilometers versus total miles/kilometers operated and shall be accomplished in the following manner:

- The registrant shall file an application for apportionment with the base jurisdiction listing buses assigned in pools.
- At the option of the registrant, total miles/kilometers may be the sum of all actual in jurisdiction miles/kilometers or a sum equal to the schedules route miles/kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the schedules pool.
- After determining the total miles/kilometers by either of the aforementioned methods, in - jurisdiction distance percent factors shall derived by dividing the total miles/kilometers into the in-jurisdiction miles/kilometers.
- Miles/kilometers generated outside the designed pool are deemed to be reciprocity miles/kilometers and the base jurisdiction may add such miles/kilometers to the base jurisdiction's distance total.

FEDERAL HEAVY VEHICLE USE TAX

Due to a federal law, proof of payment for the Federal Heavy Vehicle Use Tax (HVUT) is required when licensing vehicles that are 55,000 pounds or more or combined gross weight. Proof is not required on new or used units begin titled and registered within sixty (60) days of the date shown on the bill of sale.

Acceptable proof of payment is a copy of the receipted Internal Revenue Service (IRS) Schedule 1 (Form 2290) listing your equipment by vehicle identification number.

In lieu of a Receipted IRS Schedule 1 (Form 2290), a copy of your Form 2290 (with Schedule 1) and copies of both sides of the canceled check will be acceptable as proof of payment.

If you use owner/operators, copies of their receipted Schedule 1 (Form 2290) must be included, or a copy of their Form 2290 (with Schedule 1) and copies of both sides of their canceled check. This information must accompany your application or the application will be returned. Questions regarding this tax should be directed to the Internal Revenue Service.

PROOF OF FINANCIAL RESPONSIBILITY (Liability Insurance)

Current proof of financial responsibility must be submitted with an application for initial registration, renewal of registration or transfer of registration. This requirement is mandatory regardless of whether registration is accomplished in person or by mail.

The most common evidence of financial responsibility is a liability insurance card issued to the policyholder by the insurance company. This card should contain the National Automobile Insurance Commissioner Code. Examples of other types of acceptable proof include insurance policies and binders, pool coverage documents, and certificates of self-insurance, bond, etc.

The original or a photocopy of the evidence satisfies the requirement of proof of financial responsibility. All original documentation will be returned to the applicant.

Questions about proper evidence of financial responsibility should be directed to your insurance company, or The Uninsured Motorist Department at 302-744-2513.

CANADIAN PROVINCIAL OPERATION AUTHORITY

The government of the province of Alberta, Canada requires that all registrants desiring apportionment to Alberta must first possess Canadian Provincial Operation Authority before requesting apportionment to their province. Contact Alberta for the necessary forms.

APPLICATIONS

RENEWALS

If you were registered in the previous year, renewal notices will be mailed to you approximately forty-five days prior to the expiration date. Renewal notices include a printout, listing your vehicles, previous miles/kilometers and jurisdictions you were registered with in the past year. The renewal must be returned to the IRP office regardless of any changes. Actual distance traveled in each jurisdiction must be provided along with any estimated distance for new jurisdictions. Important items required to complete renewal:

- Fleet distance from July 1 to June 30 of the preceding year for each jurisdiction.
- Inspection (one of the following; DOT, DMV or Self Inspection) current and passed.
- Full Liability Insurance (not Bobtail or Non-Trucking)
- Heavy Vehicle Use Tax (2290 Form, for all vehicles over 55,000 lbs) for current year.

To ensure receipt of registration credentials before the expiration of your current registration, you should return your renewal billing notice as soon as possible. If there are changes to any fleet, please submit these changes on a supplemental application. A billing notice reflecting the fees for any changes will be sent. A late fee of \$10.00 will be assessed for renewals received after the registration expiration date.

ADDING A JURISDICTION (S)

At any time a carrier may add a jurisdiction to an existing fleet. Estimated distance will be used in determining the fees. A Schedule 'B' will need to be completed. Adding jurisdictions apply to all vehicles in a fleet.

INCREASING/DECREASING VEHICLE WEIGHT

Changing a vehicle's weight may be done at any time during the registration year. A Schedule 'C' must be completed for both increasing and decreasing weight. If a weight decrease is made during the registration year, no refund will be given. If an increase in weight is made additional fees will be charged. The original cab card must be turned in at time of payment.

ADDING A VEHICLE (S)

A vehicle may be added at any time during the registration year. When adding a vehicle to an existing fleet a Schedule 'C' and a Schedule 'D' are required. Title work for the vehicle will have to be processed at DMV. Proof of insurance and inspection are required.

