



DEPARTMENT OF REVENUE AND REGULATION

An Introduction to the International  
Registration Plan and Prorate Licensing



To obtain an IRP/Prorate License, request an application packet from the Office of Prorate and Commercial Licensing at the address listed below.

South Dakota Department of Revenue & Regulation  
Prorate and Commercial Licensing  
445 East Capitol Avenue  
Pierre, SD 57501-3185  
(605) 773-4111

*State (SDCL 20-13) and federal (Title VI) of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 laws require that the Department of Revenue & Regulation provide services to all persons without regard to race, color, creed, religion, sex, disability, ancestry or national origin.*

## Introduction

If you use a vehicle to transport any items for business purposes of 500 pounds or more, that vehicle must be commercially licensed. Some vehicles are exempt from commercial licensing under SDCL 32-9. Contact the Office of Prorate and Commercial Licensing for further information on commercially exempt vehicles. If your vehicle travels only in South Dakota, you need to obtain an in-state commercial license from your county treasurer's office. However, if you use that vehicle outside South Dakota, you must either have a trip permit or have an IRP license (also referred to as a prorate license). These licenses are issued only by the Office of Prorate and Commercial Licensing, a section of the Department of Revenue and Regulation's Division of Motor Vehicles.

- **The International Registration Plan**

Purchasing a prorate license in South Dakota licenses your vehicle in all states and Canadian provinces participating in the International Registration Plan (IRP) in which you choose to travel. The member jurisdictions include:

Alabama	Manitoba	Oklahoma
Alberta	Maryland	Ontario
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
British Columbia	Minnesota	Quebec
California	Mississippi	Rhode Island
Colorado	Missouri	Saskatchewan
Connecticut	Montana	South Carolina
Delaware	Nebraska	South Dakota
District of Columbia	Nevada	Tennessee
Florida	New Foundland & Labrador	Texas
Georgia	New Brunswick	Utah
Idaho	New Hampshire	Vermont
Illinois	New Jersey	Virginia
Indiana	New Mexico	Washington
Iowa	New York	West Virginia
Kansas	Nova Scotia	Wisconsin
Kentucky	North Carolina	Wyoming
Louisiana	North Dakota	
Maine	Ohio	

### The Prorate License

- **License Cost**

The cost of prorate license depends on two factors: the fee schedule in each jurisdiction in which your vehicles travel and the percent of miles traveled in each jurisdiction of the total miles that your vehicles travel. Fees, which vary from jurisdiction to jurisdiction, are typically based on:

- ⇒ The weight of a vehicle;
- ⇒ Its model year;
- ⇒ Its value;
- ⇒ Some combination of weight, model year, and value

The cost of a license also depends on the percentage of miles traveled in each jurisdiction by each vehicle. For instance, if 60 percent of the miles a vehicle travels are in South Dakota and the remaining 40 percent in Minnesota, 60 percent of the prorate license cost will be based on South Dakota's fee schedule and the remaining 40 percent on Minnesota's fee schedule. South Dakota also collects excise tax on most vehicles where title is being transferred. The tax rate is 3%; however, on a prorate licensed vehicle, the tax is also based on the percentage of miles for South Dakota.

- **Federal Heavy Vehicle Use Tax**

All states are required to verify that the Federal Heavy Vehicle Use Tax (required on vehicles licensed at 55,000 pounds or greater) has been paid/filed before the state licenses a vehicle. In order for South Dakota to verify that this tax has been paid, you must provide the state with a copy of your processed IRS Form 2290, Schedule 1 or an unprocessed copy accompanied by photocopies of your tax payment.

- **US DOT Number – MCS 150**

All applications for IRP licensing must report the US DOT number of the Registrant (the business or individual that the prorate account is being issued to) and the US DOT number of the Carrier (the business or individual responsible for the safety of the vehicle). In most cases, the Registrant and the Carrier are one and the same.

- **New Entrant Program - MCS 150A**

Any new carrier applying for a US DOT number must complete a MCS-150A.

