



INTERNATIONAL REGISTRATION PLAN 2019 RENEWAL INSTRUCTIONS

PLEASE DON'T WAIT UNTIL THE EXPIRATION MONTH TO GET STARTED

The Bureau issues renewal notices approximately three months in advance. Due to the high volume of mail handled monthly, registrants are encouraged to start the renewal process as soon as possible. This allows time to collect required documents and ensure everything is in order. **Please note that receiving an invoice early does not mean that payment is immediately due.** However, payment must be posted before new credentials can be processed. Therefore, payment should be made with ample time for tag(s) to be shipped and placed on the vehicle(s) prior to expiration of the current registration.

ELECTRONIC IRP RENEWAL

If you are already an E-File user: We encourage you to renew your IRP registration using our electronic filing system. **This is the fastest option for processing your renewal.** To renew online, sign in at <http://www.flhsmv.gov/html/welcome.html>. Be sure to email all your supporting documents to CVDSefile@flhsmv.gov. Once your transaction is reviewed and approved, you will be notified by email that it is ready for payment.

If you need an E-File account: Complete the E-file Request form ([HSMV 85083](#)) and email it to MCSServicecompanying@flhsmv.gov. Your log in credentials (user ID and password) will be sent separately to your mailing address on file. There may not be time to renew electronically this year, but there are other transactions that can be done online throughout the registration year. See form HSMV 85083 for details.

MANUAL IRP RENEWAL

Your preprinted IRP Renewal Form contains all the vehicle and jurisdiction information that was included on your IRP account at the time the renewal form was printed. Please use this form to confirm or update your account and vehicle information. If you misplace this pre-printed form, you will need to complete a new IRP Application (marked "Renewal"). Be sure to use the current version, dated 12/2017 ([HSMV 85900](#)). Applications with an earlier revision date will not be accepted.

When manually completing your renewal (preprinted form or blank Renewal Application), please type or print neatly using ink. Before you submit for processing, carefully review to ensure you have provided all required information. Applications that are missing information, are not signed by the registrant (signature of service agents are not acceptable), or that lack the required attachments are considered incomplete and cannot be processed. You will receive a letter or email informing you of any additional information needed.

STEP BY STEP RENEWAL PROCESS

1. REVIEW ALL CURRENT INFORMATION (ON YOUR PREPRINTED RENEWAL FORM OR AS DISPLAYED ONLINE) AND CORRECT WHERE NECESSARY

- Verify that all social data (name, address, contact numbers, email, etc.) is correct and current.
- Verify and/or update the US DOT Number and Taxpayer Identification (TIN) Number of the motor carrier responsible for the safety of each vehicle.
- Verify that all vehicle information, including the Gross Vehicle Weight (GVW) for each jurisdiction, is accurate.
- Ensure the total number of axles for both the power unit and trailer has been entered for each Vehicle. The province of Quebec requires axles to be printed on cab cards rather than gross vehicle weight. Since all jurisdictions are printed on your cab card (regardless of whether you

intend to travel in them) if you were to travel to Quebec and your cab card did not reflect the correct number of axles, you would be subject to fines.

- When processing your renewal online, you must verify the weights for each jurisdiction, in each weight group, and make any necessary modifications.

2. DELETE VEHICLES

- Manual Process:** Delete vehicles by marking through the preprinted vehicle information with a red pen.
- Online Process:** Refer to “Renewal After 1-1-2015” of the [E-Filing Quick Reference Guides](#).

3. ADD VEHICLES

- Manual Process:** Add vehicles by completing a new IRP Application ([HSMV 85900](#)) with a revision date of 12/2017 and attaching it to your renewal.
- Online Process:** To add vehicles at the time of IRP registration renewal, you must first complete the online renewal transaction (without adding vehicles). After your renewal is submitted, you can sign in again and complete an “Add Vehicle” transaction.

4. COMPLETE THE MILEAGE SCHEDULE

- Enter actual miles traveled in each jurisdiction for the period of **July 1, 2016 through June 30, 2017**, if your renewal is any month except October. If your renewal month is October, enter actual miles in each jurisdiction for the period of **July 1, 2017 through June 30, 2018 mileage year**.
 - ✓ In accordance with the IRP, you will only be billed for those jurisdictions where actual miles were accrued during the reporting period.
 - ✓ If no actual miles were accrued during the reporting period, you will be billed for all jurisdictions based on Florida’s Average Per Vehicle (APV) distance chart. The mileage reflected on the APV distance chart is the average distance accrued by all Florida registrants in each jurisdiction.
 - ✓ In accordance with IRP, all jurisdictions are listed on cab cards regardless of prior year distance.

5. GATHER THE DOCUMENTATION REQUIRED TO SUPPORT YOUR RENEWAL

Proof of Address for New Physical Location (if applicable)

If you are changing your physical location, you must provide three proofs of the new address. All documents **must** be in the name of the registrant and display the new physical location address.