CANCELING A VEHICLE (S)

When canceling a vehicle out of IRP, the IRP office must be notified. The apportioned tag and vehicle cab card must be turned in at cancellation. Delaware does not refund any unused registration.

EXCHANGING VEHICLES (S)

If a new vehicle is purchased during the registration year, it may be exchanged with a vehicle in an existing fleet. Schedules 'C' and 'D' must be completed for the new vehicle. The IRP tag and cab card for the vehicle being cancelled must be turned in at the time of the exchange.

PAYMENTS

Do not send payment with your applications, a billing notice will be sent with the amount owed. The IRP office does not accept payment for over \$100 in cash. Payment can be mailed to the Dover office or may be handled at the Wilmington office in person. All payments are payable to:

Delaware Motor Carrier Services Section

LOST/STOLEN CREDENTIALS

In order to replace a tag, sticker or cab card, proof of ownership must be made to an IRP office. A fee will be charged for replacement of credentials.

FEES, REFUNDS, AUDITS, AND RECORDS

DELAWARE METHOD OF COMPUTING FEES FOR PROPORTIONAL REGISTRATION

In order to determine the amount of fees for apportionment, you must utilize the total distance generated during the preceding year (the twelve consecutive months immediately prior to the July 1st immediately preceding the commencement of your registration year). This preceding year differs according to the date of registration year commencement, as identified in the following examples:

- Registration commences between January 1st and July 1st of 2001. The preceding year for this registration year would be July 1, 1999 through June 30, 2000.
- Registration commences between July 15th and December 31st of 2001. The preceding year for this registration year would be July 1, 2000 through June 30, 2001.

Delaware's adjusted distance divided by the total fleet distance equals Delaware's adjusted percent.

- Delaware's adjusted distance shall include: (1) distance listed for Delaware, (2) distance listed for any jurisdiction that requires no apportionment and grants reciprocity.
- Delaware's adjusted percent shall be equal to 100% less the percentages of the member jurisdictions with which applicant has indicated a desire to apportion, the percentages of member jurisdictions with which the applicant does not indicate a desire to apportion and the percentages of non-member jurisdictions which do not grant reciprocity.

Delaware's adjusted percent times the Delaware registration fee equals the Delaware apportioned fee due.

FOR OTHER MEMBER JURISDICTIONS

Each in-jurisdiction distance divided by total fleet distance equals that member jurisdiction's percent. The resulting percent times the particular member jurisdiction's application fees equals the apportioned fee due.

NOTE: In the event supplement applications are filed, the same distance percentages determined from the original application for each fleet, as outlined hereinbefore, shall be applicable for the remainder of the registration year for each respective jurisdiction with which a particular fleet is apportioned. Exception: A member jurisdiction may recalculate the distance percentages for an existing fleet when it is the result of an audit of the carrier's apportioned registration records.

REFUNDS – DELAWARE APPLICANTS

Refunds of Delaware apportioned registration fees due Delaware registrants will be made under the following circumstances:

- If billing error was made by the Administration.
- If there is a duplication of vehicles apportioned and fees paid twice.
- If applicant purchases full fee plate(s) when apportioned registration is required, partial credit may be applied towards Delaware apportioned fees.
- If an audit of an apportioned carrier indicates an overpayment.
- If the owner of the vehicle entered the armed forces of the United States after such vehicle was registered.
- If the owner of such vehicle is 65 years of age or older and that owner voluntarily surrenders such owner's license.

No refund will be made for apportioned plates turned in prior to payment of any outstanding draft. Delaware will not accept applications for refunds of apportioned registration fees for other jurisdictions. Applications for refund from other jurisdictions must be handled directly between applicant and the other jurisdictions in accordance with their statutes.

DISTANCE RECORDS

It is mandatory for registrants registered under the IRP to maintain an adequate distance accounting system. At a minimum, such system must include: 1) Distance data on each individual vehicle; 2) Monthly distance summaries for each vehicle; and 3) Monthly compilation of distance for the apportioned fleet vehicles for months of registration period. A registrant may use odometer, hub odometer or maps in determining distance; however, use of map distance must be via the highways actually traveled-not short line distance.

IRP Registrants must maintain records to support distance allocations for the three previous registration years. Records must include:

- Individual Vehicle Distance Record (IVDR) for each vehicle registered in the IRP. The IVDR'S must include at a minimum:
 - Header that must include:
 - vehicle identification number or unit number
 - vehicle fleet number
 - registrants name
 - trailer number
 - drivers name/signature

- Trip and distance information to include:
 - trip beginning and ending odometer/hub odometer readings
 - trip beginning and ending dates
 - trip origin and destination
 - major routes of travel
 - distance assigned to or allocated to each IRP jurisdiction reconciled by trip to the odometer/hub odometer total trip distance. Distance generation systems, maps, odometers and hub odometers are all acceptable means of determining jurisdictional distance – subject to audit.

