



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

International Registration Plan (IRP)

New & Renewing Fleet Requirements

ITD 3551 (Rev. 03-2023)
 itd.idaho.gov

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Idaho Account Number	Registrant/Legal Name
Fleet Number(s)	Doing Business As (dba)

To be eligible for vehicle registration under the International Registration Plan (IRP) and Federal Motor Carrier Safety Administration (FMCSA) regulations, you must comply with all requirements, including those listed below. The IRP Agreement (“The Plan”) may be viewed at www.irponline.org and the FMCSA regulations are at www.fmcsa.dot.gov.

1. Base Jurisdiction – Select one option that qualifies you to base the IRP fleet in Idaho:

- Established Place of Business** – The business is a physical structure located in Idaho, owned, leased or rented by the Registrant, open 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. Addresses associated with third-party licensing agents, virtual offices, rent-an-address services, etc. do not qualify. The business must be listed with the Idaho Secretary of State, the filing current, and the address of the declared physical location must be listed as the business address.
- Residency** – You must meet at minimum, three of the following that reflect the declared physical address:
 - Current Idaho driver’s license
 - Current Idaho Secretary of State filing
 - Current Idaho personal vehicle registration
 - Federal or state tax filings for most recent year
 - Current real estate or property tax assessment
 - Current utility bill showing the service address
 - Current property rental, lease or mortgage statement
 - Other information as requested

2. Distance Reporting Requirements

Actual distance must be declared for the correct Reporting Period. 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 prior July 1 to June 30 period. No other time frame may be used. For new fleets, 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 or vehicles changing base jurisdiction, actual distance is required. For renewing fleets, each vehicle in the Fleet must accrue distance in two or more IRP jurisdictions and one or more of the vehicles must accrue distance in Idaho to retain eligibility for IRP registration.

3. Recordkeeping

Distance records are subject to audit, must be retained for the current Registration Year and three prior years, and provided upon request. The source documents must contain 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.

4. USDOT Requirements

The USDOT number(s) associated with the account and the vehicle(s) within the account must be in good standing with FMCSA. Your account will be suspended for an inactive USDOT (biennial update) and will be suspended and registration(s) revoked if the USDOT is placed out-of-service (failure to comply).

Signature (Required)	Title	Date (Required)
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