### **Licensing and Vehicle Titles**

All South Dakota based prorate licensed vehicles must have a South Dakota title or an interstate title. If your vehicle is not yet titled in your name, you must include the following documents in your application for a prorate license:

- ⇒ A completed application for the International Registration Plan;
- ⇒ A completed application for South Dakota Motor Vehicle Title (MV-608);

If it is a new vehicle, include:

- ⇒ A Manufacturer's Certificate of Origin (MCO);
- ⇒ A copy of the purchase invoice, purchase order or sales contract indicating the selling price along with any vehicle trade-in;

If it is a used vehicle, include:

- ⇒ A properly assigned title free of all prior liens;
- ⇒ A copy of the purchase order or sales contract, or bill of sale.

If the vehicle is owned by an out of state owner operator leasing to you and the vehicle is titled in another state, a "non-negotiable" interstate title may be applied for. This interstate title allows the owner to retain the out of state title, yet license in the state of South Dakota. In applying for this title, you must include:

- ⇒ A completed application for the International Registration Plan;
- ⇒ A completed application for South Dakota Motor Vehicle Title (MV-608);
- ⇒ A photocopy of the vehicle's out-of-state title;
- ⇒ A General-Purpose Affidavit form with the Interstate Affidavit section completed.

- **Steps in the Licensing Process**

The licensing process for a new applicant is composed of the following steps:

- **Complete the application for the International Registration Plan and attach the following forms:**

- ⇒ **Agreement to Maintain Records;**
- ⇒ **Ownership Information Form;**
- ⇒ **MCS 150 Form (US DOT Number application) & MCS 150A (if applicable)**
- ⇒ **Power of Attorney ( if applicable);**
- ⇒ **Estimated Mileage Justification Form (Schedule G) if the carrier is estimating their own mileage and not using the department's estimated mileage schedule;**
- ⇒ **Proof of Residency: Copy of a phone bill in registrant's name for the address listed, proof of insurance on the real estate property, and proof of payment of real estate taxes on the described property, or if rented, a copy of the property's rental contract.**

Send this material to the Office of Prorate and Commercial Licensing at the address given on the cover page of this document. Send no money at this time unless requesting a temporary clearance (see "Temporary Clearances" below).

- The office will calculate the cost of your license and send you a bill.
- Return the top portion of the bill along with your payment made payable to the South Dakota Department of Revenue & Regulation. **Payments received after 30 days of the billing date in which a temporary clearance has been issued will be assessed a penalty of \$10.00 or 10% of the billing; whichever is greater and interest of 1.5%.** Interest is assessed monthly until payment is received.

- After payment has been received, you will be sent license plates/decals and cab cards covering the vehicles you have licensed. Review these to make sure they are correct. Corrections requested more than 15 days after receipt will be charged \$3.00 per cab card.

- **Temporary Clearances**

If you are a new applicant, you may request an immediate, although temporary, prorated clearance. This temporary clearance allows interstate travel in the same manner as a permanent prorated license but is only valid for a maximum of 45 days or until the end of the current registration year. **Once issued, licensing of each unit commences upon the date of issuance of the temporary or until the end of the licensing period. The temporary cannot be voided once issued and licensing cannot be canceled.** In order to receive a temporary, you must first complete an application for the International Registration Plan (see “Steps in the Licensing Process”). You must then calculate and submit an advanced deposit. To determine this amount, refer to the “\*\*”Tables for Advanced Deposit” located on the last page of this document. Locate the correct age chart for the vehicle you want to license. Follow the column “Gross Weight” downward until you find the weight of the vehicle. In the adjoining column you will find the amount of deposit required for a temporary clearance. The advanced deposit must be submitted with the application and all other required documents. If a change in the vehicle’s title is required, a title application must also be attached to the title application. This proof includes a foreign title, an assigned South Dakota title, or a Manufacturer’s Certification of Origin (MCO).

- **What a Prorate License Does not Do**

A prorated license does not:

1. Exempt a carrier from payment of motor fuel taxes in any state;
2. Exempt a carrier from obtaining operating authority from a state where the apportioned vehicle operates or from the SSR program;
3. Exempt a carrier from any sales tax liability;
4. Exempt a carrier from obtaining a DOT number;
5. Exempt a carrier from the payment or filing of the Federal Heavy Vehicle Use Tax;
6. Permit a carrier to exceed maximum length, height, width, or axle limitations;
7. Permit the violation of bridge laws;
8. Exempt a carrier from obtaining a Commercial Driver’s License.