- Distance summaries prepared monthly by unit, by jurisdiction.

- Any and all lease contracts or agreements in effect.

- Any and all trip permits purchased during the record year.

- Other records such as dispatch records, DOT logs, tax returns and maintenance records.

NOTE: Quarterly motor fuel usage driver trip reports can also be used to support IRP distance apportionment provided such records include the above minimum information. Quarterly fuel use tax returns (IFTA), in and of themselves, are not sufficient as supporting documentation.

Every registrant subject to licensing or registration and audit shall retain all pertinent licensing and registration documents, books, operational distance/equipment records, tax returns, applications and all supporting records and documents on which an application for licensing or registration is based for a period of three full registration years. For example, an application for registration commencing February 15, 2001 and ending February 14, 2002 would be based on records for the period July 1, 1999 through June 30, 2000; these records must be preserved and maintained through February 14, 2005. These records shall be made available to the Commissioner at his request. These records shall at all times during the business hours of the day be subject to audit.

All necessary information need not be contained in a single source document; however, the IVDR must be maintained so the continuous movement of each apportioned vehicle can be audited, i.e. source documents used to produce the summary should be filed either in chronological order or by vehicle unit number. Registrants shall maintain a record (in sufficient detail) from which any unaccounted for time lapse of vehicle movement can be explained. This will permit auditors to satisfy themselves that all distance is properly recorded and accounted for.

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (interstate and intrastate) including loaded, empty, deadhead and/or bobtail distance. Distance operated under trip permit and/or trip lease must be included.

AUDIT

The purpose of motor carrier auditing under the IRP is to protect the integrity of the vehicle registration laws of all jurisdictions a party to the IRP and to insure equitable treatment of all motor carriers subject to the IRP. In accordance with the purpose and principles of the IRP, in providing for the efficient use of the jurisdictions' highway systems, it is incumbent upon each jurisdiction to meet its obligations under the provisions of the IRP (i.e. proportional registration of commercial vehicles). This is accomplished by insuring proper documentation of registrant distance operated, and official examination and verification of the appropriate records of all interstate carriers, as prescribed by Articles XV, XVI, and XVII of the IRP Articles of Agreement and the Audit Procedures Manual.

Under the provisions of Article XIV of the IRP, each base jurisdiction shall audit the apportioned applications and supporting documents of the registrants displaying apportioned base plates from their jurisdiction. Each fleet registered by your company is treated separately, for audit purposes. If one or more fleets registered by your company is selected for audit, such audit may cover three registration years, two registration years, or one registration year. Upon completion of any such audit, our office shall notify all other member jurisdictions in which the audited fleet operated of any deficiencies in your record keeping system or changes in the distance reported on the registration application.

AUDIT NOTIFICATION

This office may request an audit at any time. Your company will be notified in writing at least 30 days in advance of the date selected for audit; however, if there is sufficient cause, an audit may be conducted without advance notification. In the initial written notification, you will be advised of the fleet and mileage year(s) to be audited, the type of records to be audited, the person(s) conducting the audit, and the scheduled date(s). This initial contact will insure that the appropriate company representative is available, that the requested records are available, and that the audit date is acceptable.

FOLLOW-UP NOTICE OF AUDIT

Follow-up contact will be made via telephone by the assigned auditor, who will send a follow-up letter confirming the conversation, the audit date, and the specific records requested for audit.

LOCATION OF THE AUDIT SITE

Audits may be conducted at any of the following locations:

- Your company's principal place of business;
- Offices of licensing agencies, leasing companies, or service representatives;
- Offices of the State of Delaware; or
- Other locations as agreed upon by your company and the Motor Fuel Tax Administration.

If one or more fleets registered by your company is selected for audit, if it is determined that the records are not located in Delaware, and if it becomes necessary for audit personnel to travel to

the place where the records will be made available, your company will be required to reimburse Delaware for all travel-related expenses incurred in the performance of the audit.

AUDIT PERFORMANCE

Audits of IRP fleet registrations are performed in accordance with the IRP Articles of Agreement, the IRP Audit Procedures Manual, State of Delaware audit policies and procedures, and Generally Accepted Auditing Standards. Audit performance is predicated upon the presentation of complete and organized distance records pertaining to the fleet(s) under audit.

Under certain circumstances, upon jurisdiction approval, an audit may be postponed, and rescheduled at a later date. If such postponement is authorized, this office will send written confirmation of postponement, with a subsequent audit date. If the audit still cannot be accomplished at the time of the second selected audit date, the audit will be canceled, and the Commissioner will authorize determination of assessment based on all available information, up to and including full assessment of 100% base jurisdiction registration fees for each vehicle in the fleet(s) under audit.

