

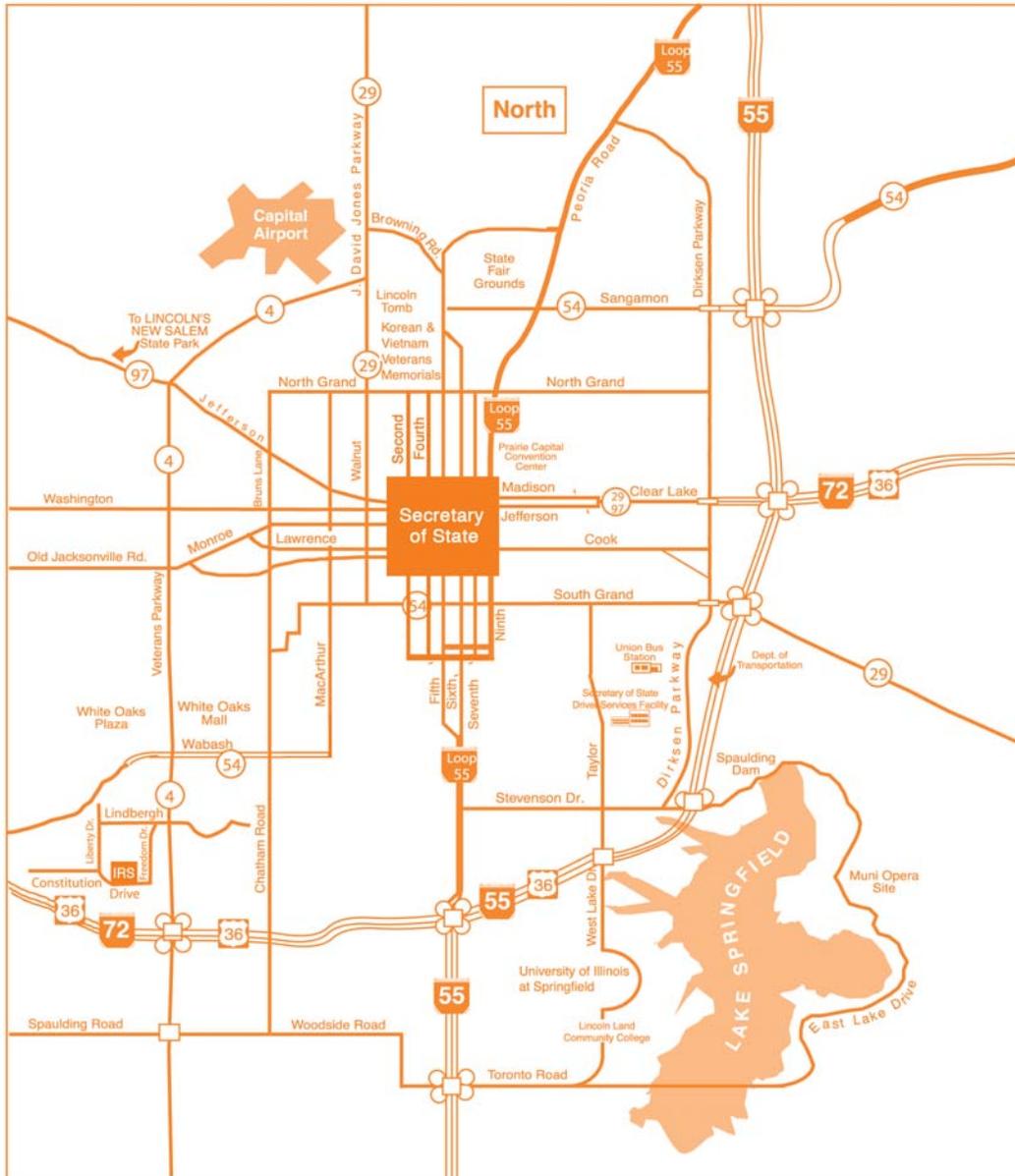
IRP

International Registration Plan



Applications and Instructions Registration Year 2017

JESSE WHITE
Illinois Secretary of State



DIRECTIONS

FROM:

Illinois Secretary of State
501 S. Second St.
Springfield, IL 62756

TO:

Internal Revenue Service
3101 Constitution Dr.
Springfield, IL 62704

1. From the Secretary of State building, head north on Second Street to JEFFERSON.
2. Turn left onto JEFFERSON and follow to VETERANS PARKWAY. (2.77 miles)
3. Turn left onto VETERANS PARKWAY and follow to LINDBERGH BLVD. (4.6 miles)
4. Turn right onto LINDBERGH BLVD. and follow to FREEDOM DR. (0.1 miles)
5. Turn left on FREEDOM DR. and follow to CONSTITUTION DR. (0.2 miles)
6. Turn right on CONSTITUTION DR. and follow to 3101 CONSTITUTION DR.
7. Turn right into parking lot.



IRP Registration

The Office of the Secretary of State strives to ensure that the International Registration Plan (IRP) operates effectively and efficiently for those who base their registrations in Illinois.

One plate and one cab card is issued to each vehicle registered. Registration fees are then apportioned among the IRP member jurisdictions according to the percentage of total fleet distances generated in that jurisdiction.

Many changes in requirements, methodologies, business operations, reporting procedures and other related issues are outlined in this updated IRP Applications and Instructions Manual. Applicants should use this manual as a guide to ensure that their applications are processed correctly and their registration requirements are met.

The Secretary of State's IRP Web Renewal System continues to be a success. Input from applicants has been reviewed and implemented where possible, furthering our goal of making the online renewal service as user-friendly as possible. I encourage you to take advantage of this service as a convenient and expedient way to renew your IRP registrations. Please visit www.cyberdriveillinois.com (click International Registration Plan under E-Services) to get started.

IRP registrations are currently only processed and available in Springfield. You may purchase an Illinois 45-Day Temporary Apportioned Authorization Permit at select Driver Services facilities. For more information on IRP registration or to request additional IRP manuals and related forms, please visit the Secretary of State website or call the Commercial & Farm Truck Division at 217-785-1800. We look forward to serving you.

A handwritten signature in cursive script that reads "Jesse White".

Jesse White
Secretary of State



Table of Contents

IRP Processing Options	1
Rules and Regulations	2
Insurance Requirements for Tow Trucks, Wreckers or Roll-backs	3
Permanent Trailer Requirements	3
Special Hauling Vehicle	3
Important Notice for Users of GPS Systems	4
Special Notice for Renewals	5
Application for Special Hauling Vehicle Permit	6
All Applicants	7
Heavy Vehicle Use Tax (HVUT)	7
Established Place of Business/Residence	7
Proof of Ownership	8
Instructions for Preparation of Forms	8
Helpful Codes	10
Schedule G Form	11
IRP Application	15
Average Per Vehicle Distance	19
Invoice and Payment Instructions	19
Semi-Annual Installment Trucks, Tractors and Buses (only for Illinois fees)	20
IRP Credentials and Plate Display	21
45-Day Temporary Apportionment Authorization	22
Vehicle/Driver Services Facilities	22
Unladen Weight Permit (Hunter's Permit)	23
Distance Record-Keeping Requirements	23
Appendix 1 – Vehicle Types and Common Definitions	26
Appendix 2 – IRP Jurisdiction Maximum Weights	29
Appendix 3 – Regulatory Agencies	30
Appendix 4 – Illinois Fees	31
Appendix 5 – IRP Frequently Asked Questions	32
Important Definitions	39

Rules, regulations, forms, printed information and instructions are subject to change without notice. Please check with any informational fliers or instructional sheets that have been sent by this office. For more detailed and current information, visit www.irponline.org or www.cyberdriveillinois.com.

IRP Processing Options

1. **By appointment** — Call 217-785-1800 to make an appointment. Listen to the menu options and select “make an appointment.” Appointments are available from 8:30 a.m. to noon on most weekdays. **It is necessary to make appointments to process applications anytime during the year, not just at renewal.**

APPOINTMENTS RECEIVE PROCESSING PRIORITY. Applicants without an appointment may not be processed. Appointments during the renewal season may be limited. Applicants are advised to use an alternative method to expedite their registrations.

