



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Texas International Registration Plan New Carrier Information Booklet

Revised September 2023

Texas Department of Motor Vehicles
Motor Carrier Division
Commercial Fleet Services Section
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Purpose

This booklet has been prepared by the Texas Department of Motor Vehicles (TxDMV) as a guide to assist Texas' Interstate Operators with obtaining Apportioned Registration under the provisions of the International Registration Plan (IRP or the Plan). The Plan is an agreement providing for registration reciprocity among Member Jurisdictions. The Plan allows commercial vehicles engaged in interstate operations to obtain registration privileges in two or more Member Jurisdictions (United States and Canadian Provinces).

What is Apportioned Registration?

Under this agreement, commercial carriers only pay a proportionate, or "Apportioned," amount to each Jurisdiction in which they operate. The Plan provides for payment of apportioned fees based on the proportion of total distance operated in all Jurisdictions by the vehicle (or fleet of vehicles). The fees that are charged are based on the distances traveled in each Jurisdiction relative to the total distance traveled.

This allows the carrier to operate more efficiently without obtaining registration from each individual Jurisdiction. The fee calculations are explained in more detail on page 9 under Apportioned Fees.

The unique feature of the Plan is that even though Apportioned Fees are paid to the various Jurisdictions in which the vehicles are operated, the only plate and Cab Card issued for each vehicle are those issued by the Base Jurisdiction.

Additional questions should be directed to the TxDMV Motor Carrier Division (MCD) at (800) 299-1700, options 5-1, or any of the TxDMV Regional Service Centers (RSC). Contact information for the nearest RSC can be found in Appendix A.

Who May Obtain Apportioned Registration?

An Apportioned Vehicle is any commercial vehicle used or intended for use in two or more Member Jurisdictions 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 11,794 kilograms; or
- a power unit having three or more axles, regardless of weight; or
- used in combination, when the weight of such combination exceeds 26,000 pounds or 11,794 kilograms gross vehicle weight.

There are several types of vehicles that do not require Apportioned Registration. Some of these vehicles may be Apportioned at the option of the Registrant. Examples include:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds (or 11,794 kilograms) or less;
- recreational vehicles;
- vehicles displaying restricted use plates;
- city pick-up and delivery vehicles;
- antique or historical vehicles; and,
- government-owned vehicles.

The expiration month for new registrations will be the end of the month before the registration was purchased. For example, if the registration was purchased in April, the expiration will be the following March 31st. The registration year is a twelve-month period.

Where Do I Obtain Apportioned Registration?

All new account applications under Section 305 of the Plan must be processed at an RSC (see Appendix A). In special circumstances, The RSC may submit Section 305 applications to the MCD in Austin.

Once the account is established, you may make changes to and renew your registration in several ways, including:

- Online – 24/7 through TxIRP at <https://irp.txdmv.gov/>
- In person – At one of the 16 RSCs (see Appendix A)
- By mail – ONLY renewal and supplemental applications (do not send payment) to:

Texas Department of Motor Vehicles
Motor Carrier Division
P.O. BOX 26440
Austin, Texas 78755-0440

For processing inquiries, please call (800) 299-1700, options 5-1: Monday, Tuesday, and Thursdays between 7:30 a.m. and 4:30 p.m., Wednesdays between 9:00 a.m. and 4:30 p.m. (Central Time). RSC hours are 8:00 a.m. to 5:00 p.m. (local times), Monday through Friday. Offices are closed weekends and official state holidays. However, the TxIRP online services are available 24/7.

What Do I Need to Obtain Apportioned Registration under Section 305 of the Plan?

There are several documents that must be provided at initial account setup and at renewal. The items needed for both new accounts and renewals are outlined below. Each requirement is discussed in more detail later in this booklet.

For **initial account setup** for Apportioned Registration under Section 305, you will need to provide evidence of:

- Texas residency (see Form MCD-359, Texas IRP Apportioned Registration New Applicant Checklist for Section 305 Applications for acceptable proof);
- Established Place of Business in Texas;
- Ownership of each vehicle to be registered under the account;
- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- TxDMV requires the IRP applicant to provide a copy of the applicant's receipt under Unified Carrier Registration (UCR) to prove the applicant is currently registered under UCR, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Taxpayer Identification Number (Tax ID) for the Apportioned Registrant and the USDOT Number and Tax ID for the Carrier Responsible for Safety (CRFS) (if applicable);

And Include

- Texas IRP Apportioned Registration Application, Form MCD-356 (Schedules A and B);
- Texas IRP Cab Card Weight Schedule, Form MCD-357;
- Acceptable Distance Records for Audit, Form MCD-467; and
- Valid Lease (if applicable).

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For **renewals** and **changes** to your registration credentials under Section 305, you will need to provide the following evidence:

- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- TxDMV requires the IRP applicant to provide a copy of the applicant's receipt under Unified Carrier Registration (UCR) to prove the applicant is currently registered under UCR, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Tax ID for the Apportioned Registrant and the USDOT Number and Tax ID for the Carrier Responsible for Safety (CRFS) (if applicable);

And Include

- Texas IRP Apportioned Registration Application, Form MCD-356 (Schedules A and B);
- Texas IRP Cab Card Weight Schedule, Form MCD-357;
- Texas IRP Acceptable Distance Records for Audit, Form MCD-467;
- Apportioned Registration New Applicant Checklist for Section 305 Applications, Form MCD-359; and
- Valid Lease (if applicable).

Selection of Texas as Base Jurisdiction under Section 305

An Applicant may elect Texas as its Base Jurisdiction if the following requirements are met:

- if the Applicant has an Established Place of Business in Texas;
- if the Applicant's fleet accrues distance in Texas; and
- if records of the fleet are maintained in Texas or can be made available.

To establish a Texas Apportioned Registration account, an Applicant ***must at least provide three of the following items*** to establish residency or an Established Place of Business:

- if the Applicant is an individual, that his or her driver's license is issued by Texas;
- if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Texas;
- if the Applicant is a corporation, that the principal owner is a resident of Texas;
- that the Applicant's federal income tax returns have been filed from an address in Texas;
- that the Applicant has paid personal income taxes to Texas (Not Applicable);
- that the Applicant has paid real estate or personal property taxes to Texas;
- that the Applicant receives utility bills in Texas in its name;
- that the Applicant has a vehicle titled in Texas in its name; or
- that other factors clearly evidence the Applicant's legal residence in Texas.

