

# IRP FREQUENTLY ASKED QUESTIONS

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## 1) What is IRP?

The International Registration Plan (IRP) is a registration reciprocity agreement between the 59 contiguous United States and Canadian provinces that are members of the plan, which provides apportioned payments of registration fees, based on the total distance operated in participating jurisdictions. An IRP license allows a trucker to obtain a single license plate for operation in any member jurisdiction.

## 2) Do I qualify for IRP?

Apportionable vehicles must be registered under IRP.

The Plan defines an Apportionable vehicle as: any vehicle that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

(i) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or

(ii) has three or more axles, regardless of weight, or

(iii) Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

Exceptions: Recreational vehicles, vehicles displaying restricted plates, or government-owned vehicles.

Optional: Trucks or truck tractors, or combinations of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less.

## 3) How much does an IRP account cost?

The cost of a prorate license depends on two factors: The fee schedule in each jurisdiction in which your vehicles travel; The percent traveled in each jurisdiction of the total distance that your vehicles travel.

Because fees vary widely among jurisdictions, two carriers licensed in the same jurisdictions but differing in the proportion of distance traveled in each jurisdiction could have different licensing costs. For example, assume that vehicles of carrier "A" travel 80 percent of their distance in jurisdictions whose fee schedules are high and

20 percent of their distance in jurisdictions whose fees are low. In contrast, carrier "B's" vehicles travel the same jurisdictions, but 80 percent of their distance is in jurisdictions whose fees are low and only 20 percent are in jurisdictions whose fees are high. If their vehicles are comparable, carrier "A" will pay a higher prorated license fee than will carrier "B."

- Individual jurisdictions may base their fees on:
- The weight of the vehicle;
- Its model year;
- Its value;
- Some combination of weight, model year and value.

Because of these variations, the cost of a prorated license cannot be calculated without information from carriers about the distance their vehicles travel in each jurisdiction as well as specific vehicle information such as the weight, model year and value of their vehicles. This information is collected as part of the licensing process.

#### **4) How do I apply for a South Dakota IRP account?**

Please contact our office or [sdmotorcarrier@state.sd.us](mailto:sdmotorcarrier@state.sd.us) for a new account packet to be mailed or emailed to you. You can also obtain the information on [SDtruckinfo.com](http://SDtruckinfo.com)

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

1. Complete the IRP Application form and Schedule A/E.
2. Attach the following documents:
  - a. Agreement to Maintain Records Form,
  - b. Power of Attorney (only required when another agency or individual is responsible for your licensing)
3. Provide proof of residency as indicated below.
4. If the power units being apportioned are not newly purchased, proof of out-of-operation must be submitted. This is required as some jurisdictions require continuous registration and will charge for 12 months of fees if documentation cannot be supplied proving that the vehicle(s) have not operated.

"Established Place of Business" means a physical structure located within the base jurisdiction that is owned or leased by the applicant or 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 or 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). The applicant or registrant need not have

land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

When filing an application for a new license, it will be necessary for a new applicant to provide the following items in support of this requirement:

- a. Copy of a phone bill in applicant's name for address listed;
- b. Proof of insurance on the real estate property; and
- c. Proof of payment of real estate taxes for current or prior year on the described property; or if rented, a copy of a rental contract for the property.

Send this material to the Office of Prorate and Commercial Licensing at the address listed in this manual. Send no money at this time unless requesting a "Temporary Clearance,"

1. The prorate office will calculate the cost of your license and will send you a billing notice for the amount due.
2. Return the top portion of the billing notice along with your payment, made payable to "South Dakota Department of Revenue." **NOTE:** If the department has ever received a dishonored personal or company check, your payments must be made in certified funds.
3. If you have received a temporary clearance, your bill must be paid within 30 days of the date of the billing or you will be assessed 1.5 percent interest monthly on the unpaid balance. You will also be assessed a penalty of 10 percent of the total fees due or \$10.00, whichever is greater.
4. After your payment is received, you will be sent license plates/decals and cab cards, which you need to review to ensure that they are correct. Requests for corrections made more than 15 days after you receive the cab cards will cost \$3.00 per cab card. If you request us to send your license(s) to a motor carrier service bureau, it will be the bureau's responsibility to forward them to you in a timely manner. You will be billed a mailing fee of \$5.00 per plate for any plates that are mailed, or \$1.00 per decal.