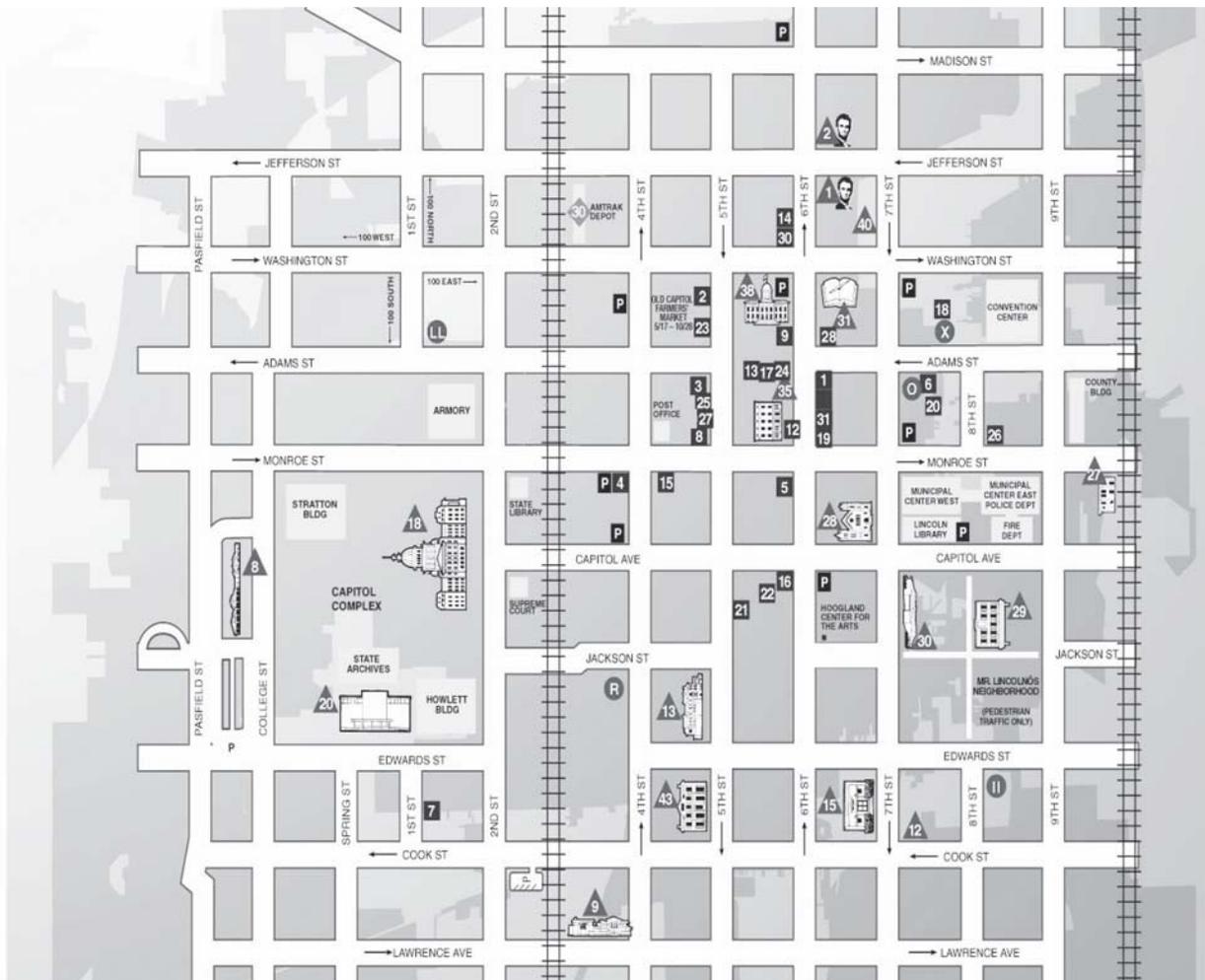
2. **Online** — Renew online at www.cyberdriveillinois.com (click International Registration Plan under E-Services and follow all directions). You will be able to get your renewal billing on this site.

3. **By mail** — Mail applications and payments to:
Office of the Secretary of State
Commercial & Farm Truck Division
501 S. Second St., Rm. 300 Howlett Building
Springfield, IL 62756

If renewing by mail, please submit applications no later than February 1 to allow sufficient time to calculate your fees and return your billing notice to you. Please submit all required paperwork along with your application or a copy of the invoice with your payment to ensure proper handling. Please allow two to three weeks for processing and mailing. Payments must be submitted by mail no later than March 1 to allow ample processing and return time. Renewal payments made in person must be made by the deadline date shown in the renewal instruction letter.

For processing inquiries, please call 217-782-4815, 217-782-4816 or 217-785-1800. Please listen for the appropriate menu choice for your inquiry.

Office Hours: 8 a.m. to 4:30 p.m., Monday through Friday; closed weekends and official state holidays.



Rules and Regulations

The following rules and regulations based upon the IRP and Illinois law should be read prior to completion of your IRP application(s). Other rules and regulations may be in effect that are not specifically noted here.

1. Apportionment is required for vehicles operating in two or more IRP member jurisdictions and having a combined gross weight exceeding 26,000 pounds, including the weight of the vehicle and the maximum load, or for a power unit having three or more axles, regardless of weight.
2. Commercial vehicles weighing less than 26,000 pounds operating intrastate in two or more jurisdictions must apportion.
3. First-year applicants or vehicles being added to an existing fleet will not be issued new-year registrations in March unless the carrier is willing to assume last quarter fees for the current registration year. The registration year begins April 1 and ends March 31. Applications received will be posted within the registration year based upon receipt.
4. All units (one or more) registered in the same IRP jurisdictions are designated as a fleet. Illinois will accept apportionment applications for separate power fleets if they are registered in different IRP jurisdictions. If applications for more than one fleet are submitted, they will be designated as Fleet #001, Fleet #002, etc.
5. A fleet not operated in more than one jurisdiction for the past 18 months is no longer eligible to register with IRP at its next renewal.
6. All actual distance generated by the apportioned fleet during the preceding fiscal year (July 1-June 30) must be reported on the renewal application. This consists of interstate and intrastate distance of each apportioned vehicle. This includes new applicants who were registered in another jurisdiction under their name. Estimated distance is no longer applicable for IRP registration renewals. All new applicants (never having IRP in any jurisdiction in the previous year) will use the Average Per Vehicle Distance Chart for all member jurisdictions. The exception to this new rule is for entities that have had apportioned registration in another jurisdiction and must report the actual distances accrued to register in this jurisdiction.
7. Carriers who apportion their vehicles may operate in interstate and intrastate commerce.
8. Illinois IRP firms must provide their USDOT number on all applications if they are a carrier.
9. **ALL** Illinois IRP firms for individuals and corporations operating from a personal residence must provide their Illinois driver's license number on all applications.
10. All applicants are required to maintain an IVDR (Individual Vehicle Distance Record). IVDRs are not required on trailers because distance does not accrue on these vehicles (see Distance Record-Keeping Requirements on page 21).
11. Decreasing weights resulting in discounting of fees is not allowed. The lowest weights requested for jurisdictions registering by combined gross vehicle weight may not vary by more than 10 percent below the Illinois weight. Applications with this variance will be rejected or denied. An exception may be allowed when appropriate documentation and explanation justifying operations is approved prior to processing of the application. If required for renewal, approval must be secured each registration year.
12. Apportioned Tow Truck Plates are available for vehicles fitting the statutory definition of a tow truck, wrecker or roll-back.
13. The USDOT number and TIN (Taxpayer Identification Number) of the carrier responsible for safety is required on all applications. An application for correction will be required each time it changes for any vehicle(s).
14. Lessors (vehicle owners if different from the registrant) must now give their complete address on applications.

Permanent Trailer Requirements

All trailers displaying apportioned trailer registration since 1998 must be titled in the State of Illinois. Trailer plates are PERMANENT and non-transferable. When purchasing a new trailer, new registration must be obtained. When removing a trailer from service, plates may be returned to the Commercial & Farm Truck Division in Springfield. A list of vehicles and plates destroyed may be sent in lieu of the actual plates should you destroy the plates yourself.

Trailer registration for semi-trailer plates or apportioned full-trailer plates is \$19.

Insurance Requirements for Tow Trucks, Wreckers or Roll-backs

Tow Trucks, Wreckers and/or Roll-backs are required to maintain insurance during the entire registration period on the vehicle. A properly executed Insurance Certificate must accompany your application for registration each year. Insurance requirements (minimum coverage) are as follows:

Automobile Liability (Combined Single Limit)	\$500,000
Garage Liability (Combined Single Limit)	\$500,000
On Hook Coverage for Towed Vehicle	\$ 25,000
Garage Keepers Legal Liability	\$ 25,000
Workers Compensation Minimums under the Workmen's Compensation Act. [ILCS 5/12-606(d)]	

Certificates of Insurance must also include the Insured's name as it is on file with this office, the policy number, the company(s) name affording coverage, the Secretary of State as Certificate Holder, the name of the producer, the signature of an authorized representative of the insurance company and the Vehicle Identification Number (VIN) of the covered vehicle(s). **Insurance Certificates not meeting these requirements as set forth by law are not accepted.**

The expiration date of coverage may not be before the expiration date of the plates/registration. All Certificates of Insurance for apportioned vehicles must show an expiration date of March 31 of the respective registration year or be listed as "Continuous Until Canceled."

Special Hauling Vehicle (SHV)

A. Eligible Vehicles/Benefits:

1. Allowable weights transmitted to a road surface for:
 - 3-axle trucks having a distance of more than 72 inches but not more than 96 inches between any series of two axles – 36,000 combined for the tandem axle, with no single axle exceeding 20,000 pounds.
 - 3-axle rear discharge truck mixers not operated on the National System of Interstate Highways when used exclusively for the mixing and transportation of concrete in the plastic state, or 3-axle combination sewer-cleaning jetting vacuum trucks used exclusively for the transportation of non-hazardous solid waste may operate with the maximum weights of 22,000 pounds on any single axle, 40,000 pounds on any tandem axle and 54,000 pounds maximum. These vehicles are not subject to the bridge formula.
 - 4-axle truck mixers not operated on the National System of Interstate Highways hauling concrete in the plastic state, having a distance of more than 72 inches but not more than 96 inches between any series of two axles – 20,000 pounds on a single axle or 36,000 pounds on any series of two axles.
 - 4-axle truck mixers not operated on the National System of Interstate Highways hauling concrete in the plastic state, having a distance of more than 40 inches but not more than 72 inches between any series of 2 axles – 34,000 pounds on any series of two axles.
2. Combinations of vehicles (tractor/semi-trailer), regardless of what they are hauling, having five axles with a distance of 42 feet or less between extreme axles, may not exceed 20,000 pounds on a single axle, 34,000 pounds on a tandem axle, and 72,000 pounds gross weight. This part of the law covers combinations of vehi-

cles hauling any commodity. The distance between the first and last set of tandem axles must be 18 feet, 6 inches or more.

3. A truck hauling concrete or asphalt in the plastic state that exceeds axle or gross weight limits by less than 4,000 pounds can accept the arrest ticket and proceed to its destination without shifting or reducing the load.

B. Eligible Plate Categories:

- Flat Weight: N thru Z
- Mileage Tax: MN thru MZ
- Farm: VP thru VZ
- IRP (Apportioned): 36,001 pounds and above (special instructions)

Out-of-state applicants must show Illinois registration in some manner. This may be dual registration with an Illinois Flat Weight plate or an out-of-state IRP plate with IL shown on card (proof required). All out-of-state applicants must have either an apportioned trailer plate from their base jurisdiction or an Illinois “ST” plate registered to them (proof required). Out-of-state gross weight must exceed 36,000 pounds.