NOTE: All documents submitted from the above list must reference the same physical address. See Form MCD-359, Appendix H, for New Applicant Checklist for Section 305 Applications.

Established Place of Business under Section 305

The International Registration Plan defines an Established Place of Business as:

"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

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inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. 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 1035). 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.

Proof of Vehicle Ownership

You must provide a valid Texas Title or Texas Registration Purposes Only receipt for each vehicle you wish to register under your apportioned account. No out-of-state titles are accepted. If you have recently applied for a Texas Title, acceptable proof will be the Title Application Receipt (Form RTS-500) from the county tax assessor-collector's office. Owners of out-of-state vehicles may apply for a Registration Purposes Only by submitting the following documentation to their local county tax office or an RSC:

- Properly completed Application for Texas Title and/or Registration (Form 130-U) with the "Registration Purposes Only" option marked;
- Acceptable form of identification;
- Copy of a Title, Title Receipt, or Registration Receipt from the Jurisdiction where the vehicle was last titled or registered;
- Texas Vehicle Inspection Report if the vehicle is subject to a Texas vehicle safety inspection. If the vehicle is not subject to a Texas vehicle safety inspection, the Applicant must provide a vehicle identification number certification (Form VTR-270 or Form VTR-68-A);
- Weight certificate verifying the empty weight for any vehicle in excess of 10,000 pounds; and
- Appropriate fees made payable to your local county tax assessor-collector

Texas IRP Apportioned Registration Application, MCD-356 (Schedules A and B)

Form MCD-356, often referred to as Schedule A and B, is used to gather the vehicle and Jurisdiction information needed to prepare the registration credentials.

Included on Form MCD-356 will be a question pertaining to the safety responsibility of the vehicle. Since Texas is a participating Jurisdiction in the Performance Registration Information System Management program, (PRISM, see page 9 for details), you will need to list the Carrier Responsible for Safety (CRFS), USDOT Number, and Taxpayer ID Number. This number will belong to the company that you are currently leased to. If you are not under a lease or contract, this number will be the Registrant's USDOT Number and Tax ID. A sample is included see Appendix E

Schedule A

The Schedule A is used to compile vehicle information for your application. Each vehicle to be operated with Apportioned Registration must be listed on this form. A vehicle should not be listed on the application if:

- it will not operate in two or more Member Jurisdictions;
- it is not Titled in Texas or does not have a Texas RPO (Registration Purposes Only);
- the Federal Heavy Vehicle Use Tax (Form 2290) has not been paid (if applicable); and
- proof of financial responsibility (liability insurance) cannot be provided

You will need to provide the following vehicle information to complete the Schedule A:

- Unit Number;
- Year and Make;
- Number of Axles;
- Total Number of Axles (including trailer);

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- Unladen Weight;
- Type i.e., Truck Tractor (TT), Truck (TK) or Bus (BS);
- Fuel Type (gasoline, diesel, etc.);
- Desired gross weight (total weight for the power unit and trailer);
- Purchase Price;
- Factory Price;
- Purchase Date;
- Texas Title Information (Vehicle Identification Number, Document Number, and Current Owner Name); and
- Carrier Responsible for Safety (USDOT Number, Tax ID Number, and indicate if the lease agreement will expire during the registration period).

Schedule B

If a unit previously had Apportioned Registration during the previous 18 months, you must use those distances on your initial Texas IRP Apportioned Registration Application (Form MCD-356). On the initial application use the Texas IRP Average Per Vehicle Distance Chart 2021 & 2022 for each Jurisdiction.

The Texas IRP Average Per Vehicle Distance Chart 2021 & 2022 (Form MCD_APVD_2021_2022) is available online at www.TxDMV.gov under Forms.

For Renewal Applications enter only the actual distance traveled in each Jurisdiction.

If no actual distance was accrued during the reporting period; the Texas IRP Average Per Vehicle Distance Chart 2021 & 2022 must be used. Upon submission of the next renewal, you will be required to provide documentation of intent to travel interJurisdictionally.

Texas International Registration Plan Cab Card Weight Schedule, MCD-357

Form MCD-357 may be completed by all Texas-based carriers who wish to adjust operating weights in a particular Jurisdiction.

In conjunction with an Texas IRP Apportioned Registration Application (Form MCD-356), you only need to complete this form if you are making changes to the registered weights of vehicles already in the fleet. List the total combined gross weight of the power units or combination of vehicles (power units only). You may also be required to submit a business plan outlining future operations to adjust Jurisdiction weights. See Appendix F for a sample of this form.

Acceptable Distance Records for Audit, MCD-467

When establishing an Apportioned Registration Account and at time of renewal, you are required to submit a completed Form MCD-467 certifying that you are aware of the record keeping requirements of IRP. These requirements are discussed in detail on page 10 under "What Else Do I Need to do to be Compliant?". See Appendix G for a sample of this form.

Heavy Vehicle Use Tax (HVUT)

Due to federal law, proof of payment of the HVUT is required when licensing vehicles with a gross weight of 55,000 pounds (24,948 kg.) or more. Proof of payment for new or used units being Titled and registered in Texas is required within sixty (60) days of the date shown on the Title assignment.

Acceptable proof of payment is a copy of a receipt for Internal Revenue Service (IRS) Schedule 1 (Form 2290) for the applicable tax period of July 1 through June 30. Electronic filing is required for each return reporting 25 or more vehicles that you file during the tax period. However, you are encouraged to file electronically regardless of the number of vehicles being reported. Once your return is accepted by the IRS, your e-file Schedule 1 can be available within minutes. Questions regarding this tax should be

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directed to the IRS at (800) 829-1040 or to a local IRS office. Visit www.irs.gov for more information.

Proof of Financial Responsibility (Liability Insurance)

The State of Texas has a mandatory financial responsibility law (liability insurance). The most common proof of financial responsibility is a liability insurance card issued to the policy holder by the insurance company. Copies of proof of financial responsibility insurance will be required prior to the issuance of Apportioned Registration.

Non-Trucking and Bobtail Insurance Are Not Acceptable for Processing Texas Apportioned Applications.

Questions about proper evidence of financial responsibility should be directed to your insurance company, MCD at (800) 299-1700, options 5-1, or your local RSC.

USDOT Number and Tax Identification Number

The State of Texas participates in the Performance and Registration Information System Management (PRISM) Program sponsored by the Federal Motor Carrier Safety Administration (FMCSA). This program requires TxDMV to deny or revoke the registration of a vehicle that falls under a federal out of service warning.