Also, an authorized determination of assessment will occur if it is determined that the requested records are not available, are incomplete, or are otherwise unacceptable for audit purposes.

Any delays or impediments to the completion of the audit process may result in extra fees, penalties, and/or possible suspension of interstate operating credentials.

AUDIT RESULTS

When an audit is completed, a final letter is sent to your company, identifying the results of the audit, and any systematic recommendations. Notification is also sent to jurisdictions through which your audited fleet traveled.

If it is found that the audited records support the IRP application distance declarations, the notifications will state that no distance changes were made that caused fee adjustments.

If differences between reported and audited distances are identified, and jurisdictional allocation percentage changes occur which cause fee adjustments to one or more jurisdictions, the notifications will identify all audit findings, and fee adjustments that result in jurisdictional assessments/credits. Each jurisdictional adjustment is netted, which may or may not result in a net assessment/credit. If the net assessment/credit is in excess of \$5.00, a notice is sent with the final audit letter.

All audit correspondence will be sent to the address that appears in the records of the Motor Carrier Services Section. If an audit of your company results in an assessment, the above-mentioned notice will be sufficient to establish an assessment billing. Failure to remit any additional registration fees within 30 days of the billing date shall constitute cause for revocation of registration license plated, cab cards and interstate travel privileges. A copy of a completed audit may be furnished to all jurisdictions with which the audited fleet's vehicles were proportionally registered.

NOTE: The Motor Fuel Tax Administration may enter into reciprocal audit agreements with other Delaware agencies, Federal agencies, or agencies of another jurisdiction, for the purpose of conducting joint audits of any registrant subject to audit.

AUDIT APPEALS

If your company elects to appeal the results of an audit, an appeal request may be made in writing, within 30 calendar days of the date of the audit letter, to the Office of the Secretary, Delaware Department of Transportation, at the following address:

**Delaware Department of Transportation
Office of the Secretary
P.O. Box 778
Dover, DE 19903**

All appeals will be addressed in accordance with appeals procedures as outlined in the Delaware Code. In addition, any jurisdiction through which your registered vehicles traveled during the period of audit may request a re-examination of the distance traveled through their jurisdiction within 45 calendar days of the date of audit notification documentation sent to them.

JURISDICTIONAL OFFICES

Alabama

Department of Revenue
Motor Vehicles Division
PO Box 327620
Montgomery, AL 36132-7620
Phone: (334) 242-9000
Fax: (334) 242-0312

Alberta

Alberta Transportation
Prorate Services
1st Floor, 803 Manning Road NE
Calgary, AB, Canada T2E 7M8
Phone: (403) 297-2920
Fax: (403) 297-2917

Arizona

Department of Transportation
Motor Vehicle Division
1801 W. Jefferson St.
Mail Drop 520M
Phoenix, AZ 85007
Phone: (602) 712-8340
Fax: (602) 407-3048

Arkansas

Office of Motor Vehicles
IRP Unit
1900 West 7th, Room 1010
Little Rock, AR 72201
Phone: (501) 682-4653
Fax: (501) 682-4615

British Columbia

Insurance Corporation of British Columbia
P.O. Box 7500, Station Terminal
Vancouver, BC V6B 5R9
Phone: (604) 443-4450
Fax: (604) 443-4451

California

Department of Motor Vehicles
P.O. Box 932320
MS: C160
Sacramento, CA 94232-3200
Phone: (916) 657-7971
Fax: (916) 657-6628

Colorado

Department of Revenue
Motor Carrier Services Division
IRP Section
1881 Pierce Street, Room 114
Lakewood, CO 80214
Phone: (303) 205-5968
Fax: (303) 205-5981

Connecticut

Department of Motor Vehicles
IRP/SSRS
60 State Street
Wethersfield, CT 06161-1010
Phone: (860) 263-5281
Fax: (860) 263-5582

Delaware

Department of Transportation
IRP Unit
P.O. Drawer 7065
Dover, DE 19903-7065
Phone: (302) 744-2701
Fax: (302) 739-6299

District of Columbia

Department of Motor Vehicles
301 C Street, N.W. Room 1063
Washington, DC 20024-1400
Phone: (202) 727-6426
Fax: (202) 727-5017

Florida

Depart. of Hwy Safety & Motor Vehicles
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, FL 32399
Phone: (904) 488-6921

Georgia

Department of Revenue
Motor Vehicle Division, IRP Section
1200 Tradeport Boulevard
Hapeville, GA 30354
Phone: (404) 675-6182

Idaho

Transportation Department
Division of Motor Vehicles
P.O. Box 7129
Boise, ID 83707-1129
Phone: (208) 334-8611
Fax: (208) 334-2006