C. Non-Eligible Vehicles:

- All trailers and semi-trailers.
- All second division vehicles displaying plates other than those listed in part B above.

D. Fees:

- Always \$125 — First-time issuance or renewal; no reduction or proration.
- Corrected Cab Card (IRP only) — \$3.
- Replacement Fee — No fee.
- IRP 45-Day Temporary Apportionment Authorization for SHV— \$3 (unless purchased in conjunction with another transaction, then no fee).

E. Display:

SHV decals and stickers are no longer issued. The SHV ID card must be attached to the corresponding vehicle ID card and carried in the vehicle when purchased separately. Apportioned ID cards will indicate “SHV FEE PAID” in lieu of the sticker number.

F. IRP Vehicles:

- IRP vehicles should show the SHV information on the IRP registration cab card. To purchase the SHV Permit, an IRP supplemental application may be submitted to the Commercial Farm & Truck Division and fees invoiced to the applicant. Facilities selling SHV Permits may issue the permit to IRP-plated vehicles, but the applicant is responsible for carrying both ID cards until a correction is made to the IRP registration card (if desired). The applicant may apply for a corrected IRP cab card in the standard manner to include the SHV information for a \$3 fee.
- At renewal, each vehicle with an SHV the previous year will indicate renewal as an SHV unless changed by the applicant. If required for a different vehicle, it is necessary to select those vehicles being changed. Separate applications are no longer required and fees will be included with the registration renewal fees, if so selected.
- To transfer or replace SHV credentials, please call the Commercial & Farm Truck Division at 217-785-1800.

IMPORTANT NOTICE FOR USERS OF GPS SYSTEMS

Illinois law mandates that the distinction between truck-attributed global positioning system devices and non-truck-attributed global positioning system devices be communicated to all CDL holders as part of the study curriculum for the CDL. The law requires a related pamphlet to be available at all Secretary of State facilities where an applicant may obtain or renew a CDL.

Trucks should be equipped with truck-attributed global positioning devices to ensure that preferred truck routes are known to the operator of the vehicle, thereby avoiding any issues that would impede the movement of a properly licensed vehicle or cause any violations and/or fines imposed for improper operations within a unit of local government.

For more information, please visit a Secretary of State Driver Services facility that handles Commercial Driver's Licenses, or contact the CDL Unit at 217-524-5971.

SPECIAL NOTICE FOR RENEWALS

Renewal packets are no longer mailed. Registrants are sent a letter or email containing their unique PIN for renewal on the Secretary of State website. Instructions are contained within the letter or on the Web screens. Pay particular attention as instructions change annually. Payments must be mailed by the date shown to ensure ample processing time. In person, payments are only allowed until the date shown. After that time, payments may be dropped off and all credentials mailed. Remitter Services will be assigned a final processing date for applications and payments. Remember to include the necessary forms and/or payments for HVUT (Heavy Vehicle Use Tax), SHV (Special Hauling Vehicle) or any other special processing issue. Missing documents and/or proof may cause delays in credential issuance.

APPLICATION FOR SPECIAL HAULING VEHICLE PERMIT

DO NOT TEAR – SUBMIT BOTH PARTS

PLEASE PRINT OR TYPE CLEARLY IN BLACK INK – APPLICATION CANNOT BE ACCEPTED WITH ALTERATIONS (CHANGES) OR WHITE-OUT.
DO NOT WRITE IN THIS AREA – FOR SECRETARY OF STATE USE ONLY

TYPE OF APPLICATION
<input type="checkbox"/> ORIGINAL
<input type="checkbox"/> REPLACEMENT
<input type="checkbox"/> TRANSFER
<input type="checkbox"/> CORRECTION

EXPIRATION: JUNE 30 – FOR FISCAL REGISTRATION / MARCH 31 – APPORTIONED REGISTRATION

PLATE NUMBER	OWNER'S NAME FIRST LAST MIDDLE		
	(1)		
FOR HIRE: <input type="checkbox"/> YES <input type="checkbox"/> NO	(2)		
FIRM/FILE NUMBER	RESIDENCE/BUSINESS ADDRESS		
UNIT NUMBER	CITY	ZIP CODE	
	IL		
GROSS WEIGHT	YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER
BODY STYLE	CONTACT PERSON		DAYTIME TELEPHONE NUMBER

Benefits from Registering as a Special Hauling Vehicle

- Allowable weights transmitted to a road surface for:
 - 3-axle trucks having a distance of more than 72 inches but not more than 96 inches between any series of two axles — 18,000 pounds on each axle;
 - 4-axle truck mixers not operated on the National System of Interstate Highways hauling concrete in the plastic state having a distance of more than 72 inches but not more than 96 inches between any series of two axles — 20,000 pounds on a single axle or 36,000 pounds on any series of two axles;
 - 4-axle truck mixers not operated on the National System of Interstate Highways hauling concrete in the plastic state having a distance of more than 40 inches but not more than 72 inches between any series of two axles — 34,000 pounds on any series of two axles.
- Combinations of vehicles (tractor/semi-trailer), regardless of what they are hauling, having five axles with a distance of 42 feet or less between extreme axles can be grandfathered into the old bridge formula and will not be subject to the federal bridge formula. This part of the law covers combinations of vehicles hauling any commodity.
- A truck hauling concrete or asphalt in the plastic state that exceeds axle weight or gross weight limits by less than 4,000 pounds can accept the arrest ticket and proceed to its destination without shifting or reducing the load.

Valid with Illinois registered trailers only (Apportioned included).

I/We hereby affirm that the information provided is true and correct and, when applicable, will abide by the Mandatory Insurance Law requiring liability insurance throughout the registration period.

SIGNATURES	X ₍₁₎ _____	REMITTER NAME & # (IF APPLICABLE)
	X ₍₂₎ _____	

THIS CARD MUST BE ATTACHED TO OR CARRIED WITH THE REGISTRATION CARD FOR THE PLATE INDICATED AND EXHIBITED ON DEMAND.

AUDITOR USE ONLY

\$

JESSE WHITE • SECRETARY OF STATE • STATE OF ILLINOIS

Printed by authority of the State of Illinois. October 2010 – 1 – CFT 28.7

ALL APPLICANTS: Before IRP applications are processed, the following information must be provided:

Heavy Vehicle Use Tax (HVUT)
(All vehicles registered at 55,000 pounds or more)

In accordance with the rules and regulations of the Internal Revenue Service (IRS), proof of payment of federal highway use tax must be verified prior to issuance of any IRP credentials. The following is considered acceptable proof of payment for the Heavy Vehicle Use Tax:

1. Photocopy of your receipted Schedule 1, Form 2290. The VIN on the registration application must match the VIN on the Schedule 1, Form 2290. The name shown on the Schedule 1, Form 2290 must match the name of the vehicle owner or have a responsible tie. The registration application date must fall within the beginning and ending 2290 tax period dates, except when the application date is July, August or September and the 2290 from the prior tax period can be accepted. The Secretary of State cannot accept 2290 forms when the tax period years have been changed or altered, even if an IRS employee changes the form. The accepted stamp or e-file watermark must be visible for acceptance.
2. Photocopy of Form 2290 with Schedule 1 and evidence of payment of the tax, such as photocopies of both sides of your canceled check.
3. Payment of Form 2290 (Heavy Vehicle Use Tax) is due to the IRS by the last day of the month following the month of first use. However, no proof of compliance is required for a vehicle purchased within the last 60 days prior to registration. Proof of recent purchase must be presented at registration.

Form 2290 must be filed with the IRS Center for the state where your main place of business or legal residence is located. If neither of the above are located within the United States, visit www.irs.gov for instructions.

Walk-in service is provided at the IRS Office in Springfield, IL, 3101 Constitution Dr. Contact the IRS for operational hours (see map on inside front cover for directions).

For more information regarding federal Heavy Vehicle Use Tax, please call 800-829-1040. For blank forms, please call 800-829-3676. You may also obtain forms and instructions from the IRS website at www.irs.gov.

Established Place of Business/Residence
(First-Time Applicants or Change of Address)

The International Registration Plan requires that a physical address be given for your established place of business or your residence, whichever you maintain in Illinois for registration purposes. If at any time you are a business operating from your home and not from an established place of business, satisfactory evidence of your residence will be required with a written explanation tying the business to the home. An individual or principal of a corporation operating from a personal residence must provide a copy of his/her Illinois driver's license in addition to the required documents. The address on any item provided must match the address shown on the application. The name on any item provided must be traceable or recognizable to the registrant name. For a complete definition of "Established Place of Business" and "Residence," please see the definitions in this manual. To verify your established place of business or residence in Illinois (physical location), you must provide current copies of **four** of the following items, **one of which must be a phone bill**:

- Illinois driver's license (individual or principal of a corporation/business using an Illinois residential address).
- Phone bill in registrant's name (within 60 days of registration – not a disconnect notice).
- Rental contract for property.
- Real Estate Tax Bill/Assessment.
- Utility bill in registrant's name (within 60 days of registration – not a disconnect notice).
- Proof of insurance (certificate or declarations page from policy – ID card is unacceptable).
- Corporation papers (for foreign corporations, Certificate of Good Standing required).

Other documentation may be requested upon review by the Commercial & Farm Truck Division when acceptable items may not be available or do not meet established parameters.

The address of a third-party service provider is not allowed.

Proof of Ownership

Proof of ownership must be submitted for any vehicle being added to your firm (additional vehicles or transferred vehicles), for any previously transferred vehicle being re-registered, and for any currently licensed vehicle for which a correction may be required. This proof of ownership must match the vehicle information being entered to your registration file. All documents must include the year, make and VIN of the vehicle as well as clearly identifying the name of the owner.