To comply with this program, a USDOT Number and Federal Tax Identification Number for Motor Carrier Responsible for Safety (CFRS) will be required for all Texas Apportioned Applications before they will be processed.

FMCSA encourages all applicants with Internet access to use the online registration assistant at <https://www.fmcsa.dot.gov/registration/getting-started> to determine all FMCSA registration requirements. For applicants without Internet access, you may call FMCSA at (800) 832-5660 for additional information.

To find out more about obtaining a Tax Identification Number visit www.irs.gov, call the IRS at (800) 829-1040 or visit a local IRS office.

Valid Equipment Lease

If you will be leasing your Vehicle(s) to another company for operation, you will need to provide a copy of the lease agreement. When the lessor provides the insurance and the insurance documents reflect their name, a copy of the lease agreement with that company must be included with your Apportioned Application. The lease must identify the Vehicle(s) involved in the agreement and must be signed by the lessee and lessor.

Apportioned Fees

The fees for Apportioned Registration are calculated based on distance percentages for each Jurisdiction in which the Vehicle or Fleet of vehicles operates. If actual distances are not accrued during the reporting period, average distances will be used to calculate Apportioned Fees.

The registration fees paid for Apportioned License Plates do not include the following:

- motor fuel taxes or fuel permit fees;
- permits to exceed the maximum length, width, height, or axle/gross weight limitations;
- operating authority as required by any state or province; and
- registration or license fees from a state or province that is not a member of the IRP

**Please do not submit fees when mailing your initial application.
Payment is not required until the application has been finalized.**

Payment Options

Payments may be made at one of the RSCs with cashier's check or money order.

When Do I Get My Apportioned License Plates and Cab Cards?

Once the Texas IRP Apportioned Registration Application has been approved by MCD and the Texas IRP Acceptable Distance Records for Audit (Form MCD-467) has been accepted, you will receive your Apportioned License Plate(s) and Cab Card(s). You have the option of picking up your plates at the RSC or the plates can be mailed to you.

Corrections cannot be made after payment has been received.

Vehicles registered with Apportioned License Plates shall be deemed fully registered in all Jurisdictions that appear on the Cab Card and may be operated both interstate and intrastate. The Registrant may need to obtain proper operating authority from the other regulatory agencies unless an exemption has been granted by such agency.

What Else Do I Need To Do To Be Compliant?

An Apportioned Registrant must operate all Apportioned Vehicles interJurisdictionally and must maintain accurate distance records and routes of travel of trip movement for each vehicle licensed with Apportioned Registration. The following outlines the Registrant's responsibilities:

1. Driver's Trip Records

An acceptable source document to record distance is an "Individual Vehicle Distance Record" (IVDR). The IVDR is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDRs used are the driver's trip sheets and driver's logs. Other similar records are acceptable, they must contain the following basic information:

- Dates of trip (start date and end date);
- Trip origin and destination (city and state);
- Beginning and ending odometer or hubodometer reading of the trip;
- Routes of travel;
- Total trip distance traveled;
- Distance traveled by Jurisdiction (separate distance by state or province); and
- Power Unit number or Vehicle Identification Number.

See Appendix B for Sample IVDRs

This form is available at no cost – contact MCD at (800) 299-1700 Options 5-3

2. Monthly/Quarterly/Annual Summaries

The IVDR information must be summarized on a monthly/quarterly/annual basis.

The monthly/quarterly summary must contain information by individual vehicle (e.g., distance by Jurisdiction, total distance traveled in each Jurisdiction)

The quarterly/annual summary must contain information by fleet (e.g., distance by Jurisdiction, total distance traveled in each Jurisdiction).

See Appendix C for Sample Monthly/Quarterly/Annual Summaries

This form is available at no cost – contact MCD at (800) 299-1700 Options 5 – 3

3. Supporting Information for IVDRs

The information recorded on the IVDRs must be accurate and legible. The distance and routes of travel to be entered on IVDRs must be accurate and consistent. Acceptable methods are odometer and/or hubodometer readings and actual routes of travel.

4. Actual Distance

In recording the actual distance of an Apportioned Vehicle, the Registrant must record all movement (interJurisdictionally and intraJurisdictionally) including loaded, empty, dead head, bobtail and/or personal distance.

5. Retention and Availability of Records

IVDRs and monthly/quarterly/annual summaries must be retained for a period of three reporting periods plus the current reporting period. This shall include all records substantiating operations during each reporting period pertaining to the application for Apportioned Registration. A reporting period is defined as July 1 through June 30 on the Apportioned Application. See Appendix D for a detailed list.

6. Audit

IRP requires Texas to audit three percent of Fleets whose registration renews annually under the Plan.

Frequently Asked Questions?

If you have questions, you may contact the MCD at (800) 299-1700, options 5-1.

How do I set up an online account?

TxIRP allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the Internet. To use the TxIRP online fast lane, you will need:

- Microsoft Internet Explorer 11 x or higher;
- Adobe Reader, visit <https://get.adobe.com/reader/>;
- Screen resolution of 800x600 or higher; and
- Java Script must be enabled to successfully run this site.

How do renewals work?

TxDmv mails your registration renewal packet 75 days before your registration expires. You may renew your registration in several ways, including:

- Online – 24/7 through TxIRP at <https://irp.txdmv.gov/>
- In person – At one of the 16 RSCs (see Appendix A)
- By mail – Mail renewal applications (do not send payment) to:

Texas Department of Motor Vehicles
Motor Carrier Division
P.O. BOX 26440
Austin, Texas 78755-0440

If renewing by mail, please submit renewal applications no later than the 1st day of the month of expiration to allow sufficient time to calculate your fees and return your billing notice. Please allow 2-3 weeks for receiving and processing. Renewal Cab Cards can be printed online after payment has been made.

How Do I Make Changes? (Supplements)

You may make changes to your account as needed by filing a TxIRP Apportioned Registration Application (Form MCD-356) in person, at an RSC, or online. Items that may be changed include:

- adding or deleting a vehicle in your Fleet;
- changing a registered weight on a unit;
- updating your Carrier Responsible for Safety (CRFS); and
- changing Unit Number.

Adding or Deleting a Vehicle

After an original application is filed and processed, vehicles can be added or deleted by filing a TxIRP Apportioned Registration Application (Form MCD-356) with an RSC.