Established Place of Business in Florida

- ✓ **Required:** Copy of a current document showing the business employs at least one individual. For example, a payroll tax withholding account statement (issued by bank within last 90 days); an employee pay stub (issued within last 90 days); or the W-2 form the business sent to the IRS for the last tax year. Document must also include the business FEIN. **In addition, any two of the following:**
- ✓ Copy of a document issued by the Florida Department of State/Division of Corporations, showing registrant’s business is an active Florida corporation, limited liability company, etc.; registrant is principal owner of an active Florida corporation, limited liability company, etc.; or registrant’s carrier company is currently registered to conduct business as a foreign corporation in Florida.
- ✓ Receipt issued by FL Dept. of Revenue for filing/paying corporate taxes in most current tax year.

- ✓ Active business or occupational license issued by a Florida municipality or county.
- ✓ Property tax assessment issued to the business for the most current tax quarter or year.
- ✓ Utility bill issued to the business within the last 90 days.
- ✓ Bank statement issued to the business within the last 90 days.

If you do not have an Established Place of Business in Florida (as defined by IRP), you must demonstrate Florida residency by submitting any three of the following forms of proof:

Residence in Florida

- ✓ The registrant’s Florida driver’s license (unexpired).
- ✓ Receipt issued by the IRS for filing/paying personal income taxes in the most current tax year.
- ✓ Bank statement issued to the registrant within last 90 days.
- ✓ Utility bill issued to the registrant within the last 90 days.
- ✓ Real estate or property tax bill issued to the registrant in the most current tax year.
- ✓ The registrant’s Florida vehicle title or Florida vehicle registration for a currently owned vehicle.

Proof of ownership

You must submit proof of ownership for any newly added vehicle, or for any existing vehicle on your pre-printed renewal that does not indicate a current Florida title number.

If the vehicle is not titled in Florida, you must submit one of the following:

- ✓ A letter, on the lien holder’s letterhead, stating there is an outstanding lien on the vehicle. The year, make and vehicle identification number (VIN) of the vehicle must also be included in the letter. You must also submit a copy of the front and back of the out-of-state title that shows the lien information, unless the out-of-state title is electronic. In this case, the letter from the lienholder must state that fact; or
- ✓ A copy of the front and back of the out-of-state title and a current lease for the vehicle from the out-of-state titled owner.

Proof of insurance

All proofs of insurance must include:

- ✓ Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes; **and**
- ✓ The following minimum levels of combined bodily liability insurance and property damage liability insurance:
 - Vehicles registered “For Hire” – minimum \$750,000
 - Buses with seating capacity less than 16 - \$1,500,000
 - Buses with seating capacity of 16 or more – \$5,000,000
 - Vehicles registered as “Private” with a Gross Vehicle Weight of:
 - 26,000 to 34,999 ----- \$ 50,000 per occurrence
 - 35,000 to 43,999 ----- \$ 100,000 per occurrence
 - 44,000 and over ----- \$ 300,000 per occurrence
- ✓ Insurers are required to provide notice of cancellation to the Department at the same time the notice is provided to the insured pursuant to s. 627.7281. The Department will suspend the registration, on the expiration date noted in the cancellation notice received from the insurer, of any motor carrier who operates a commercial motor vehicle registered in Florida, without having in full force, liability insurance, a surety bond or valid self-insurance certificate.

Proof of Lease Arrangement (if applicable)

If the insurance is in the name of the company you are leased to, **a copy of your lease agreement** must be provided, along with **documentation indicating your vehicle is covered** by the policy:

- ✓ If a Certificate of Insurance is submitted as proof, the Department of Highway Safety and Motor Vehicles must be listed as the certificate holder.
- ✓ Bob-tail or Non-Trucking Insurance are not acceptable proofs of insurance.

Proof of payment of Federal Heavy Vehicle Use Tax

For vehicles registered at 55,000 lbs. or greater, you must provide one of the following acceptable proofs of payment of Heavy Vehicle Use Tax (HVUT):

- ✓ A legible copy of Form 2290, Schedule 1, **stamped received** by IRS;
- ✓ A copy of Form 2290, Schedule 1, not stamped received, and a copy of the cancelled check (front and back) showing payment was made to the IRS; **OR**
- ✓ The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

Record Keeping Agreement Form

All registrants are required to have an updated Record Keeping Agreement ([HSMV 85017](#)) on file, with the notarized signature of the registrant or an authorized officer of the company. If you have not yet submitted the current form (Revised 10-15-2017), it will be required before your renewal can be processed.

6. Sign and Date Your Renewal Application (For Manual Process Only)

- The full signature of the registrant or company officer is required (no initials or abbreviations).

Note: signature of authorized agents is not accepted. Print name legibly under the signature.

- ✓ If you are signing as an officer of a company, you must include your title.
- ✓ If you would like to receive correspondence related to your account via email, please provide your current email address in the space provided on your renewal.

7. Submit Your Renewal Application

- Online Process:** If you file your renewal electronically via the Internet, follow the online instructions under "Renewal After 1-1-2015" of the [E-Filing Quick Reference Guides](#). You must also email all supporting documents to CVDSefile@flhsmv.gov.

- Manual Process:** You must mail your entire renewal application package (application and supporting documents) to:

Department of Highway Safety and Motor Vehicles, Division of Motorist Services,
Bureau of Commercial Vehicle and Driver Services, Mail Stop 62
2900 Apalachee Parkway
Tallahassee, Florida 32399-0626

QUESTIONS?

Contact the IRP Call Center at 850-617-3711