### **Recordkeeping**

Prorate license holders are required to maintain detailed mileage records. These records include:

- ⇒ Individual Vehicle Mileage Records (IVMR);
- ⇒ A monthly summary;
- ⇒ A yearly summary.

Individual vehicle mileage records must contain the following information:

1. Date(s) of trip;
2. Trip origin and destination;
3. Route of travel, including highway numbers;
4. Total mileage traveled within each jurisdiction;
5. Total trip miles (including all vehicle movement whether loaded, empty, deadhead, or bobtail miles);
6. Unit number or vehicle identification number for power units and trailers;
7. Odometer reading (or hubometer);
8. Driver’s name and signature.

An IVMR must be completed any time a vehicle moves. All vehicles must be accounted for on an IVMR, including miles traveled under trip permits. The monthly summary must show:

- ⇒ Total miles traveled by each vehicle during the month;
- ⇒ Total miles traveled in each state by all vehicles during the month.

The yearly summary must show:

- ⇒ Total miles traveled by each vehicle during the year;
- ⇒ Total miles traveled in each state by all vehicles during the year.

All records must be maintained for a period of four years. You will be required to file an agreement to maintain records on a yearly basis. If you fail to keep adequate records, you may be assessed a penalty or have your license revoked.

### **Audits**

The Department of Revenue & Regulation routinely audits the records of prorated license holders to verify the accuracy of reported mileage. Any license holder who fails to comply with the provisions of the law can be assessed the following penalties:

- ⇒ If the records are found to be inadequate at any time, the license holder will be assessed the full 3 % excise tax on any vehicle that had the tax apportioned during that license period.
- ⇒ If the records are not adequate to allow a satisfactory audit, the license holder will be assessed a penalty of 20% of the South Dakota fees for the year(s) under the audit.
- ⇒ If the records are found to be inadequate in subsequent year, the license holder will be assessed a 100% penalty and his or her prorated license will be revoked.

**\*\*See Reverse Page for the Table of Advanced Deposits**

**TABLES FOR ADVANCED DEPOSITS**

<b>Current Model Year and Four Year Previous Years</b>								
TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT	TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT	TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT
2T	UNDER 4,000	\$ 14.00	23T	44,001-46,000	\$ 128.00	45T	88,001-90,000	\$ 276.00
3T	4,001-6,000	\$ 17.00	24T	46,001-48,000	\$ 135.00	46T	90,001-92,000	\$ 286.00
4T	6,001-8,000	\$ 19.00	25T	48,001-50,000	\$ 142.00	47T	92,001-94,000	\$ 289.00
5T	8,001-10,000	\$ 22.00	26T	50,001-52,000	\$ 148.00	48T	94,001-96,000	\$ 296.00
6T	10,001-12,000	\$ 25.00	27T	52,001-54,000	\$ 155.00	49T	96,001-98,000	\$ 303.00
7T	12,001-14,000	\$ 29.00	28T	54,001-56,000	\$ 162.00	50T	98,001-100,000	\$ 309.00
8T	14,001-16,000	\$ 33.00	29T	56,001-58,000	\$ 168.00	51T	100,001-102,000	\$ 316.00
9T	16,001-18,000	\$ 38.00	30T	58,001-60,000	\$ 175.00	52T	102,001-104,000	\$ 323.00
10T	18,001-20,000	\$ 42.00	31T	60,001-62,000	\$ 182.00	53T	104,001-106,000	\$ 329.00
11T	20,001-22,000	\$ 48.00	32T	62,001-64,000	\$ 188.00	54T	106,001-108,000	\$ 336.00
12T	22,001-24,000	\$ 55.00	33T	64,001-66,000	\$ 195.00	55T	108,001-110,000	\$ 343.00
13T	24,001-26,000	\$ 62.00	34T	66,001-68,000	\$ 202.00	56T	110,001-112,000	\$ 349.00
14T	26,001-28,000	\$ 68.00	35T	68,001-70,000	\$ 208.00	57T	112,001-114,000	\$ 356.00
15T	28,001-30,000	\$ 75.00	36T	70,001-72,000	\$ 215.00	58T	114,001-116,000	\$ 363.00
16T	30,001-32,000	\$ 82.00	37T	72,001-74,000	\$ 222.00	59T	116,001-118,000	\$ 369.00
17T	32,001-34,000	\$ 88.00	38T	74,001-76,000	\$ 228.00	60T	118,001-120,000	\$ 376.00
18T	34,001-36,000	\$ 95.00	39T	76,001-78,000	\$ 235.00	61T	120,001-122,000	\$ 383.00
19T	36,001-38,000	\$ 102.00	40T	78,001-80,000	\$ 243.00	62T	122,001-124,000	\$ 389.00
20T	38,001-40,000	\$ 108.00	41T	80,001-82,000	\$ 249.00	63T	124,001-126,000	\$ 396.00
21T	40,001-42,000	\$ 115.00	42T	82,001-84,000	\$ 256.00	64T	126,001-128,000	\$ 403.00
22T	42,001-44,000	\$ 122.00	43T	84,001-86,000	\$ 263.00	65T	128,001-130,000	\$ 409.00
			44T	86,001-88,000	\$ 269.00			