Apportioned License Plates cannot be transferred to another owner or vehicle. Therefore, if a vehicle that is registered with Apportioned License Plates is sold, the plates should be removed and returned to an RSC.

Vehicles that are added as replacement units for deleted vehicles can be exchanged on a one for one basis in Texas. This is known as a credit exchange. Registration credit remaining on the unit being deleted will be applied to the unit being added; however, not all Jurisdictions allow credit exchange. It is advised to exchange like vehicles to maximize the available exchange credits. Any unused exchange credit will be removed from the fleet.

Credits cannot be transferred from one account or fleet to another. To receive credit when a vehicle is deleted, the Apportioned License Plate and Cab Card must be surrendered to the RSC at the time the supplement is filed.

If your county assesses an Optional County Road and Bridge Fee and/or the Child Safety Fund Fee, you will also be billed accordingly. When a replacement vehicle is of a greater weight or requires a higher registration fee, additional fees will be collected.

The same requirements must be met on Supplemental Applications as on Original or Renewal Applications regarding the following:

- Texas Titling Requirements;
- IRS Heavy Vehicle Use Tax Schedule 1 (Form 2290);
- TxDMV requires the IRP applicant to provide a copy of the applicant's receipt under Unified Carrier Registration (UCR) to prove the applicant is currently registered under UCR, if applicable;
- Proof of Financial Responsibility (liability insurance);
- Texas IRP Cab Card Weight Schedule (Form MCD-357); and
- Carrier Responsible for Safety (USDOT and Tax Identification Number).

If a vehicle is sold or placed out of service, the current Apportioned License Plate and Cab Card may be surrendered to an RSC for authorization of a refund for the remaining portion of the Texas registration fees or may be held and submitted later as credit exchange.

Information on credits and refunds may be obtained from the MCD at (800) 299-1700, options 5-1, or an RSC.

Change a Registered Weight

Registered weights may be adjusted online or by submitting the Texas IRP Apportioned Registration Application, Form MCD-356, to an RSC. Lowering registered weights will not result in a refund of registration fees.

I Lost My Plate or Cab Card. How do I get a replacement?

A replacement Apportioned License Plate may be ordered online with the assistance of the MCD at (800) 299-1700, options 5-1, or obtained by contacting an RSC and completing the Texas IRP Apportioned Registration Application, Form MCD-356. The replacement plate fee is \$6.50. A duplicate "Original" Cab Card may be obtained online (no charge) or at your local RSC.

What if I Need a Corrected Cab Card?

Contact the Motor Carrier Division at (800) 299-1700, options 5-1, or an RSC for any corrections that need to be made to your Cab Card.

How Do I Register My Trailer/Semi-Trailer?

Registration of trailers varies based on the use. For more information contact the MCD at (800) 299-1700, options 5-1, for assistance in determining the proper registration for your trailer.

Appendix A

Texas Department of Motor Vehicles – Regional Service Centers (RSC)

REGION	PHYSICAL ADDRESS MAILING ADDRESS	PHONE NUMBERS AND EMAILS	COUNTIES SUPPORTED
Abilene	4210 N. Clack Abilene, TX 79601	Local: (325) 674-1000 Fax: (325) 674-1003 ABLVTR@txdmv.gov	Brown, Callahan, Coke, Coleman, Comanche, Concho, Eastland, Fisher, Jones, Kimble, Menard, Nolan, Runnels, Schleicher, Shackelford, Stephens, Sutton, Taylor, Tom Green
Amarillo	5715 Canyon Dr., Bldg. H Amarillo, TX 79110 P. O. Box 20326 Amarillo, TX 79114	Local: (806) 467-3600 Fax: (806) 356-3311 AMA_VTR@txdmv.gov	Armstrong, Briscoe, Carson, Castro, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler
Austin	1001 E. Parmer Lane, Suite A Austin, TX 78753	Local: (512) 719-6900 Fax: (512) 837-7703 AusIRP@txdmv.gov	Bastrop, Blanco, Burnet, Caldwell, Colorado, Comal, Dewitt, Fayette, Gillespie, Gonzales, Guadalupe, Hays, Lampasas, Lavaca, Lee, Llano, Mason, McCulloch, Mills, San Saba, Travis, Williamson
Beaumont	8550 Eastex Freeway Beaumont, TX 77708	Local: (409) 895-3200 Fax: (409) 895-3205 bmt-irp@txdmv.gov	Chambers, Hardin, Houston, Jasper, Jefferson, Liberty, Montgomery, Newton, Orange, Polk, Sabine, San Jacinto, Trinity, Tyler, Walker
Corpus Christi	602 N. Staples St., Corpus Christi, TX 78401	Local: (361) 808-3900 Fax: (361) 808-2610 crp_dmvmail@txdmv.gov	Aransas, Bee, Calhoun, Duval, Goliad, Jackson, Jim Wells, Karnes, Kleberg, Live Oak, Matagorda, McMullen, Nueces, Refugio, San Patricio, Victoria, Wharton
Dallas	1925 E. Beltline Rd., Suite 100 Carrollton, TX 75006	Local: (972) 478-5200 Fax: (972) 416-4296 dal-vtr-irp@txdmv.gov	Collin, Dallas, Fannin, Grayson, Hunt, Kaufman, Rockwall
El Paso	1227 Lee Trevino, Suite 100 El Paso, TX 79907	Local: (915) 594-6000 Fax: (915) 594-6003 elp_vtr@txdmv.gov	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio
Fort Worth	2425 Gravel Drive Fort Worth, TX 76118	Local: (817) 285-1500 Fax: (817) 590-2504 FTW_VTRPublic@TxDMV.gov	Denton, Hood, Johnson, Palo Pinto, Parker, Tarrant, Wise