Illinois

Secretary of State
Vehicle Services Department
Room 300, Howlett Building
Springfield, IL 62756
Phone: (217) 785-1800
Fax: (217) 524-0123

Indiana

IRP Section
Motor Carrier Services Division
Indiana Department of Revenue
5252 Decatur Blvd Suite R
Indianapolis, IN 46016
Phone: (317) 615-7340
Fax: (317) 821-2335

Iowa

Department of Transportation
Motor Vehicle Division
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382
Phone: (515) 237-3258

Kansas

Department of Revenue
Division of Vehicles
Motor Carrier Services Bureau
3718 SW Burlingame Road
Topeka, KS 66609-1217
Phone: (785) 291-3384
Fax: (785) 296-7872

Kentucky

Transportation Cabinet
IRP Section, Box 2323
Frankfort, KY 40602-2323
Phone: (502) 564-4120
Fax: (502) 564-4138

Louisiana

Department of Public Safety & Corrections
Office of Motor Vehicles
IRP Unit
7979 Independence Blvd, Room #101
Baton Rouge, LA 70806
Phone: (225) 925-6270
Fax: (225) 925-1838

Maine

Bureau of Motor Vehicles
#29 State House Station
Augusta, ME 04330
Phone: (207) 624-9000 ext: 52135
Fax: (207) 624-9086

Manitoba

Commercial Vehicle Registration
1075 Portage Avenue
Winnipeg, MB R3G 0S1
Phone: (204) 945-7380
Fax: (204) 945-8416

Maryland

Motor Vehicle Administration
6601 Ritchie Highway
Glen Burnie, MD 21062
Phone: (410) 424-3014
Fax: (410) 768-7163

Massachusetts

Registry of Motor Vehicles
IRP Section
One Copley Place
Tower One, Third Floor
Boston, MA 02116
Phone: (617) 351-9320
Fax: (617) 351-9399

Michigan

Department of State
Secondary Complex
7064 Crowser Drive
Lansing, MI 48918-9915
Phone: (517) 322-5200
Fax: (517) 322-1767

Minnesota

Department of Public Safety
1110 Centre Point Curve
Suite 425
Mendota Heights, MN 55120
Phone: (651) 405-6161
Fax: (651) 405-6136

Mississippi

State Tax Commission
P.O. Box 1140
Jackson, MS 39215
Phone: (601) 923-7100
Fax: (602) 923-7133

Missouri

Highway Reciprocity Commission
Department of Revenue
P.O. Box 893
Jefferson City, MO 65105-0893
Phone: (573) 751-6433
Fax: (573) 751-0916

Montana

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59620
Phone: (406) 444-6130
Fax: (406) 444-7670

Nebraska

Department of Motor Vehicles
Motor Carrier Services
P.O. Box 98935
Lincoln, NE 68509-8935
Phone: (402) 471-4435
Fax: (402) 471-4024

Nevada

Department of Motor Vehicles
Compliance Enforcement Division
Motor Carrier Section
555 Wright Way
Carson City, NV 89711
Phone: (775) 684-4711
Fax: (775) 684-4619

Newfoundland and Labrador

IRP Office
P.O. Box 8710
St. John's, NL A1B Canada
Phone: (709) 729-4921

New Brunswick

Department of Public Safety
364 Argyle Street, 3rd Floor
Fredericton, NB E3B 1T9
Phone: (516) 453-2407
Fax: (516) 444-5950

New Hampshire

Department of Safety
IRP
10 Hazen Drive
Concord, NH 03305
Phone: (603) 271-2196
Fax: (603) 271-1061

New Jersey

Department of Transportation
Motor Vehicle Services
Motor Carriers Unit Section
225 E. State Street
Trenton, NJ 08666

New York

Department of Motor Vehicles
International Registration Bureau
P.O. Box 2850 - ESP
Albany, NY 12220-0850
Phone: (518) 473-5834

North Carolina

Department of Transportation
Division of Motor Vehicles
IRP Section
1425 Rock Quarry
Suite 100
Raleigh, NC 27610
Phone: (919) 733-3642
Fax: (919) 715-9129

North Dakota

Department of Transportation
Motor Vehicle Division
608 E Boulevard Ave
Bismarck, ND 58505-0780
Phone: (701) 328-2725
Fax: (701) 328-3500

Nova Scotia

Dept of Business & Consumer Serv
1505 Barrington St.
9th Floor, Merritme Center
Halifax, NS B3J 3P7
Phone: (902) 424-6964
Fax: (902) 424-2633

Ohio

Bureau of Motor Vehicles
P.O. Box 16520
Columbus, OH 43216-6520
Phone: (614) 752-7587
Fax: (614) 752-7972