<b>Older Than Five Model Years</b>								
TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT	TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT	TONNAGE	GROSS WEIGHT	DEPOSIT AMOUNT
2T	UNDER 4,000	\$ 13.00	23T	44,001-46,000	\$ 115.00	45T	88,001-90,000	\$ 249.00
3T	4,001-6,000	\$ 15.00	24T	46,001-48,000	\$ 122.00	46T	90,001-92,000	\$ 255.00
4T	6,001-8,000	\$ 17.00	25T	48,001-50,000	\$ 128.00	47T	92,001-94,000	\$ 261.00
5T	8,001-10,000	\$ 20.00	26T	50,001-52,000	\$ 133.00	48T	94,001-96,000	\$ 267.00
6T	10,001-12,000	\$ 23.00	27T	52,001-54,000	\$ 140.00	49T	96,001-98,000	\$ 273.00
7T	12,001-14,000	\$ 26.00	28T	54,001-56,000	\$ 146.00	50T	98,001-100,000	\$ 279.00
8T	14,001-16,000	\$ 30.00	29T	56,001-58,000	\$ 151.00	51T	100,001-102,000	\$ 285.00
9T	16,001-18,000	\$ 34.00	30T	58,001-60,000	\$ 158.00	52T	102,001-104,000	\$ 291.00
10T	18,001-20,000	\$ 38.00	31T	60,001-62,000	\$ 164.00	53T	104,001-106,000	\$ 297.00
11T	20,001-22,000	\$ 43.00	32T	62,001-64,000	\$ 169.00	54T	106,001-108,000	\$ 303.00
12T	22,001-24,000	\$ 50.00	33T	64,001-66,000	\$ 176.00	55T	108,001-110,000	\$ 309.00
13T	24,001-26,000	\$ 56.00	34T	66,001-68,000	\$ 182.00	56T	110,001-112,000	\$ 315.00
14T	26,001-28,000	\$ 61.00	35T	68,001-70,000	\$ 187.00	57T	112,001-114,000	\$ 321.00
15T	28,001-30,000	\$ 68.00	36T	70,001-72,000	\$ 194.00	58T	114,001-116,000	\$ 327.00
16T	30,001-32,000	\$ 74.00	37T	72,001-74,000	\$ 200.00	59T	116,001-118,000	\$ 333.00
17T	32,001-34,000	\$ 79.00	38T	74,001-76,000	\$ 205.00	60T	118,001-120,000	\$ 339.00
18T	34,001-36,000	\$ 86.00	39T	76,001-78,000	\$ 212.00	61T	120,001-122,000	\$ 345.00
19T	36,001-38,000	\$ 92.00	40T	78,001-80,000	\$ 219.00	62T	122,001-124,000	\$ 351.00
20T	38,001-40,000	\$ 97.00	41T	80,001-82,000	\$ 225.00	63T	124,001-126,000	\$ 357.00
21T	40,001-42,000	\$ 104.00	42T	82,001-84,000	\$ 231.00	64T	126,001-128,000	\$ 363.00
22T	42,001-44,000	\$ 110.00	43T	84,001-86,000	\$ 237.00	65T	128,001-130,000	\$ 369.00
			44T	86,001-88,000	\$ 243.00			