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REGION	PHYSICAL ADDRESS MAILING ADDRESS	NUMBERS	COUNTIES SUPPORTED
Houston	2110 East Governors Circle Houston, TX 77092	Local: (713) 316-6100 Fax: (713) 866-7302 hou_irp@txdmv.gov	Austin, Brazoria, Fort Bend, Galveston, Grimes, Harris, Waller
Longview	4549 W. Loop 281 Longview, TX 75604	Local: (903) 237-2800 Fax: (903) 237-2804 LVW-VTRIRP@txdmv.gov	Angelina, Bowie, Camp, Cass, Cherokee, Delta, Franklin, Gregg, Harrison, Henderson, Hopkins, Lamar, Marion, Morris, Nacogdoches, Panola, Rains, Red River, Rusk, San Augustine, Shelby, Smith, Titus, Upshur, Van Zandt, Wood
Lubbock	135 Slaton Rd. Lubbock, TX 79404	Local: (806) 748-2900 Fax: (806) 748-2903 LBB_VTR@txdmv.gov	Bailey, Borden, Cochran, Crosby, Dawson, Dickens, Floyd, Gaines, Garza, Hale, Hockley, Kent, Lamb, Lubbock, Lynn, Motley, Scurry, Terry, Yoakum
Midland-Odessa	3901 East Hwy 80 Odessa, TX 79761	Local: (432) 276-4400 Fax: (432) 276-4403 oda_irp@txdmv.gov	Andrews, Crane, Crockett, Ector, Glasscock, Howard, Irion, Loving, Martin, Midland, Mitchell, Pecos, Reagan, Reeves, Sterling, Terrell, Upton, Ward, Winkler
Pharr	600 West Expressway 83 Pharr, TX 78577	Local: (956) 784-6700 Fax: (956) 702-3718 phr-irp@txdmv.gov	Brooks, Cameron, Hidalgo, Jim Hogg, Kenedy, Starr, Webb, Willacy, Zapata
San Antonio	15150 Nacogdoches Rd., Suite 100 San Antonio, TX 78247	Local: (210) 731-2130 Fax: (210) 733-8079 Sa-vtrmailbox@txdmv.gov	Atascosa, Bandera, Bexar, Dimmit, Edwards, Frio, Kendall, Kerr, Kinney, La Salle, Maverick, Medina, Real, Uvalde, Val Verde, Wilson, Zavala
Waco	2203 Austin Avenue Waco, TX 76701	Local: (254) 296-2700 Fax: (254) 752-7656 wac_vtr@txdmv.gov	Anderson, Bell, Bosque, Brazos, Burleson, Coryell, Ellis, Erath, Falls, Freestone, Hamilton, Hill, Leon, Limestone, Madison, McLennan, Milam, Navarro, Robertson, Somervell, Washington
Wichita Falls	1601 Southwest Parkway, Bldg A Wichita Falls, TX 76302	Local: (940) 235-4800 Fax: (940) 235-4850 wfsvtroffice@txdmv.gov	Archer, Baylor, Childress, Clay, Cooke, Cottle, Foard, Hardeman, Haskell, Jack, King, Knox, Montague, Stonewall, Throckmorton, Wichita, Wilbarger, Young

This information was revised on October 26, 2022, and may be subject to change. Updated contact information may be found at www.TxDmv.gov.

Appendix B

Sample Filled In IVDR

IVDR - Individual Vehicle Distance Record

No Gap miles - Record ALL miles the truck is driven On or Off Duty.
 Document odometer reading when crossing state/jurisdictional line, loading, unloading or stopping for rest.
 If additional space is needed total page and start new sheet.

Follow month end cut offs - the last day of every month EVEN IF your trip is not complete.
Document your ending odometer and calculate mileage through that day then start new sheet.
 Calculate Jurisdictional total summary Monthly, Quarterly & Annual per Unit

Trip Start Date		Registrant's Name - as listed on TxIRP Account			
11/22/14		ABC Trucking			
Start Odom.	ORIGIN - City, ST	Unit/Trailer #	Fleet #	Acct #	
115,251	Dalhart, TX	1		112233	
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
11/22/14	Oklahoma State Line	TX	40	115,291	US-385N
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
11/22/14	Kansas Sate Line	OK	60	115,351	US-56W
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
11/22/14	Dodge City, KS	KS	216	115,567	US-400W, 11368 109 Rd
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Date	Stop-City,ST OR State Line	Jur	Dist. Per Jur.	Odometer	Route
Total Dist. Per Jurisdiction				Total Miles	316 <small>Auto Calculates all miles</small>

Jur	Dist. Per Jur.
TX	40
OK	60
KS	216

Fuel Purchases - Only record purchases for this Unit			
Date	Merchant - City, ST	Fuel Type	\$ Gal / # Gal

Driver Print Name

Driver Signature

Sample Blank IVDR

IVDR - Individual Vehicle Distance Record

No Gap miles - Record ALL miles the truck is driven On or Off Duty.
 Document odometer reading when crossing state/jurisdictional line, loading, unloading or stopping for rest.
 If additional space is needed total page and start new sheet.

Follow month end cut offs - the last day of every month EVEN IF your trip is not complete.
 Document your ending odometer and calculate mileage through that day then start new sheet.
 Calculate Jurisdictional total summary Monthly, Quarterly & Annual per Unit

Trip Start Date		Registrant's Name - as listed on TxIRP Account				
Start Odom.	ORIGIN - City, ST	Unit/Trailer #	Fleet #	Acct #		
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
<small>Date</small>	<small>Stop-City, ST OR State Line</small>	<small>Jur</small>	<small>Dist. Per Jur.</small>	<small>Odometer</small>	<small>Route</small>	
Total Dist. Per Jurisdiction			Total Miles	Auto Calculates all miles		
<small>Jur</small>	<small>Dist. Per Jur.</small>					

<small>Jur</small>	<small>Dist. Per Jur.</small>

Fuel Purchases - Only record purchases for this Unit

<small>Date</small>	<small>Merchant - City, ST</small>	<small>Fuel Type</small>	<small>\$ Gal / # Gal</small>

Driver Print Name

Driver Signature

Appendix C

Sample Filled in Monthly/Quarterly/Annual Summary by Unit and Fleet

Monthly, Quarterly and Annual Distance Summary
July 1, 2014 through June 30, 2015
Account # : 112233
Unit # : 1

Registrant Name: ABC Trucking

Jurisdiction	Jul	Aug	Sep	3rd Qtr	Oct	Nov	Dec	4th Qtr	Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	Yr. Total
TX	1	12	20	33	30	40	50	120	60	70	80	210	90	100	200	390	753
KS	2	13	21	36	31	41	51	123	61	71	81	213	91	110	220	421	793
ND	3	14	22	39	32	42	52	126	62	72	82	216	92	120	230	442	823
NE	4	15	23	42	33	43	53	129	63	73	83	219	93	130	240	463	853
OK	5	16	24	45	34	44	54	132	64	74	84	222	94	140	250	484	883
SD	6	17	25	48	35	45	55	136	65	75	85	225	95	150	260	505	913
SK	7	18	26	51	36	46	56	139	66	76	86	228	96	160	270	526	943
Total	28	105	161	294	231	301	371	903	441	511	581	1533	651	910	1670	3231	5961