Licenses cannot be issued without a completed application. Please be certain to review your application before submission. Incorrect or incomplete applications will be returned or will delay the licensing process.

### **5) What is a temporary clearance?**

If you have an established account (at least one year of prompt payment and paperwork processing), applications for temporary clearances can be sent via fax or phone-without having to submit an advanced deposit. You will be required to file an advanced deposit for a temporary clearance if you fail to make payments, fail to file paperwork in a timely manner or have additional problems with your account, or you may be denied the privilege of receiving temporaries if your account has had consistent problems or delinquencies. When a temporary clearance is issued, the unit(s) for which the clearance is issued must be apportioned. A supplemental application adding this unit or units must be submitted to the Office of Prorate and Commercial Licensing within 20 days of the issuance of the temporary clearance. Temporary clearances will not be issued in lieu of permanently registering a unit. If you fail to file all paperwork covering any temporary clearance, you may be assessed a \$20.00 penalty. Any application submitted after a temporary clearance has expired will be assessed a \$20.00 penalty, per vehicle.

### **6) When is my IRP renewal due?**

South Dakota offers staggered registration months for IRP renewals. There are 4 different months renewals take place. When your account is set up we will determine which of the renewal months you will have they are February, May, August and November. Once your renewal month is established it will be the same time each year. We will send out a renewal packet to you about 45 days before the renewal is due.

### **7) How do I renew my prorate plates?**

After your first year of licensing, the Division of Motor Vehicles will send you a Renewal Application and Vehicle Information form at least 45 days before the expiration deadline. The Renewal form will list your licensed vehicles and all the pertinent information about those vehicles. You will need to take the following action on the Renewal Form:

1. List the total distance all vehicles traveled in the fleet for each jurisdiction from July 1 through June 30. Total distance includes trip-permitted distance and distance operated on toll roads. Distance also consists of any vehicles that had operated as part of the fleet during that period even if the vehicle(s) are not being renewed.
2. List any registered distance (trip permits in the preceding twelve months), by jurisdiction, on vehicles you are licensing for the first time.
3. Delete any vehicles you do not want licensed and add any additional vehicles.

4. Make any changes in the combined gross weight of your vehicles. The combined gross weight listed will be the weight that all jurisdictions are registered at unless a weight schedule is attached that identifies otherwise.
5. Review the Ownership Information form for any changes in your address, owners, officers or partners and other pertinent information.
6. Review and update the MCS-150 Form, if applicable
7. Review the form for additional changes or errors.

**Your license will NOT be renewed if** your DOT number is out of service, you are delinquent in filing your tax returns or if you owe any taxes, owe on an audit, or have a delinquent IFTA account.

**8) What happens if I file my renewal late?**

In the event your renewal paperwork is not filed on time we cannot guarantee you will have your new decals before expiring. We will do our best to process all the renewals in a timely manner. If you do expire there are **NO** Temporary Permits on Prorate renewals.

**9) What happens if I fail pay my renewal on time?**

If you do not pay your renewal on time the current tags will expire and you will not be able to conduct business until you receive your new registration and tags. Keep in mind there are no temporaries allowed on renewals.

**10) How do I obtain a replacement plate, cab card or decal?**

You can do this by contacting the Prorate office in writing with your request. If you have online access you are able to complete the request on the website. Once the request has been processed you will be able to make a payment and your credentials will be mailed to you.

**11)What do I do if my business changes its name, address, and contact officer, ownership, or ceases operation?**

Any time a change occurs in the name of your account or in the ownership of the business (corporate officers, partners or owners}, a new "Ownership Information Form" must be completed. This form must be completed in its entirety; even if there have been no changes in ownership from what was reported previously. A written statement must also be completed for a change in the business name.

If you have had a change of operation, prior written approval must be received from the division before any carrier will be allowed to use the estimated distance. Send your written request explaining the change to the Office of Prorate and Commercial Licensing.

**12) Who do I need to contact for more information on IRP?**

For more information on IRP contact us at [sdmotorcarrier.state.sd.us](mailto:sdmotorcarrier.state.sd.us)

You can also find more info at

***<http://dor.sd.gov>***

***[www.sdtruckinfo.com](http://www.sdtruckinfo.com)***

***[www.irponline.org](http://www.irponline.org)***