Oklahoma

Tax Commission
Motor Vehicle Division
2501 Lincoln Blvd
Oklahoma City, OK 73194
Phone: (405) 521-3036
Fax: (405) 525-2906

Ontario

Ministry of Transportation
Licensing and Control Branch Operations
Main Floor, Building A
1201 Wilson Ave
Downsview, Ontario M3M1J8
Phone: (416) 235-3923
Fax: (416) 235-3924

Oregon

Depart of Transportation
Motor Carrier Transportation Division
550 Capitol Street, N.E.
Salem, OR 97301-2530
Phone: (503) 378-6699
Fax: (503) 378-6880

Pennsylvania

Department of Transportation
Commercial Registration Section
1101 S. Front Street
1st Floor
Harrisburg, PA 17104
Phone: (717) 783-6095
Fax: (717) 783-6349

Prince Edward Island

Highway Safety Operations
Depart of Transportation & Public Works
33 Riverside Drive
P.O. Box 2000
Charlottetown, Prince Edward Island
C1A 7N8
Phone: (902) 368-5202
Fax: (902) 368-6269

Québec

Société de l'assurance
automobile du Québec
333, boul. Jean Lesage
Local C-3-13
Quebec City, (Quebec) Canada G1K 8J6
Phone: (418) 528-3379
Fax: (418) 643-4624

Rhode Island

Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, RI 02860
Phone: (401) 728-6692
Fax: (401) 728-6963

Saskatchewan

Government Insurance
2260 11th Avenue
Regina, SK S4P 2N7
Phone: (306) 751-1200
Fax: (306) 359-0867

South Carolina

Department of Public Safety
P.O. Box 1498
Columbia, SC 29216-0027
Phone: (803) 737-6620
Fax: (803) 737-6605

South Dakota

Department of Revenue
Prorate and Commercial Licensing
445 E Capitol Avenue
Pierre, SD 57501-3100
Phone: (605) 773-4111
Fax: (605) 773-4117

Tennessee

Department of Safety
1150 Menzler Road
Nashville, TN 37210
Phone: (615) 253-2295
Fax: (615) 532-7015

Texas

Department of Transportation
Vehicle Titles and Registration Div
4000 Jackson Avenue
Austin, TX 78779-0001
Phone: (512) 465-7570
Fax: (512) 467-5909

Utah

State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
Phone: (801) 297-6800
Toll Free: 888-251-9555
Fax: (801) 297-6899

Vermont

Agency of Transportation
Department of Motor Vehicles
133 State Street
Montpelier, VT 05633-5001
Phone: (802) 828-2657
Fax: (802) 828-3522

Wisconsin

Department of Motor Vehicles
P.O. Box 7911
Madison, WI 537007
Fax: (608) 267-0220
Phone: (608) 266-9900

Virginia

Department of Motor Vehicles
2300 West Broad Street
P.O. Box 27412
Richmond, VA 23269-0001
Phone: (866) 878-2582
Fax: (804) 367-1073

Washington

Department of Licensing
Prorate and Fuel Tax Services
P.O. Box 9048
Olympia, WA 98507-9048
Phone: (360) 664-1858
Fax: (360) 586-5905

West Virginia

Division of Motor Vehicles
1800 Kanawha Boulevard, East
Bldg. 3, Room 138
Charleston, WV 25317
Phone: (304) 558-3629
Fax: (304) 558-3735

Wyoming

Department of Transportation
Motor Vehicle Services
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
Phone: (307) 777-4829
Fax: (307) 777-4772

MOTOR CARRIER CONTACTS

DIVISION OF MOTOR VEHICLES

Public Safety Bldg., 303 Transportation Blvd (Rt. 113), Dover DE 19901
Phone: (302) 744-2502

MOTOR FUEL TAX ADMINISTRATION

International Fuel Tax Agreement (IFTA)

International Registration Plan

Public Safety Bldg., 303 Transportation Blvd (Rt. 113) Dover DE 19901
Phone: (302) 744-2702/2701
In Delaware Only, Phone: (800) 556-4343

HAULING PERMIT SECTION (OVERSIZE/OVERWEIGHT/INTERSTATE PERMITS)

