

Idaho Transportation Department  
Motor Carrier Services  
PO Box 7129  
Boise, ID 83707

Phone: 208-334-8611  
Fax: 208-334-2006  
E-mail: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)  
Website: [trucking.idaho.gov](http://trucking.idaho.gov)

**To be completed by each new and renewing IRP registrant:**

Idaho Account Number	Fleet Number(s)	Registration Year	Application Effective Date
Registrant/Legal Name		Doing Business As (dba)	

To be eligible for vehicle registration under the International Registration Plan (IRP), the registrant must comply with all requirements of the Plan, including those listed below. The Plan may be viewed at [www.irponline.org](http://www.irponline.org).

**1. Base Jurisdiction** – Select the requirement that qualifies the Registrant to base the Fleet in Idaho:

- Established Place of Business** – The Registrant maintains a physical structure in Idaho, owned, leased or rented by the Registrant, open for business and staffed during regular business hours by one or more persons employed by the Registrant for the purpose of the Registrant’s trucking-related business. The business must be listed with the Idaho Secretary of State, reflecting the physical location, and cannot be that of a licensing agent or reporting service.
- Residency** – The Registrant qualifies to base in Idaho by meeting at minimum three of the following:
  - Current Idaho Driver’s License in the name of the registrant.
  - Current Idaho Secretary of State filing reflecting the registrant name and Idaho physical location.
  - Immediate prior year income tax returns filed in the registrant name reflecting an Idaho address.
  - Immediate prior year real estate or personal property taxes reflecting the Idaho physical location in the registrant name.
  - Current utility bills in the registrant name for the Idaho physical location.
  - Current Idaho personal vehicle registration in the registrant name.

**2. Distance Reporting Requirements**

- The distance Reporting Period is the previous July 1 through the most recently occurring June 30 except fleets expiring June 30, July 31, or August 31, which use the Reporting Period with June 30 occurring in the previous calendar year. No other time frame may be used.
- Actual distance must be declared for the vehicle(s) registered in the Fleet during the Reporting Period, even if the vehicle only operated for a portion of the Reporting Period or is not being renewed.
- Actual distance operated during the Reporting Period must be declared if a vehicle was registered IRP under any account, in any IRP jurisdiction, while under the current ownership, including vehicles leased to a motor carrier as an owner/operator and vehicles changing base jurisdiction.
- Each vehicle in the Fleet must accrue actual distance in two or more IRP jurisdictions during the Reporting Period. One or more of the vehicles in the Fleet must accrue actual distance in Idaho each Reporting Period.

**3. Recordkeeping**

Distance records are subject to audit, they must be retained for the current Registration Year and three prior years, and provided upon request. The source documents must contain sufficient detail: date of trip (starting and ending); trip origin and destination; route of travel; beginning and ending odometer or hubodometer reading; total distance per vehicle, per jurisdiction; power unit number or vehicle identification number (VIN); fleet number; registrant name; trailer number; and driver’s signature and/or name.

Signature	Title	Date Completed	Reviewed By
-----------	-------	----------------	-------------