One or more of the following documents may be required when proving ownership for IRP registration:

- Copy of title issued in owner's name (trailers must have Illinois title or apply for Illinois title with registration).
- Copy of front and back of assigned title (for power units only, purchase date must be within six months of registration date, all necessary fields on the assignment are completed).
- Copy of Illinois ST-556 Tax Form (for purchases from Illinois dealers, purchase date must be within six months of registration date).
- Dealer's Bill of Sale (for power units only, purchase date must be within six months of registration date; all signature areas must be signed). Dealer's license number must appear on documents.

Bills of Sale for non-dealer consummated transactions or between individuals/companies are no longer accepted. Proper proof that a vehicle has had its ownership transferred to another entity is a mandatory requirement. Bills of Sale do not have any standard pattern for verification and have been found to be improper documents to prove ownership.

Instructions for Preparation of Forms

Schedule G Form

A Schedule G Form must be completed by all **first-time applicants and those undergoing business operational changes** such as a name change, merger into a new corporation, fleet consolidations, or other changes where the form would be prudent for consideration of new information regarding the registration. Schedule G refers to previous registration, operating authority, prior audit histories and general registration requirement information. All questions must be answered by the applicant, and the form must be signed by the applicant and any remittance agent, licensing agent or consultant. Answers should be clear and complete. If information is missing, the application will not be processed until the necessary information is obtained and verified. Additional pages may be attached to the form if necessary. (See sample form.)

IRP Application

The IRP Application must be used whether you are a first-time applicant or an established registrant registering a new vehicle; transferring a registration to another vehicle; making corrections; applying for replacement credentials (plate and/or cab card); purchasing an SHV permit; reclassing the weight of a vehicle(s); qualifying a 45-Day Temporary Apportionment Authorization; and/or renewing registration without the renewal form.

Please follow these instructions and carefully review the information before submitting to ensure proper registration of your vehicle(s). Applications must be signed by the applicant. If information is missing, the application will not be processed and no registration will be issued. If a license service or remittance agent assists with the application, they must be identified on the application.

Page 1: Applicant – Application and Applicant Business Information Schedule

This page is for applicant/registrant or company information. Please put entries in all applicable fields. For fields that have no entry or no information available, insert "N/A." A physical Illinois address must be shown. If an Illinois address is not maintained, IRP cannot be issued in Illinois. A "Special Mailing" address field is provided to send mail to another location. If a Firm and Fleet number have previously been issued, please list accordingly. If this is a "first-time" application, a Firm and Fleet number will be assigned to you. The registration year is based upon the expiration date of the license plate. Mark the appropriate box for type of application. Mark the appropriate box for type of operation for your vehicles. List the applicant/registrant or company USDOT Number in the appropriate area ONLY if you are also the carrier providing safety for the vehicles. List the FEIN of the applicant/registrant. Indicate if it is a new fleet or not. List the USDOT Number of the entity providing safety, if for the entire fleet. Indicate if it could change in the next 12 months. List the TIN (Taxpayer Identification Number) for the entity providing safety also if for the entire fleet. Appropriately list or answer the fields regarding WY Intrastate Authority, ICC #, Corporation numbers and jurisdictions, ILCC #, Fuel Tax # and jurisdiction, DL# (if an individual) and Insurance. Read the affirmation statement and sign application. If a licensed Remittance Agent or another third party assisted with this application, the signature information must also appear on this page.

Page 2: Distance and Weight Schedule

This page is for reporting distances and weights. First-time applicants will list ALL jurisdictions with a distance from the Average Per Vehicle Distance Chart (VSD 646) and an operating weight for each jurisdiction. Renewal or existing applicants need only list those jurisdictions for which distance was accrued but still must list an operating weight for each jurisdiction. Enter the total actual fleet distance in the appropriate box. Enter the weight group, if known; otherwise individual weights by jurisdiction are required. To create a new weight group, weights must be listed for each jurisdiction. For Quebec registrations, only the number of axles (including trailers) need be entered. Actual distances being imported from another firm, fleet or jurisdiction disqualify the application as being a "first-time application." If more than one weight group is necessary, attach additional schedules. Only one weight group is allowed per schedule.

Page 3: Vehicle Information Schedule

This page is to cause transactions for individual vehicles. Appropriate selection boxes are marked for the type of transaction desired. If a vehicle was issued an Illinois IRP 45-Day Temporary Apportionment Authorization Permit, list the permit number and issue date. Each vehicle must be given or have a unique unit number. Unit numbers cannot be duplicated or re-used during a registration year. Fill out the appropriate vehicle information fields. If a field has no entry or the information is not available, enter "N/A." If you do not know the factory price of the vehicle, you may re-enter the purchase price or leave blank. The HVUT column is reserved for office use only. Please list the lessor name and address if the ownership of the vehicle is different from that of the applicant/registrant. List the Safety USDOT of the lessor, if known. List the USDOT of the entity providing safety for that vehicle and the TIN of that entity. Answer the question of changing in the next 12 months. For transfers/corrections, list the old vehicle information in a vehicle line above the new vehicle information. Mark the old as "transfer from" and the new as "transfer to" if a transfer, mark correction for both vehicles if performing a correction. For additional vehicles, attach another schedule, as needed. It's best if transaction types are grouped together and additional schedules are attached for different transaction types. For QC, list enter the number of axles including any trailers for each vehicle.

Page 4: Instructions

Read and follow the basic instructions noted for filling out the application properly. Only one application is required for IRP transactions. Do not use any old forms or other types of forms for IRP transactions. Each page should be returned to this office for processing. The mailing address is shown at the bottom of the page. To process in person, an appointment is required.

Please review the application before submitting.

General Notes Regarding the IRP Application:

1. All renewable vehicles are subject to 12-month registration fees. Each vehicle listed on an application is charged the same number of registration fee months.
2. Plates cannot be transferred from one fleet to another, or from one person (business entity) to another.
3. Not every jurisdiction recognizes transfers. Fees are charged according to the jurisdictional requirement regarding new vehicles.
4. You may not duplicate or re-use a unit number during a registration year.
5. Replacing plates and/or cab cards does not require completion of page 2 of the application.
6. When requesting a correction, circle the new or correct information to bring attention to it.
7. Reclassing down of weights is not allowed. Any reclass up to a greater weight on a subsequent application will be charged the appropriate fees for the higher weight; previous transaction fees cannot be used for credit. Weight variances of more than 10 percent below the Illinois weight (discounting) is not allowed unless pre-approved.
8. Because all jurisdictions are now listed on the IRP credential, adding jurisdictions applications are no longer necessary. First-time applicants will list all member jurisdictions by their Average Per Vehicle Distance. Renewals must list distances for each jurisdiction where actual distance was accrued.
9. The name and address information must match the file information unless a request for change is being submitted. (See Established Place of Business/Residence on page 6.)
10. USDOT numbers of the carrier responsible for the safety of your vehicles are required. If there is no lessor but each vehicle may have a different entity responsible for safety, list the USDOT number and TIN (Taxpayer Identification Number) in the proper area. If there is only one entity responsible for the safety of all your vehicles, you must list in the proper areas. Corrections to USDOT numbers require an application when changing. It is the responsibility of the registrant to make sure all credentials have the correct USDOT number associated at all times.

Helpful codes or abbreviations for the application or shown on issued credentials.

**Fuel Types
for application process:**

- | | |
|-----------------------------|-----------------------------------|
| B.....Biodiesel | M.....Methane |
| C.....Electric Powered | N.....Compressed Natural Gas |
| D.....Diesel | O.....Other fuel type, not listed |
| E.....Ethanol | P.....Propane |
| G.....Gasoline | Y.....Dimethyl Ether |
| L.....Liquefied Natural Gas | |

Types of Operation Abbreviations Used:

- HH.....Haul for Hire
 PC.....Private Carrier
 RC.....Rental Company
 GH.....Household Goods (For-Hire)
 GP.....Household Goods (Private)

Vehicle Types for application process:

- TK.....Straight truck
 TR.....Tractor
 TT.....Truck Tractor
 MT.....Mobile Home Toter
 PW.....Power Wrecker or Tow Truck
 BS.....Bus
 ST.....Semi-trailer
 FT.....Full Trailer
 CG.....Converter Gear (not licensed in IL)

For picture examples, see Appendix 1

Headings Used on the Vehicle List (Abstract)

- Weight Group.....The grouping of weights in the jurisdictions.
 Unit #.....The unique unit number of the vehicle.
 VIN.....Vehicle Identification Number
 YR.....Year of the vehicle
 Make.....The brand name of the vehicle
 Type.....Type of vehicle
 A/S.....Axles or Seats. Axles for most, seats for buses.
 QC.....The number of axles in Quebec including any trailer.
 Plate #.....The plate number assigned to the vehicle
 TA.....Type Action (see chart)
 DOT.....The USDOT number for safety for that vehicle
 CHG.....Whether or not the USDOT number for safety will change in the next 12 months. Y or N shown, by application selection.

A second or third line shown per vehicle indicates the Lessor name and address information (owner of vehicle) as required.

**Common Type Action Codes
shown on Vehicle List
(Abstract) under Heading TA**

- 01.....Added Vehicle
 02.....Renewed Vehicle
 03.....Renewed Vehicle with Unit # change
 07.....Renewed Vehicle with Replacement Plate
 11.....Added Vehicle
 12.....Transferred Vehicle
 13.....Transferred Vehicle with Replacement Plate
 14.....Transferred Vehicle with Weight Change
 15.....Transferred Vehicle with Replacement Plate/Weight Change
 21.....Replacement Plate Ordered
 22.....Weight Change
 23.....Replacement Plate and Weight Change
 24.....Vehicle Correction
 25.....Duplicate Cab Card Ordered
 28.....Unit Number Change

Other type action codes may appear for specific reasons. If there are questions, please contact the Commercial & Farm Truck Division for explanation.