Monthly, Quarterly and Annual Distance Summary
July 1, 2014 through June 30, 2015
Account # : 112233
Unit # : 2

Registrant Name: ABC Trucking

Jurisdiction	Jul	Aug	Sep	3rd Qtr	Oct	Nov	Dec	4th Qtr	Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	Yr. Total
TX	90	100	200	390	300	400	500	1200	600	700	800	2100	900	1000	1100	3000	6690
KS	91	110	220	421	320	420	520	1260	620	720	820	2160	920	1020	1110	3050	6891
ND	92	120	230	442	330	430	530	1290	630	730	830	2190	930	1030	1120	3080	7002
NE	93	130	240	463	340	440	540	1320	640	740	840	2220	940	1040	1130	3110	7113
OK	94	140	250	484	350	450	550	1350	650	750	850	2250	950	1050	1140	3140	7224
SD	95	150	260	505	360	460	560	1380	660	760	860	2280	960	1060	1150	3170	7335
SK	96	160	270	526	370	470	570	1410	670	770	870	2310	970	1070	1160	3200	7446
Total	651	910	1670	3231	2370	3070	3770	9210	4470	5170	5870	15510	6570	7270	7910	21750	49701

Monthly, Quarterly and Annual Distance Summary
July 1, 2014 through June 30, 2015
Account # : 112233
Fleet

Registrant Name: ABC Trucking

Jurisdiction	Jul	Aug	Sep	3rd Qtr	Oct	Nov	Dec	4th Qtr	Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	Yr. Total
TX	91	112	220	423	330	440	550	1320	660	770	880	2310	990	1100	1300	3390	7443
KS	93	123	241	457	351	461	571	1383	661	791	901	2373	1011	1130	1330	3471	7684
ND	95	134	252	481	362	472	582	1416	692	802	912	2406	1022	1150	1350	3522	7825
NE	97	145	263	505	373	483	593	1449	703	813	923	2439	1033	1170	1370	3573	7966
OK	99	156	274	529	384	494	604	1482	714	824	934	2472	1044	1190	1390	3624	8107
SD	101	167	285	553	395	505	615	1515	725	835	945	2505	1055	1210	1410	3675	8248
SK	103	178	296	577	406	516	626	1548	736	846	956	2538	1066	1230	1430	3726	8389
Total	679	1015	1831	3525	2601	3371	4141	10113	4911	5681	6451	17043	7221	8180	9580	24981	55662

Appendix D

Apportion Records Retention Chart

<u>If your Apportioned Registration Expiration Year is 2021</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2018-CURRENT	July 1, 2019-CURRENT
<u>If your Apportioned Registration Expiration Year is 2022</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2019-CURRENT	July 1, 2020-CURRENT
<u>If your Apportioned Registration Expiration Year is 2023</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2020-CURRENT	July 1, 2021-CURRENT
<u>If your Apportioned Registration Expiration Year is 2024</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2021-CURRENT	July 1, 2022-CURRENT
<u>If your Apportioned Registration Expiration Year is 2025</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2022-CURRENT	July 1, 2023-CURRENT
<u>If your Apportioned Registration Expiration Year is 2026</u>		
And Month is	JAN FEB MAR APR MAY JUN JUL AUG	SEP OCT NOV DEC
Retain Records	July 1, 2023-CURRENT	July 1, 2024-CURRENT

Appendix E

Texas IRP Apportioned Registration Application – MCD-356



Texas IRP Apportioned Registration Application
 Schedule A
 Section 305 Application

(Reg. Year) _____
 Account Number _____ Fleet Number _____ Supplement _____

OFFICIAL USE ONLY	
HVUT: _____	Tx ID: _____
Ins: _____	TTL Doc: _____
UCR: _____	Lease: _____

Account Name	County of Residence	DBA	Contact Person	Account Expiration
Physical Texas Address	Mailing Address	Phone No.	Fax No.	Tax ID (FEIN or SSN)
City, State and Zip Code	Region	City, State and Zip Code	Email Address	Secondary Phone No.
				US DOT #
				TXDMV#

VEHICLE INFORMATION LIST

Unit #	Year	Make	Plate #	Axles	Total Axles	Unladen Wgt.	Type +	Fuel ++	Gross Wgt.	Purchase Price	Factory Price	Purchase Price	Purchase Date
							*1 Colorado Trailer <input type="checkbox"/> Yes <input type="checkbox"/> No	Document #**					Seats
Owner Name _____ Replace Plate <input type="checkbox"/> Yes <input type="checkbox"/> No *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													
VIN _____ *1 Colorado Trailer <input type="checkbox"/> Yes <input type="checkbox"/> No Document #** _____ *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													
Owner Name _____ Replace Plate <input type="checkbox"/> Yes <input type="checkbox"/> No *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													
VIN _____ *1 Colorado Trailer <input type="checkbox"/> Yes <input type="checkbox"/> No Document #** _____ *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													
Owner Name _____ Replace Plate <input type="checkbox"/> Yes <input type="checkbox"/> No *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													
VIN _____ *1 Colorado Trailer <input type="checkbox"/> Yes <input type="checkbox"/> No Document #** _____ *2 CRFS USDOT _____ *3 CRFS TAX ID _____ *4 Y/N _____ * Special													

+Type = *BS* (bus), *TK* (truck only), *TT* (truck-tractor), ++ Fuel = Diesel, Electric, Gas, Propane.
 *1 - Colorado Trailer: If unit is Type TK (truck) with travel in Colorado, indicate either "yes" or "no" if the truck pulls a trailer in Colorado.
 *2 - CRFS USDOT: Enter USDOT # for the Carrier Responsible for the Safety (CRFS) fitness of the vehicle.
 *3 - CRFS TAX ID: Enter Tax ID # for the CRFS.
 *4 - Y/N: Indicate if the CRFS of the vehicle is expected to change during this registration year.
 *5 - Special Use: Indicate non-standard uses (i.e., carnival, dump truck, farm truck, logging, wrecker, pump/drill/crane, household goods, less than 10K miles)

** If Document # is not shown - Carrier must furnish proof of Texas title or Texas Registration Purposes Only receipt in order to register vehicle.