P O Drawer 7065, Dover DE 19903
Automated System (302) 744-2700

U.S DEPARTMENT OF TRANSPORTATION FEDERAL MOTOR CARRIER SAFETY

300 S New St, Rm. 2101 Dover DE 19901
(302) 734-8173

DIVISION OF REVENUE

DEPARTMENT OF FINANCE – LICENSE SECTION

Thomas Collins Bldg (Rt. 13), Dover DE 19901
(302) 739-5251

INTERNAL REVENUE SERVICE

HEAVY HIGHWAY USE TAX DEPT

300 S New St Dover DE 19901
(302) 678-2391

DELAWARE STATE POLICE

TRUCK ENFORCEMENT UNIT/SCALE HOUSE

Rt. 13 Blackbird, DE
Phone (302)378-5230
Headquarters Phone: (302) 739-5937

DNREC/HAZARDOUS MATERIALS

89 Kings Hwy Dover, DE 19901
Phone (302) 739-3689

ALCOHOLIC BEVERAGE CONTROL COMMISSION

Carvel State Office Bldg., 3rd Fl. Wilmington, DE 19801
Phone (302) 577-5201

DEFINITIONS

The following are terms that will be utilized within the IRP manual. These definitions will assist in explaining the terms.

Allocated Vehicle – a vehicle to which a particular jurisdiction’s base registration plate or apportioned registration plate is attached upon payment of this jurisdiction’s full base registration fee. A portion of each fleet of one-way vehicles is *allocated* to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Applicant – the person, firm, or corporation whose uniform application is filed with a base jurisdiction to apportion a fleet vehicles.

Apportionable Fee – any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

Apportionable Vehicle – any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick-up and delivery vehicles, buses used in transportation of chartered parties, and government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- is a power unit having three or more axles, regardless of weight; or
- is used in combination, when the weight of such combination exceeds 26,000 pounds.

Auxiliary Axle – an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Sometimes called “Converter Gear” or “Dolly”)

Axle – an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the **IRP**, an “axle” is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called “dummy”, “drag”, “tag”, or “pusher”, type axle.

Base Jurisdiction – for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available.

Base Plate – the plate issued by the Base Jurisdiction for a vehicle of an apportioned fleet, which identifies the vehicle.

Cab Card – the registration card, which is kept in the vehicle. This card lists the jurisdictions and weights for a specific apportionable vehicle.

Chartered Party – a group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier’s tariff, lawfully on file with the Interstate Commerce Commission, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

Combination of Vehicles – a power unit used in combination with trailers and/or semi-trailers.

Commercial Vehicle – vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property.

Commissioner/Director – the jurisdiction official in charge of the registration of vehicles.

Converter Gear – an auxiliary and undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Sometimes called “Auxiliary Axle” or “Dolly”)

Established Place of Business – a physical structure owned, leased, or rented by the fleet registrant, the location of which is designated by street number or road location, and which is open during normal business hours; and in which are located:

- a telephone or telephones publicly listed in the name of the fleet registrant,
- a person or persons conducting the fleet registrant’s business, and,
- the operational records of the fleet or where such records can be made available.

Fleet – one or more apportionable vehicles.

Fleet Distance (Miles) - mileage generated by motor vehicle power units, which were a part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought.

Gross Vehicle Weight – the number of pounds derived by adding the weights on all the axles of a commercial vehicle.

Hunter Permit – a permit issued to owner-operators to allow the movement of an unloaded vehicle that does not have a current registration.

Interstate Operations – vehicle movement between or through two or more jurisdictions.

Intrastate Operations - vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

IRP – the abbreviation for the reciprocal agreement, the International Registration Plan.

I.V.D.R. – Individual Vehicle Distance Record, which is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant’s application for accuracy.

Jurisdiction – a state, territory or possession of the United States, the District of Columbia, or a state or province of a country.

Lease – a written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time. (See “Trip Lease”)

Lessee – a person, firm or corporation, which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor – a person, firm or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

Miles/Distance

- **In-Jurisdiction Miles** – the total number of miles/kilometers operated by a fleet of proportionally registered vehicles in a jurisdiction during the preceding year. In those cases, where the registrant operated a fleet of proportionally registered vehicles in jurisdictions that require no apportionment and grant reciprocity the base jurisdiction may add such miles to the in-jurisdiction miles.
- **Total Distance** – the total number of miles/kilometers operated by a fleet of proportionally registered vehicles in all jurisdictions during the preceding year.

Motor Carrier – an individual, partnership, or corporation engaged in the transportation of goods or persons.

- **Common Carrier** – any motor carrier that holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.
- **Contract Carrier** – any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.
- **Household Goods Carrier** – Carriers handling (1) personal effects and property used or to be used in a dwelling; (2) furniture, fixture, equipment, and the property of stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods; and shall include owned or leased equipment and their entire service representative family.
- **Private Carrier** – a person, firm or corporation that utilizes its own trucks to transport its own freight.

Motor Vehicle – every vehicle which is self-propelled by power other than muscular power.

- **Bus (BS)** – a motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons.