Secretary of State
“Schedule G” for First-Year IRP Applicants or
Business Operational Changes

This space for use by
Secretary of State.

Secretary of State
Vehicle Services Department
Commercial & Farm Truck Division
501 S. Second St., Rm. 300
Springfield, IL 62756
217-782-4815
www.cyberdriveillinois.com

Distance records on which this application is based must be retained for a period of three years after the expiration of each registration year (total of five years and nine months). Retention of records is very important to avoid excessive penalties that may arise during audit examination.

Name: _____ FEIN : _____

Address: _____ City/State/Zip : _____

Telephone #: _____ Additional Telephone # : _____

Prior to the issuance of your registration, the Office of the Secretary of State, pursuant to 625 ILCS, Sections 5/2-110 and 5/3-405, requires the following questions to be completed in full. For any question requiring additional information, additional sheets may be attached. Information provided may require further verification. The Office of the Secretary of State reserves the right to request documentation for substantiation. For current IRP firms, please only complete questions regarding the part of your operations that has changed from the previous filing.

Part I, Vehicle Registration Information

1. Indicate how these vehicles were registered previously (includes those under your ownership and leased to another company). If an existing registrant making changes in business operations, select A. If newly purchased, skip to E; attach separate sheet if needed. If vehicles were not registered, explain in F.

A. **Existing IRP Registrant – Business Operations Change Only** - Firm Number _____

B. **Illinois base plate** - Name and Plate # _____

C. **Illinois IRP plate** - Name and Plate # _____

D. **Foreign plate** - (out of state) - State of Issuance _____

Foreign base plate - Name and Plate # _____

Foreign IRP plate - Name and Plate # _____

E. **New Purchase** - (vehicles recently purchased or not in your possession in the previous registration year.)

Purchased from: _____

Relationship to applicant (if any): _____

F. **Other** - Explain in detail. _____

2. Have you ever had IRP registration in Illinois or any other jurisdiction? YES NO

If yes, please indicate the Name, Jurisdiction and Firm/Account #: _____

3. Have you been associated with any company or individual during the past three years that was apportioned in Illinois or any other jurisdiction? YES NO

If yes, Name and Jurisdiction _____

4. Have you ever been denied registration? YES NO

If yes, explain: _____

5. Have you ever had your registration suspended or revoked? YES NO

If yes, explain: _____

6. Is your vehicle(s) presently leased to any individual or company? YES NO

If yes, Name, Address and Phone Number of Lessee: _____

If you are not presently leasing or leased to anyone but have inquired about potentially leasing to someone, indicate the Name, Address, USDOT Number and Phone Number of the entity and list a contact person.

Part II, Business Ownership Information

Please explain about your business ownership and those persons associated with the operations, if any.

- 1. Business Type - Individual or Proprietorship (includes Owner/Operator)
- Partnership
- Company
- Corporation – IL Corporation Number or State of Incorporation if foreign: _____
A copy of a "Certificate of Good Standing" is required for a foreign corporation.
- Limited Liability Company (LLC) - IL LLC Number or State if foreign: _____
A copy of a "Certificate of Good Standing" is required for a foreign LLC.
- Other – Describe _____

2. Please list the Name, Address and Phone Number of any person (including yourself), officer, partner, spouse, family member, trustee, or other entity (including other business names or corporations) that have more than a 10% ownership stake in this business:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Please attach additional sheets, if necessary.

3. Have any of the other named parties in Part II, #2 had IRP based in IL or any other Jurisdiction? YES NO

If yes, give Firm/Account Number(s) and Jurisdiction(s): _____

4. Have any of the other named parties in Part II, #2 ever been denied registration by any Jurisdiction? YES NO

If yes, give Jurisdiction and explain: _____

5. Have any of the named parties in Part II, #2 ever been audited for IRP by any Jurisdiction? YES NO

If yes, approximate date/Jurisdiction: _____

6. Is the business address a personal residence? YES NO

If yes, Name and relationship to registrant: _____

Part III, Driver Information

Please explain who will be operating your vehicles.

1. Are you the driver of the vehicle(s)? YES NO

If yes, Driver's License # _____ State of Issuance _____ CDL YES NO

Will you employ a fleet of drivers (more than yourself)? YES NO

If yes and more than one driver, list all potential driver information on an additional sheet.

2. Has any driver or potential driver listed had their license suspended or revoked? YES NO

If yes, give Jurisdiction and explain: _____

Part IV, USDOT and Authority Information

Please be specific on the requested information. If further explanation is necessary, please attach an additional sheet.

1. **USDOT Number** responsible for safety: _____ FEIN of entity: _____

Name(s) and Address(es) of carrier whose USDOT Number is responsible for Safety:

USDOT Type Business:

Motor Carrier Broker Freight Forwarder Hazardous Material Shipper Cargo Tank Facility

Operating Authority Number you will be working under (if any) #: _____

Jurisdiction of Issue: _____ Is this your authority? YES NO

If No, Name and Address of Authority Holder: _____

Could the USDOT Number for Safety change in the next 12 months? YES NO

2. Has anyone listed in Part II, #2 ever had a USDOT Number of their own? YES NO

If yes, give USDOT Number and explain: _____

3. Has there ever been an "Out of Service" order applied to you, your vehicles or any business or vehicles associated with any of the named parties in Part II, # 2? YES NO

If yes, give dates and explain: _____

4. Have you or any of your vehicles been cited by any Jurisdiction for safety violations? YES NO

If yes, explain violation, date and resolution: _____

5. Do you secure loads through a Broker? YES NO

If yes, give Broker's Name, Address and Phone Number: _____

6. Have you updated your MCS-150 Form recently or to reflect the proper USDOT business type? YES NO

If yes, date of update: _____

Please be advised that applications will not be processed and issued registration without proof that either they are a Carrier or leased to a Carrier who has a valid USDOT Number for Safety Operations. You may be asked to provide proof of that Carrier's USDOT Number and FEIN to obtain registration.

Part V, Business Plan for Operations

1. Provide a detailed business plan to justify the selection of the jurisdictions in which you wish to apportion. (A detailed answer is required. Registration may be denied if not adequately answered. Attach additional sheets if needed).

2. Is there any actual distance that has been accrued by your vehicle(s) that will require to be reported? ... YES NO

If yes, explain origin of distance: _____

3. Have you been instructed on the importance of maintaining individual vehicle distance records? YES NO

4. Have you read the distance recordkeeping requirements outlined in the IRP Instruction Manual? YES NO

5. I am aware that the origin, destination, route traveled and odometer readings must be included within the required records to accurately account for distance traveled within a particular jurisdiction? YES NO

6. At what address do you plan to maintain these records for audit purposes: _____

Part VI, General Information and Affirmation

1. Has any licensing service, remittance agency, trucking service agency, consultant or any other individual(s) assisted you in the preparation of your IRP application(s)? YES NO

If yes, Name and Address: _____

Did the above named business/person advise you where to find the documents or provide you with the necessary information/rules to comply with being an apportioned registrant? YES NO

2. Do you know of any pending civil, criminal or administrative actions not previously disclosed, which may prevent you from obtaining IRP registration in IL or that could cause any type of enforcement action, should registration be granted? YES NO

If yes, explain: _____

3. Do you owe any fees, fines, penalties, assessments or other unpaid billings to any jurisdiction? YES NO

If yes, explain: _____

I (we) hereby affirm that the information set forth herein is true and correct under penalty of perjury and that, as applicant, these answers were given by me. I furthermore affirm that I am familiar with the responsibility imposed upon me, as applicant, by registering under the International Registration Plan, including recordkeeping requirements and the importance of accurate and complete distance accrual records according to the rules and regulations of the International Registration Plan. Authorized signatures are those of either the applicant, co-applicant (if necessary) or authorized employee of the company and not anyone acting as my agent.

_____ Authorized Signature	_____ Date	_____ Authorized Signature	_____ Date
_____ Title		_____ Title	

If you were assisted by a Licensing Agent, Remittance Agent or Consultant, a signature must be shown.

Signature of License Agent, Remittance Agent or Consultant assisting

_____ Agency/Entity Name	_____ License Number (if any)	_____ Date
-----------------------------	----------------------------------	---------------

Signature of License Agent, Remittance Agent or Consultant affirms that proper documentation regarding distance recordkeeping has been given to the registrant for which this Schedule G has been completed. It also confirms that a copy of the International Registration Plan Instruction Manual has been given to the registrant or the registrant has been informed of the proper place to obtain a copy from the Secretary of State's website.

Failure to answer or explain when necessary will constitute denial of registration. Forms without all required signatures will not be accepted.