Total Units Added _____ Total Units Deleted _____
 Reason Credentials Surrendered _____

Unit #	Year	Make	Plate #	VIN	Gross Wgt.	Date Removed from Fleet	Reason Credentials Surrendered



(Reg. Year)

Texas IRP Apportioned Registration Application

Schedule B

Account Number Fleet Number

Account Name	DBA	Contact Person	Account Expiration
Physical Texas Address	County of Residence	Phone No.	Tax ID (FEIN or SSN)
City, State and Zip Code	Region	Email Address	TX MCR#
	Mailing Address	Fax No.	
	City, State and Zip Code	Secondary Phone No.	US DOT #

Schedule B

List distance traveled in each jurisdiction in which this fleet traveled for the period of **July 1, 2022, through June 30, 2023.**

- Ownership Type (check one):**
 Company Limited Partnership Rental or Leasing Co.
 Sole Proprietor Limited Liability Co. Private Carrier Hazardous Materials Carrier *

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

Total Fleet Distance

Certify that the actual distances traveled shown on this application includes all interstate and intrastate mileage and also includes all mileage operated under trip lease to another carrier.
 *If the box indicating Hazardous Materials Carrier has been checked, the undersigned is declaring knowledge of the Application Provisions of any State Motor Carrier Safety Regulations or Hazardous Materials Regulations.

I attest that all vehicles are insured while operated upon public roads, as required by law. Proof of financial responsibility will be carried in each vehicle. This certifies that the applicable highway usage taxes have been paid on the _____ power units listed on the attached equipment list. Knowingly providing false information on an application filed with the department subjects you to a third-degree felony under State Law. The undersigned under oath swears under penalty of perjury that the above statements including all information on this application are true and correct.

Signature _____ Title _____ Date _____

The Texas Department of Motor Vehicles maintains the information collected on this form. With a few exceptions, you are entitled upon request to be informed about the information that we collect about you. Under §§552.021, 552.023, and 559.004 of the Texas Government Code, you are entitled to receive and review this information, and to have us correct erroneous information.
 Form MCD-356 (Rev. 09/23) Page 2 of 2

Appendix F

Texas IRP Cab Card Weight Schedule, MCD-357



Texas IRP Cab Card Weight Schedule
(Reg Year)

Type of Transaction: Original Renewal Supplement

Account Name Account Number Fleet Number Supplement Number

The following schedule should be completed by all Texas based carriers and should indicate the weight you wish to prorate in that jurisdiction. Vehicles must be listed in the same unit order as on the original application or supplemental application. If this form is completed in conjunction with an apportioned registration renewal application, you need only complete this form if you are making changes to the registered weights of vehicles already in the fleet.

List the total combined Gross Weight of the power vehicles or combination of vehicles (Power Units Only).

Jurisdiction	UNIT No.	UNIT No.	UNIT No.	UNIT No.	UNIT No.	Jurisdiction	UNIT No.	UNIT No.	UNIT No.	UNIT No.	UNIT No.
AL						NM					
AR						NV					
AZ						NY					
CA						OH					
CO						OK					
CT						OR					
DC						PA					
DE						RI					
FL						SC					
GA						SD					
IA						TN					
ID						TX					
IL						UT					
IN						VA					
KS						VT					
KY						WA					
LA						WI					
MA						WV					
MD						WY					
ME						CANADIAN PROVINCES					
MI						AB					
MN						BC					
MO						MB					
MS						NB					
MT						NL					
NC						NS					
ND						ON					
NE						PE					
NH						QC					
NJ						SK					

Please print or type using black ink for reproduction purposes.

Appendix G

Texas IRP Acceptable Distance Records for Audit, MCD-467



Texas IRP Acceptable Distance Records for Audit

SIGN AND MAIL COMPLETED FORM TO:
 TxDMV - Motor Carrier Division
 P.O. Box 26440
 Austin, TX 78755-0440

Under the provisions of Article X of the International Registration Plan (IRP), Texas Department of Motor Vehicles (TxDMV) is required to audit three (3) percent of the number of fleets whose registration it renews annually. A registrant must maintain adequate records to enable TxDMV to verify the distances reported on the registrant's apportioned application and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

A registrant must retain all records in support of an apportioned application for a period of three (3) years following the close of the registration year to which the apportioned application pertains. These records must be maintained for each vehicle apportioned during the reporting period of July 1 – June 30.

A registrant must operate each apportioned vehicle interstate during a reporting/registration period. If an apportioned vehicle did not operate interstate during a reporting/registration period, the registrant shall submit a letter of explanation with the apportioned application to TxDMV.

Records containing the following elements shall be deemed adequate for audit:

- 1) For records produced by a means other than a vehicle-tracking system:
 - a) the beginning and ending dates of the trip to which the Records pertain
 - b) the origin and destination of the trip
 - c) the route of travel
 - d) the beginning and ending reading from the odometer, hubodometer, Engine Control Module (ECM), or any similar device for the trip
 - e) the total distance of the trip
 - f) the distance traveled in each jurisdiction
 - g) the vehicle identification number or vehicle unit number
- 2) For records produced wholly or partly by a vehicle-tracking system, including a system based on a Global Positioning System (GPS):
 - a) the original GPS or other location data for the vehicle to which the records pertain
 - b) the date and time of each GPS or other system reading
 - c) the location of each GPS or other system reading
 - d) the beginning and ending reading from the odometer, hubodometer, ECM, or any similar device for the period to which the records pertain
 - e) the calculated distance between each GPS or other system reading
 - f) the route of the vehicle's travel
 - g) the total distance traveled by the vehicle
 - h) the distance traveled in each jurisdiction
 - i) the vehicle identification number or vehicle unit number
- 3) Summaries:
 - a) a summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled in the month by each apportioned vehicle in each jurisdiction
 - b) a summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter
 - c) a summary of the quarterly summaries

In recording the actual distance of a vehicle, the driver must record all trip movement (every mile/kilometer driven interstate and intrastate), including loaded, empty, deadhead, bobtail, off-road, permitted and/or personal miles/kilometers. All odometer readings must be consecutive.

I have read the above and understand that failure to maintain records for my apportioned fleet as required could result in the cancellation of my apportioned privileges. These records will be made available for audit by TxDMV upon request during normal business hours. I further understand that I must keep my mailing address and phone number current with the TxDMV and that my failure to respond to an audit request mailed to my address of record by the stated deadline will result in a 20/50/100 percent fee assessment of the apportionable fees paid for the registration period to which the records pertain.

Applicant Information				
Name of Registrant			TxIRP Account Number	
Work Phone Number	Cell Phone Number		Email Address	
Mailing Address		City	State	Zip
Signature of Registrant/Agent				Date

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct erroneous information.