- **Tractor (TR)** – every motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.
- **Truck (TK)** – every motor vehicle designed, and used or maintained primarily for the transportation of property.
- **Truck Tractor (TT)** – every motor vehicle designed and used primarily for drawing other vehicles but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.
- **Full Trailer (FT)** – every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.
- **Semi-Trailer (ST)** – every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.
- **Utility Trailer (UT)** – any full trailer or semi-trailer constructed solely for the purpose of carrying property and not to exceed 6,000 pounds Declared Gross Vehicle Weight.

Operational Records – documents supporting miles traveled in each jurisdiction and total miles traveled such as fuel reports, trip sheets and logs.

Owner Operator – an equipment lessor who leases his vehicular equipment with driver to a carrier.

Pool Fleet – a fleet of rental company trailers and semi-trailers having a gross weight in excess of 6,000-pounds/2,722 kg, and used solely in pool operation, with no permanent base.

Preceding Year – the period of twelve consecutive months immediately prior to July 1 of the year immediately preceding the commencement of the registration for which proportional registration is sought.

Proportional Registration – the registration of fleets of apportionable vehicles “in proportion to” the number of miles traveled by a fleet in the preceding year.

Reciprocity – that an apportionable vehicle properly registered there under shall be exempt further registration by any other member jurisdiction.

Reciprocity Agreement – an agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of jurisdictions which are parties to such an agreement, arrangement or understanding.

Registration Year – the twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction

FREQUENTLY ASKED QUESTIONS

Q. How will participation in IRP help my trucking operations?

A. Reciprocity agreements historically have restricted your operations in other states to interstate commerce leaving you with the burden of purchasing a full fee plate in each state in which your vehicle(s) must conduct intrastate operations. Under the IRP your apportioned vehicles may conduct both interstate and intrastate operations.

Q. Will participation in IRP cost my company more money?

A. If your interstate operations have been conducted in the past under pure reciprocity agreement, the answer will depend on the relationship of your base state's fees to those of other IRP states in which you conduct operations. If your base state has a low fee structure and the other states have a relatively higher fee structure, IRP participation will result in higher registration costs.

Q. When a state joins IRP, does the Plan supersede the former agreement(s)?

A. Yes. However, the IRP does not supersede other state's requirements such as fuel decals or oversize/overweight permits, or operating authority granted from a state's regulatory commission.

Q. What is the minimum number of vehicles that may be apportioned in a fleet?

A. The IRP defines "fleet" as one or more apportioned vehicles, allowing for single-vehicle fleet apportionment.

Q. How are special-purpose registered vehicles such as farm vehicles treated under IRP?

A. Under the provisions of the Plan, restricted plate vehicles such as those restricted in the commodities they can transport or in the area they may serve are not apportioned vehicles and hence, are treated under other agreements between jurisdictions.

Q. Must I register my equipment in all IRP states at the same gross vehicles weight?

A. No. Your gross weight as shown both on your application and cab card may vary from state to state. Enforcement personnel, however, may issue a citation to your vehicle if found operating in any IRP state at a weight exceeding that for which it is registered. Delaware may require supporting documentation for any vehicle if the highest and lowest weights requested for jurisdictions registering by gross vehicle weight vary by ten (10) percent or more and may reject or deny registration for those vehicles if the variance does not reflect actual operating practice.

Q. Are there any special problems in IRP that might be encountered in securing overweight and/or dimensional special permits?

A. No, although most states require a unit to be registered for the maximum allowable weight before issuing a special permit.

Q. On the occasion of my first apportioned registration under the Plan, what mileage figures should I use if I have little or no data?

A. If you have any mileage data on prior operations, this information should be the basis for apportioning your registrations fees. If you have no data, you may estimate your miles in each jurisdiction but that estimate is subject to review and adjustment by your base jurisdiction administrator. Estimates should be made as accurately as possible.

Q. If I anticipate operating in a state during the next registration year that I did not operate in during the current year, how do I get these states on my cab card?

A. List the added jurisdictions and weight when you renew your IRP credentials, using estimated miles.

Q. If I anticipate operating in states not listed on my current cab card(s) how do I add these states during the current registration year?

A. Complete a supplemental IRP application form adding the new jurisdictions and weights, using estimated miles.

Q. How do I add or delete vehicles or transfer registration in my fleet during a registration year?

A. These changes are accomplished by submitting supplemental applications.

Q. Can I renew for 1 year or 6 months?

A. In the IRP, you are required to renew for 12 months. However, you can select your initial (first year) registration term to be anywhere from 3 to 18 months. This will allow you some flexibility in establishing your annual expiration/renewal date.

Q. Can my IRP registration fees change from year to year?

A. Yes, typically they will change every year. The IRP fees will change based on changes in the number of miles traveled in each jurisdiction, any changes in the registration weight, or if the jurisdictions change fee structures.