STATE OF ILLINOIS

(IRP) INTERNATIONAL REGISTRATION PLAN APPLICATION

(PAGE 1)

1 APPLICANT INFORMATION		2 APPLICANT INFORMATION	
REGISTRANT NAME:		FIRM #:	REG. YR.
DBA NAME:		FLEET #:	
PHYSICAL ILLINOIS ADDRESS:		SUPP #:	NEW APP <input type="checkbox"/>
CITY:	IL	TRACKING #:	RENEWAL <input type="checkbox"/>
ILLINOIS TELEPHONE #:	COUNTY:	FEE MONTHS:	SUPPLEMENT <input type="checkbox"/>
ALTERNATE TELEPHONE #:	FAX #:	TYPE OF OPERATION	
CONTACT PERSON:	E-MAIL:	HAUL FOR HIRE	<input type="checkbox"/>
SPECIAL MAILING ADDRESS			
NAME:		PRIVATE CARRIER	<input type="checkbox"/>
STREET ADDRESS:		RENTAL COMPANY	<input type="checkbox"/>
CITY:	STATE:	HOUSEHOLD GOODS (FOR HIRE)	<input type="checkbox"/>
	ZIP CODE:	HOUSEHOLD GOODS (PRIVATE)	<input type="checkbox"/>

APPLICANT BUSINESS INFORMATION	
YOUR USDOT #: (if applicable)	FEIN #:
USDOT # SAFETY CARRIER: (if entire fleet)	CHANGE IN NEXT 12 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO
WYOMING INTERSTATE AUTHORITY <input type="checkbox"/> YES <input type="checkbox"/> NO M# _____	ICC #
IL CORPORATION #	CORPORATION JURISDICTION: (if incorporated in a foreign jurisdiction)
FUEL TAX #:	FUEL TAX JURIS: IL DRIVER'S LICENSE # (if an individual)
INSURANCE COMPANY: (not broker or agent)	POLICY #:
	EXPIRATION DATE:

3 The undersigned, under oath, affirms under penalty of perjury of the laws of the State of Illinois in regard to making a false declaration to a public official, that the information contained on this form and all future registration form(s) for the above referenced year, will be true and correct and that the vehicles contained thereon will abide by the mandatory insurance law requiring liability insurance throughout the registration period, and that proper vehicle financial responsibility will be in effect and maintained on those vehicles. I/We hereby declare if the justifications are not complete that I have no actual distance to report and agree to the use of the estimated distances by the Commercial & Farm Truck Division to calculate my registration fees. I/We hereby declare that I/we have knowledge of the Federal Motor Carrier Safety Regulations (49 CFR parts 40 and 382, 383, 385, 386, 387 and 388), including highway-related portions of the Federal Hazardous Materials Regulations (49 CFR 107, 171-173, 177, 178 and 180) or compatible state rules, regulations, standards and orders applicable to Motor Carrier Safety including Highway Transportation and Hazardous Materials. I/We understand that I/we are required to preserve the individual vehicle distance records and source documents on which my International Registration Plan registrations are based for a period.

Signature:	Title:	Date:
Remitter/Agent Signature:	Remitter #:	

FOR OFFICE USE ONLY

STATE OF ILLINOIS (IRP) INTERNATIONAL REGISTRATION PLAN APPLICATION

Please fill out completely.

INSTRUCTIONS FOR COMPLETING DISTANCE / WEIGHT SCHEDULE:

FIRM # _____ FLEET # _____

FOR ALL FIRST TIME APPLICANTS, INDICATE THE DISTANCE FROM THE "ESTIMATED DISTANCE CHART" (VSD 646) FOR EACH JURISDICTION. FOR RENEWALS, INDICATE THE ACTUAL DISTANCE ACCRUED IN ANY JURISDICTION. ACTUAL DISTANCE MUST ALWAYS BE REPORTED FOR ALL JURISDICTIONS WHERE ACCRUED. MARK THE ACT/EST COLUMN WITH AN "A" FOR ACTUAL DISTANCE OR "E" FOR ESTIMATED DISTANCE. INSERT THE COMBINED GROSS WEIGHT FOR EACH JURISDICTION. FOR QUEBEC, ENTER TOTAL AXLES (INCLUDING TRAILER). INDICATE TOTAL ACTUAL FLEET DISTANCE IN THE APPROPRIATE BOX. INDICATE AN EXISTING WEIGHT GROUP NUMBER IN THE APPROPRIATE BOX (IF KNOWN). YOU MUST LIST AN INDIVIDUAL JURISDICTIONAL WEIGHT IF NO WEIGHT GROUP IS KNOWN. FOR MORE THAN ONE WEIGHT GROUP, PLEASE FILL OUT ANOTHER SCHEDULE.

TOTAL ACTUAL FLEET DISTANCE:

WEIGHT GROUP (IF KNOWN):

JURISDICTIONAL INFORMATION						DISTANCE/WEIGHT		
JURISDICTION	ACT/EST	DISTANCE	WEIGHT	JURISDICTION	ACT/EST	DISTANCE	WEIGHT	
AB (ALBERTA)				ND (NORTH DAKOTA)				
AL (ALABAMA)				NE (NEBRASKA)				
AR (ARKANSAS)				NH (NEW HAMPSHIRE)				
AZ (ARIZONA)				NJ (NEW JERSEY)				
BC (BRITISH COLUMBIA)				NL (NEWFOUNDLAND-LABRADOR)				
CA (CALIFORNIA)				NM (NEW MEXICO)				
CO (COLORADO)				NS (NOVA SCOTIA)				
CT (CONNECTICUT)				NV (NEVADA)				
DC (DISTRICT OF COLUMBIA)				NY (NEW YORK)				
DE (DELAWARE)				OH (OHIO)				
FL (FLORIDA)				OK (OKLAHOMA)				
GA (GEORGIA)				ON (ONTARIO)				
IA (IOWA)				OR (OREGON)				
ID (IDAHO)				PA (PENNSYLVANIA)				
IL (ILLINOIS)				PE (PRINCE EDWARD ISLAND)				
IN (INDIANA)				QC (QUEBEC)			AXLES:	
KS (KANSAS)				RI (RHODE ISLAND)				
KY (KENTUCKY)				SC (SOUTH CAROLINA)				
LA (LOUISIANA)				SD (SOUTH DAKOTA)				
MA (MASSACHUSETTS)				SK (SASKATCHEWAN)				
MB (MANITOBA)				TN (TENNESSEE)				
MD (MARYLAND)				TX (TEXAS)				
ME (MAINE)				UT (UTAH)				
MI (MICHIGAN)				VA (VIRGINIA)				
MN (MINNESOTA)				VT (VERMONT)				
MO (MISSOURI)				WA (WASHINGTON)				
MS (MISSISSIPPI)				WI (WISCONSIN)				
MT (MONTANA)				WV (WEST VIRGINIA)				
NB (NEW BRUNSWICK)				WY (WYOMING)				
NC (NORTH CAROLINA)								

ALL JURISDICTIONS WILL BE INCLUDED ON YOUR REGISTRATION IDENTIFICATION CARD.

STATE OF ILLINOIS (IRP) INTERNATIONAL REGISTRATION PLAN APPLICATION

(PAGE 3) _____ of _____

Please fill out completely.

INSTRUCTIONS FOR COMPLETING VEHICLE INFORMATION SCHEDULE:

FIRM # _____ FLEET # _____

PLEASE LIST UP TO 5 VEHICLES WHEN COMPLETING FORM FOR ADDITIONS. TRANSFERS/CORRECTIONS USE FIRST VEHICLE LINE FOR OLD/TRANSFER FROM INFORMATION AND SECOND VEHICLE LINE FOR NEW/TRANSFER TO INFORMATION. FOR VEHICLES IN MORE THAN ONE WEIGHT GROUP, SUBMIT AN ADDITIONAL SCHEDULE. PLEASE READ INSTRUCTIONS ON PAGE 4 FOR FILLING OUT VEHICLE INFORMATION PROPERLY. FOR REGISTRATION IN QUEBEC, LIST THE NUMBER OF AXLES IN THE QC AXLE COLUMN INCLUDING TRAILERS. DO NOT LEAVE FIELDS BLANK. IF INFORMATION DOESN'T APPLY, PUT N/A. FOR MORE VEHICLES, USE AN ADDITIONAL SCHEDULE.

WEIGHT GROUP # (if known):	UNIT NUMBER	ADD/RENEW	TRANSFER FROM	TRANSFER TO	REPLACE PLATE	REPLACE CARD	RECLASS	CORRECTION	SHV PERMIT	CURRENT PLATE NUMBER	VIN (VEHICLE IDENTIFICATION NUMBER)	YEAR	MAKE	TYPE	AXLE/SEATS	AC AXLES	FUEL	UNLADEN WEIGHT	PURCHASE DATE	PURCHASE PRICE	FACTORY PRICE	HVLT	
																							LESSOR NAME →
VEHICLE 1																							
TEMP #:																							
DATE ISSUED:																							
VEHICLE 2																							
TEMP #:																							
DATE ISSUED:																							
VEHICLE 3																							
TEMP #:																							
DATE ISSUED:																							
VEHICLE 4																							
TEMP #:																							
DATE ISSUED:																							
VEHICLE 5																							
TEMP #:																							
DATE ISSUED:																							

STATE OF ILLINOIS
(IRP) INTERNATIONAL REGISTRATION PLAN APPLICATION

(PAGE 4) ____ of ____

REG. YR.: _____ **FIRM #:** _____ **FLEET #** _____ **SUPPLEMENT #:** _____

INSTRUCTIONS FOR COMPLETION OF APPLICATION

PAGE 1 APPLICANT – APPLICATION INFORMATION – APPLICANT BUSINESS INFORMATION SCHEDULE

1. Part 1 – Fill out complete name, DBA name (if any) and physical Illinois address.
List applicable telephone numbers and name for contact. If a special mailing address is needed (different from physical location), enter where mail is to be sent. In the Business Information section, list the applicant's USDOT number (only if the applicant and the carrier responsible for safety are one and the same) and registrant FEIN number. List the USDOT number of the carrier responsible for safety and the TIN (taxpayer identification number) ONLY if for entire fleet (individual vehicle information comes later). Enter other identifying program/information numbers as requested. If you are incorporated in a foreign jurisdiction, list that jurisdiction. Check yes or no if you are opening a new fleet. Only individuals need list a driver's license number.
2. Part 2 – If you are a new applicant, your firm and fleet number will be assigned to you. If you know your firm and fleet, please enter it. Please indicate the registration year of this application. Registration year is based upon plate expiration. Please indicate type and purpose of application and type of operation for the applicant.
3. Part 3 – Read entirely. Sign application when completed. Unsigned applications may not be processed. Any assistance from an agent or licensed remitter must also display a signature from that entity. License number is required.