For more information on Acceptable Distance Records, visit our website at www.TxDmv.gov. For comments concerning the audit process call 888/368-4689 or email MCD_Respond@TxDmv.gov.

Appendix H

Apportioned Registration New Applicant Checklist for Section 305 Applications, MCD-359



Texas IRP Apportioned Registration New Applicant Checklist for Section 305 Applications

In accordance with the International Registration Plan, Section 305, Selection of Base Jurisdiction, the Texas Department of Motor Vehicles verifies residence or established place of business for applicants selecting Texas as their base jurisdiction. Virtual office locations are prohibited.

Answer the following questions to determine the account type:

- Yes No 1.) Is the applicant an Individual?
- Yes No 2.) Is the applicant a Business?
- Yes No 3.) Does the principal business owner have a form of Texas Identification issued to them?

If "No" is the answer to #3, Established Place of Business Requirements must be met.

Applicants, as Individuals, must have a permanent Texas ID to open a TxIRP account.
Business owners with an out-of-state ID, must show they have an Established Place of Business in Texas.

OFFICIAL USE ONLY

Type of Identification: _____ Issuing Authority: _____ Verified By: _____

- Individual** - Submit items 2 and 3 below. **Business** - Submit items 1, 2, and 3 below.

Qualifying Documentation

All submitted documents must have the same physical address. Virtual office locations are prohibited.

1. Sole Proprietor, Limited Liability Company, Corporation, Limited Partnership, etc., must provide:

- Proof of corporation or registered to conduct business in Texas
- Texas Secretary of State corporation filing or Assumed Name Certificate as filed with County Clerk (must outline the business ownership)

2. All applicants must submit the following items:

- Property deed (Mortgage Statement) or lease/rental agreement for physical location address
- Texas Identification of the applicant or principal owner of the business (drivers license, passport, state ID, etc.). Business owners with an out-of-state ID must prove Established Place of Business requirements are met prior to applying

3. All applicants must submit at least two of the following:

- Federal Tax Return
- Texas Voter Registration
- Utility Bill in applicant name with service address
- Texas Vehicle Title in applicant name
- County Appraisal District Summary
- Texas Franchise Tax Receipt
- FEIN Letter
- Correspondence from IRS or TX Attorney General
- Correspondence from US Dpt of Veterans Affairs
- Payroll Stub
- Property Tax Receipt
- Other Documentation approved by Department

Glossary

Average Per-Vehicle Distance - When the application is for a Fleet that did not accrue any actual distance during the Reporting Period, the Base Jurisdiction shall assess registration fees for the Fleet based on the average per-vehicle distance in each Member Jurisdictions, as provided below.

Base Jurisdiction - Refers to the Member Jurisdictions, selected in accordance with Section 305, to which an Applicant applies for Apportioned Registration under the Plan or the Member Jurisdictions that issues Apportioned Registration to a Registrant under the Plan.

Bus (BS) - A vehicle designed for carrying more than five passengers and used for the transportation of people.

Cab card - Evidence of registration, other than a license plate, issued for an Apportioned Vehicle registered under The Plan by the Base Jurisdiction and carried in or on the identified vehicle.

Commercial vehicle - A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.

Credentials - The Cab Card and license plate issued in accordance with the Plan.

Declared combined - The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the Registrant, for which the registration fees have been paid.

Declared gross weight - The total unladen weight of any combination vehicle, plus the weight of the vehicle's maximum load as set by the Registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the driver's seat. Add this amount to the unladen weight of the vehicle.

Dump truck (DT) - A truck with a body that tilts or opens at the back for unloading.

Established Place of Business - 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. 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 305). 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.

Household goods carrier - A carrier handling:

- personal effects and property used or to be used in a dwelling, or
- furniture, fixtures, 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, requires the specialized handling and equipment commonly employed in moving household goods.

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IntraJurisdiction distance - The total distance accumulated in a Jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet.

International Fuel Tax Agreement (IFTA) - The IFTA simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your Base Jurisdiction and covers distance traveled in all IFTA Member Jurisdictions. To qualify for an IFTA license, you must:

- Have a commercial vehicle that exceeds 26,000 lbs. GVW or with three or more axles, regardless of weight;
- Be based in Texas; and
- Operate interstate.

Note: Fleet consolidation does not require basing in Texas.

For more information on IFTA, please contact the Texas Comptroller of Public Accounts at (800) 252-1383, extension 33678.

International Registration Plan (IRP or the Plan) - The International Registration Plan is an agreement providing for registration reciprocity among Member Jurisdiction.

Interstate - Vehicle movement between or through two or more Member Jurisdictions.

Intrastate - Vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

Jurisdiction - A state, country, province, territory, possession or federal district of a country.

Lessee - A person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease Agreement.

Lessor - A person that, under the terms of a Lease Agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

Owner - A person, firm or corporation who holds the legal title to a vehicle.

Owner/Operator - Equipment lessor who leases their vehicle equipment with driver to a carrier.

Prorate percentage - The percentage used for Apportioning Fees on vehicles that are prorating.

Registrant - A person or business in whose name a properly registered vehicle is registered.

Registration - A document certifying an act of registration.

Registration year - Twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

Reporting period - The period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which Apportioned Registration is sought. If the registration year begins on any date in October, November, or December, the reporting period shall be the previous such 12-month period.

Residence - The status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

Total distance - All distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intraJurisdictional, and

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including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the Lessor's Fleet.

Tractor (TR) - A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.

Trip Permit - A permit issued by a Member Jurisdictions in lieu of Apportioned or Full Registration.

Truck (TK) - A Power Unit designed, used, or maintained primarily for the transportation of property.

Truck tractor (TT) - A 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.

Unified Carrier Registration (UCR) - Effective March 3, 2022, Applicants are required to provide a copy of the Applicant's UCR receipt for each USDOT Number associated with new TxIRP apportioned registration accounts, for all renewals, and for supplements adding a vehicle to a TxIRP account (Texas Administrative Code §217.56). For assistance with UCR, please call 1-833-881-7526 or email helpdesk@ucr.gov. To register for UCR, please visit www.ucr.gov.

Unladen weight - The actual weight of the vehicle including the cab, body, and all accessories with which the vehicle is equipped for normal use on the highway. This does not include the weight of the load to be carried.

Weight Groups - Groupings of vehicles that are running with the same gross or combined gross weights within the same Jurisdictions.