

International Registration Plan (IRP) New Account Check List

To obtain IRP plates for the first time, email the required documents listed below to IRP.DMC@ky.gov for approval.

1. IRP SCHEDULE TC 95-303C: Kentucky IRP Apportioned Registration Application-Schedule C

2. IRP SCHEDULE TC 95-303B: Kentucky IRP Apportioned Registration Application-Schedule B

Note: If previously licensed in another jurisdiction, applicants must report actual distance and provide a copy of the previous registration for each vehicle being registered.

3. PROOF OF RESIDENCY/ESTABLISHED PLACE OF BUSINESS - Applicants may elect Kentucky as the base jurisdiction for their residency/business if they meet the following requirements:

- Established place of business* is in Kentucky;
- Fleet accrues distance in Kentucky; and
- Fleet records are maintained in Kentucky or can be made available

*Established Place of Business means a physical structure located in Kentucky that is owned/leased by the applicant/registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant/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).

To provide proof of residency, the applicant must provide **three (3)** of the following:

- For individuals- Driver license/Real ID or CDL license issued by KY
For corporations- Proof of incorporation or registration to conduct business as a foreign corporation in KY (Articles of Incorporation)
Note: Principal Owner of Company/Account must provide copy of valid KY driver license
- Copy of federal or state income tax return indicating a Kentucky address
- Mortgage Statement (must be less than 60 days old)
- Current utility bill in the applicant's name with a Kentucky address (must be less than 60 Day old)
- Current Kentucky Certificate of Title (apportion certificate)
- Current bank statement (less than 60 days old; no checks).

4. POWER OF ATTORNEY – If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney and a copy of the owner's driver license is required.

5. FOR "REGISTRANT ONLY" APPLICANTS – When the registrant does not have their own USDOT and/or Motor Carrier authority, a USDOT Lease Agreement must be provided by using Kentucky's IRP Apportioned Operational Lease Agreement TC 95-641.

6. STAMPED OR WATERMARKED FORM (HVUT 2290) – The stamp or watermark, or a cancelled check (front and back), is considered proof of payment.

- 2290 HVUT is required for commercial vehicles that have been owned for 60 days or more from the purchase date and have a combined gross weight of 55,000 lbs or above
- 2290 HVUT are required to be carried in each vehicle and must include proof of payment (stamp or watermark, or front and back of cancelled check)

Registration and payment can be filed electronically with the Internal Revenue Service at www.IRS.ky.gov.

NOTE: Failure to provide the required documentation listed in the International Registration Plan (IRP) New Account Checklist **prior** to filing an application for registering a new vehicle through the IRP will result in delayed processing and rejection.

- Applications are processed in the order received
- First-time IRP applications may take 10-14 days to process
- IRP resources can be found online at:
<https://drive.ky.gov/motor-carriers/Pages/International-Registration-Plan.aspx>
- All Motor Carrier forms can be found online at:
[https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-\(TC-95\).aspx](https://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library-(TC-95).aspx)

Other credentials (such as KYU, IFTA, or UCR) may be applicable. Visit Drive.ky.gov for more information.