PAGE 2 DISTANCE AND WEIGHT INFORMATION SCHEDULE

1. List firm and fleet number (if known).
2. For actual distance reporting, put total actual fleet distance in appropriate box.
3. If all vehicles will be added into an existing weight group, list that weight group number and skip individual jurisdictional entry. For more than one weight group, use additional schedules.
4. For first time applicants to utilize estimated distances, use chart in publication VSD 646 for ALL jurisdictions. Mark "E" in the Act/Est column. Show the distance of that jurisdiction and show a weight (if necessary). For QC, list axles, including trailers. Business plans are no longer accepted in lieu of the Estimated Distance Chart. If importing actual distance from another jurisdiction, it is not a "first time" application.
5. For renewal applicants to report actual distance, mark "A" in the Act/Est column for those jurisdictions where distances were accrued. Show the distance of that jurisdiction and show a weight (if necessary). For QC, list axles, including trailers. This process is also for imported actual distance from another jurisdiction.
6. To add a new weight group, only list the weights desired in ALL jurisdictions. Distances are not required at that time.

PAGE 3 VEHICLE INFORMATION SCHEDULE

1. List firm and fleet number (if known).
2. Separate your vehicles into transaction types within the same weight group. Use additional schedules when necessary.
3. Show weight group (if known). If creating a new weight group, leave blank.
4. Use one vehicle line for a "transfer from" vehicle, and the next vehicle line below for the "transfer to" vehicle information or for making vehicle information corrections.
5. List any Illinois IRP 45-day temporary apportionment authorization permits and date of issuance.
6. Fill out vehicle information completely. Missing or incomplete information will slow down processing. Each vehicle must show the USDOT # of the carrier responsible for safety, the TIN (Taxpayer Identification Number) of that carrier and answer whether or not it may change in the next 12 months. HVUT Column is for office use only.
7. If there is a lessor (different owner than the registrant), the name, address and USDOT # must be listed.
8. If you do not know the factory price of your vehicle, you may list the purchase price a second time or leave blank.
9. Each vehicle must be given or have a unique unit number. Unit numbers may not be duplicated or reused during a registration year.
10. Applicable fuel types and vehicle types are found in the Instruction Manual.
11. For vehicles travelling in QC (Quebec), the number of axles, including trailers, must be shown.
12. For information on proper supporting documentation to accompany this application, please consult the IRP Instruction Manual.

MAIL THIS COMPLETED APPLICATION (ALL PAGES) TO:
OFFICE OF THE SECRETARY OF STATE
COMMERCIAL & FARM TRUCK DIVISION
300 HOWLETT BUILDING, 501 S. 2ND ST.
SPRINGFIELD, ILLINOIS 62756

TO PROCESS IN PERSON, AN APPOINTMENT IS REQUIRED
FOR PHONE INQUIRIES OR TO MAKE AN APPOINTMENT:
(217) 785-1800 OR (217) 785-4815
FOR COMPLETE INSTRUCTIONS, SEE THE IRP INSTRUCTION MANUAL (CFT IRP 25)
THAT CAN BE OBTAINED FROM OUR WEBSITE
www.cyberdriveillinois.com

Average Per Vehicle Distance

Estimated distances are no longer used for renewal applications or to add jurisdictions. Each registration identification card will have all 59-member IRP jurisdictions listed thereon, whether the Average Per Vehicle Distance (APV) or actual distance was used for the renewal or initial first-time application. The APV Distance chart is pre-programmed into the IRP system and is the only alternative to actual distance allowed for application under IRP. The APV Distance chart changes annually based upon the total distances reported to Illinois and the total number of vehicles registered in Illinois for any particular jurisdiction.

First-time applicants in Illinois who have accrued actual distance under the same name/operations in another fleet, or in another jurisdiction must use actual distance to file their applications. If no actual distance was accrued at any time in a reporting period, the APV distance is used. All actual distances must be reported and fees calculated from them if they were accrued during the respective reporting period.

For information on the APV Distance chart, please visit www.cyberdriveillinois.com (click Publications, then Motorist, then Commercial & Farm Truck) and access the Average Per Vehicle Distance Chart, Form VSD 646.

Invoice and Payment Instructions

All new registrants are required to pay with secured funds for the first three full years of registration. Acceptable secured funds include: cash, money order, certified check, cashier's check, credit/debit card, or irrevocable letter of credit guaranteeing payment from your financial institution. Acceptable forms of payment for Certified Funds or Certified Check Required are cash, certified check, cashier's check or money orders. Credit/debit card payments are no longer acceptable (PA 99-0324) for Certified Funds or Certified Check Required satisfaction. Mailed payments should allow a 30-day processing time.

DO NOT SEND FEES WITH YOUR APPLICATION. Your application will be processed and an invoice will be returned to you indicating the registration fees required for the submitted transaction. If processing your IRP renewal online, you will be able to print your own invoice with the renewal fees required. Waiting to submit your fees with your invoice will ensure the correct payment amount and expedite processing of payment and receipt of your credentials. Waiting late in the renewal will delay processing. When paying in person, please note payment deadline dates in all instructions published annually.

Mailed transactions will include an IRP Abstract listing returned with the invoice indicating each vehicle being registered and/or changes being made. **Please verify the vehicle information for accuracy.** The vehicle information shown on this abstract will be the information shown on your cab card. If you find an error on the invoice or abstract, please call 217-785-1800 for further instructions. You will not receive an abstract when correcting a registrant's name or making an address change.

One check for each invoice made payable to Illinois Secretary of State must be submitted for payment. Please write your Firm # on the payment instrument. Two copies of the invoice should always be submitted with payment. Mail your payment to the address shown on the invoice. Applicants should bring more than one check for payment in person in case of an error when writing.

Credit/debit card payments are available for applicants with appointments as well as for those calling in payments. MasterCard, Visa, Discover and American Express credit/debit cards are accepted. A payment processor fee of 2.35 percent of your application fees (minimum \$1.00) will be charged on credit/debit card transactions. For more information on processing credit/debit card payments, please call the Commercial & Farm Truck Division at 217-785-1800. Applicants using a credit/debit card by phone may not pick up their credentials in person. Please allow up to 72 hours processing time upon which time credentials will be returned by mail.

NSF Checks: If a check is returned to the Secretary of State's office from a financial institution for non-sufficient funds, the applicant must pay his/her IRP registration fees with secured funds for subsequent registration years. All returned checks are subject to penalties and interest. If satisfactory payment is not received, a revocation order will be issued for all IRP registrations.

Credit or Debit Card Charge-backs: If a payment was made by credit or debit card and at a future date the payment is disputed or charged back to this office, thereby nullifying the payment made by credit or debit card to the State of Illinois, it will be considered the same as a non-sufficient funds check and a defaulted payment to the state. IRP transactions will then be required to be paid by certified check for all subsequent applications and invoices for all registration years. You will not be allowed the ability to make a payment with a credit or debit card to satisfy any future payment invoices (PA 99-0324).

Semi-Annual Installment Trucks, Tractors and Buses

Illinois law (625 ILCS 5/3-816) provides for semi-annual installment payments for Illinois registration fees. Semi-annual installments are based on 50 percent of the total Illinois registration fee for vehicles being registered between April 1 and June 30. The first installment payment is half of the Illinois registration fee plus the entire Commercial Distribution Fee due and all foreign jurisdiction fees.

Please attach a note to your application indicating that you would like to make installment payments. Your invoice will be mailed to you indicating the exact amount of your first installment payment. **The balance of your base registration fee must be secured by a surety bond or certificate of deposit.** The second installment payment is due by the following October 1 for IRP registrations. **In the event operation has been discontinued after the first installment, the owner is still required by law to make payment of the second installment.** Should any default occur on the second installment payment at any time for any reason, the ability to pay by the installment method will not be allowed in future registration years.

Surety bonds and certificates of deposit must be surrendered to the Secretary of State's office for the total amount of the second installment payment. The amount of the surety bond or certificate must be equal to or greater than the amount of the second installment fee. The liability of the surety shall be absolute. If upon notice from the Secretary of State the second installment has not been paid by October 1, the surety will immediately pay the second installment to the Secretary of State. Revocation action will ensue if not paid promptly.

Instructions for completing Second Division Motor Vehicle Installment Surety Bond:

1. Bond number to be issued by insurance company.
2. Principal's name, address, city and state (name must be the same as the name on the registration application).
3. Name and address of corporate surety.
4. Amount of bond.
5. Numeric amount of bond.
6. Check appropriate box to indicate registration being applied for.
7. Date bond is executed.
8. Written signature of principal or partner.
9. Corporate seal of surety company.
10. Written signature for Attorney-in-Fact for surety.

Requirements for Certificate of Deposit:

1. Certificate may not exceed \$250,000 per financial institution.
2. Certificate must be issued by an Illinois banking institution or a banking institution authorized to do business in Illinois.
3. Certificate must be a single maturity; it cannot be automatically renewable.
4. The amount of the certificate must be equal to or greater than the second installment fee.
5. The maturity date cannot be later than the date of the second installment payment, which is October 1.
6. Certificate must be payable to Secretary of State; it cannot be co-owned.

The amount of securities and all interest will be returned to the owner upon payment of all fees due to the Secretary of State's office for the operation of a second division vehicle in Illinois.

IRP Credentials and Plate Display

For every motor vehicle registered under the IRP, the Illinois Secretary of State will issue a base license plate bearing the word "APPORTIONED" and an Illinois Apportionment Identification Card (cab card). The multi-year license plates with blue characters on a white background are issued for vehicles that operate intrastate or interstate into jurisdictions that are members of the IRP. The prefix "P" denotes power unit, "T" denotes apportionable trailer or apportionable semitrailer, and "W" denotes apportionable tow truck.

A cab card indicates the jurisdiction's weights for each vehicle. Power units will be issued an 8 1/2" x 11" card with the state seal at the top (see below). This cab card will indicate a March 31 expiration date for a particular registration year. The weights in the cab card will be shown as pounds for all U.S. jurisdictions and as kilograms for all Canadian providences. Quebec will only show the number of axles or unladen weight depending on vehicle type. An 8 1/2" x 11" card printed on the top half only will be issued for all new apportionable trailers and semitrailers indicating "multi-year" in the expiration date. ID cards are bar-coded for security reasons. Fraudulent documents detected will cause all registrations issued to be revoked.

Identification credentials must be maintained or displayed as follows:

1. Apportioned license plates must be displayed on the front of straight trucks and tractors.
2. Apportioned bus and trailer license plates must be displayed on the back of the vehicle.
3. Apportioned identification "cab cards" must be carried on or in the vehicle during operation.

ILLINOIS APPORTIONMENT IDENTIFICATION CARD

ILLINOIS SECRETARY OF STATE
501 S. Second St. • Springfield, IL 62756 • 217-785-1800

2017
REGISTRANT
ILLINOIS SECRETARY OF STATE

501 S. SECOND ST.
SPRINGFIELD, IL 62756

Registration Year
APRIL 1, 2016 – MARCH 31, 2017



FIRM #	FLEET #	LICENSE PLATE#	DATE ISSUED	LICENSE EXPIRES
00000	1	P000000	12 / 01 / 15	03 / 31 / 17
UNIT #	VIN	YEAR	MAKE	TYPE FUEL
TEST	1M1AA1A166N111111	06	MACK	TT D
TYPE OF CARRIER		WEIGHT GR #	SUPP #	IL WEIGHT SHV
HAUL FOR HIRE		80000	0	80000 SHV FEE PAID
LESSOR NAME			SAFETY CARRIER USDOT #	
JOHN DOE			1234567	

SAMPLE

VOID IF ALTERED OR ERASED

THE VEHICLE DESCRIBED HEREIN HAS BEEN PROPORTIONALLY REGISTERED BETWEEN THE STATE OF ILLINOIS AND OTHER JURISDICTIONS SHOWN BELOW

AB 36288	AL 80000	AR 80000	AZ 80000
BC 36288	CA 80000	CO 80000	CT 80000
DC 80000	DE 80000	FL 80000	GA 80000
IA 80000	ID 80000	IN 80000	KS 80000
KY 80000	LA 80000	MA 80000	MB 36288
MD 80000	ME 80000	MI 80000	MN 80000
MO 80000	MS 80000	MT 80000	NB 36288
NC 80000	ND 80000	NE 80000	NH 80000
NJ 80000	NY 80000	NM 80000	NS 36288
NV 80000	OH 80000	OK 36288	PE 36288
ON 80000	OR 80000	PA 80000	SD 80000
QC ****5	RI 80000	SC 80000	UT 80000
SK 36288	TN 80000	TX 80000	WI 80000
VA 80000	VT 80000	WA 80000	** *****
WV 80000	WY 80000	** *****	** *****
** *****	** *****	** *****	** *****

QC SHOWN AS AXLES or UNLADEN WEIGHT



Issued by the Authority of the State of Illinois, Office of the Secretary of State

10.15.14.59951
01112345.00F 234567C00.00
IC12/10/151500001001000T 3456.78

45-Day Temporary Apportionment Authorization

Once a carrier's firm and fleet are established, fees have been paid, credentials issued and the immediate operation of a vehicle is necessary, the carrier may operate the vehicle using the Illinois 45-Day Temporary Apportionment Authorization Permit. The permit may not be used on vehicles that need their registrations renewed. Once a 45-Day Permit has been issued for a vehicle, registration fees are owed for that vehicle effective from the issuance date of the permit.

If you obtain a 45-Day Temporary Apportionment Authorization Permit in March, you must register your vehicle for the remainder of the current registration year.

The permit must be completed in full and carried in the vehicle. A photocopy must be forwarded to the Secretary of State's office along with an accompanying IRP application. A photocopy should be kept for your records. The IRP application **must be submitted to the Commercial & Farm Truck Division within five working days** after the 45-Day Temporary Authorization Permit has been issued. Failure to timely submit an application after receiving a 45-Day Temporary Authorization Permit will result in the loss of issuance privileges and suspension of operations until rectified. Temporary issuance is not guaranteed or allowed for all carriers. Proper handling and processing will ensure that the privilege continues.

When a 45-Day Temporary Authorization Permit is issued to a vehicle, the specific reason for issuance must be indicated on the authorization. Below are valid reasons for temporary issuance:

1. Addition (no transfer plate available; plate must be purchased).
2. Replace ID card.
3. Replace plate.
4. Transfer (must indicate plate number to be transferred).
5. Reclass (increase weights).
6. Correction (specify what is to be corrected).
7. Special Hauling Vehicle (SHV) Permit.

The information on the application (i.e., description of the vehicle, jurisdictions and weights) must be identical to the information on the Temporary Authorization Permit. **The complete vehicle identification number (VIN) must be included on the permit and application.** Applications will be processed according to the reason the authorizations were issued.

45-Day Temporary Apportionment Authorization Permits may be issued by the Commercial & Farm Truck Division in Springfield, some Driver Services facilities listed below, or through wire service agencies contracted to do business with the Secretary of State's office. **The Secretary of State issues the permits for a \$3 fee at the following facilities.**

Vehicle/Driver Services Facilities

Belleville.....	400 W. Main	618-236-8750
Carbondale	2516 W. Murphysboro Rd.	618-457-0488
Champaign.....	2012 Round Barn Rd.	217-278-3344
Chicago West	5301 W. Lexington Ave.	312-793-1010
Decatur	3149 N. Woodford	217-875-1651
Effingham.....	444 S. Willow St.	217-347-7728
Granite City.....	1810 Edison	618-877-2451
Joliet.....	201 S. Joyce Rd.	312-793-1010
Libertyville	342 Peterson Rd.	312-793-1010
Mt. Vernon	320 E. Main St.	618-244-1183
Peoria.....	3311 N. Sterling Ave.	309-686-8750
Quincy.....	2512 Locust St.	217-222-8498
Rockford.....	3720 E. State St.	815-394-0179
Silvis.....	2001 Fifth St., Ste. 10	309-796-2570
Tilton	#5 E. Southgate Dr.	217-442-3177
Watseka	1400 E. Walnut.....	815-432-3179
Woodstock	428 Eastwood Dr.....	815-338-2357

Contracted agents may also sell these permits for an additional processing fee. Consult a local directory for listings.

Unladen Weight Permit (Hunter's Permit)

An Unladen Weight Permit (Hunter's Permit) may be issued to an owner/operator who terminates a lease and has to surrender his/her apportioned license plate and cab card(s) to the carrier. The permit enables a vehicle or combination of vehicles to use the highways for the purpose of locating a new job (IRP Article V, Section 530).

The Unladen Weight Permit is valid for vehicles operating at unladen weight only and is non-transferable. The Secretary of State issues the permits for a \$19 fee.

For more information, call the Commercial & Farm Truck Division at 217-785-1800.

Distance Record-Keeping Requirements

Distance Records

As a requirement for filing an IRP application, each applicant must maintain Individual Vehicle Distance Records (IVDR) in the form and manner prescribed in these instructions. Distance records must show a pattern of continuous movement of the individual vehicle. Trips must be listed in chronological order. The applicant must explain time lapses and unaccounted for movements in sufficient detail to allow the auditor to verify that all distance is properly recorded.

Distance records must be maintained by the carrier at the carrier's principal place of business as a record from which to complete the distance schedule. This record must be available for audit upon notice. All records and summaries to support the IRP application must be retained by the applicant for a period of three years after the expiration of each registration year (total five years, nine months).

The following table shows the distance reporting period as it applies to a given application/registration year (plate period). Should an audit of the Application Year be required, the record time period would be as noted in Distance Period Reportable.

Application Year	Registration (Plate Period)	Distance Period Reportable
2013	4/1/2012 – 3/31/2013	7/1/2010 – 6/30/2011
2014	4/1/2013 – 3/31/2014	7/1/2011 – 6/30/2012
2015	4/1/2014 – 3/31/2015	7/1/2012 – 6/30/2013
2016	4/1/2015 – 3/31/2016	7/1/2013 – 6/30/2014
2017	4/1/2016 – 3/31/2017	7/1/2014 – 6/30/2015
2018	4/1/2017 – 3/31/2018	7/1/2015 - 6/30/2016
2019	4/1/2018 – 3/31/2019	7/1/2016 - 6/30/2017

Individual Vehicle Distance Records (IVDRs) are required to properly account for every mile operated by the vehicle. The form shown in the example on the opposite page may be used or a similar form may be developed by the applicant; however, any form developed by an applicant must contain ALL the following information: vehicle information, date of trip, origin of trip, destination, routes traveled, odometer readings (start and finish), and the total distance traveled. This information is the basic requirement for proper record-keeping, and while the information may be logged in different verifiable reports or methods, all vehicle and trip information must be present in a chronological order for an audit to verify.

Instructions for Maintaining Individual Vehicle Distance Records (IVDR):

1. Each page number of each IVDR for the month.
2. Vehicle unit number.
3. Month and year of IVDR report.
4. Monthly ending odometer reading of the vehicle.
5. Monthly beginning odometer reading of the vehicle.
6. Subtract the beginning reading from the ending reading.
7. Vehicle description as shown on the IRP application.
8. Fleet number as shown on the IRP application.
9. Power plate number issued to the vehicle.
10. Date trip began.
11. Location where trip started.
12. Location where trip ended.
13. Describe roads traveled upon (e.g., Route 16).
14. Identify trailer used in the trip (e.g., semi/full).
15. Distance generated by jurisdiction for each trip.
16. Total of distance generated in all jurisdictions for this trip.
17. Total of distance generated in each jurisdiction for this month.

Page 1 Of _____	X Y Z TRUCKING COMPANY	Odometer Ending _____ 4
Unit # _____ 2	INDIVIDUAL VEHICLE DISTANCE RECORD	Odometer Beginning _____ 5
	MONTH OF _____ 3, 20 _____	Monthly Total _____ 6
7 Year _____ Make _____ Serial # _____		Fleet # _____ 8 IL License # _____ 9

TRIP				ALLOCATION OF MILEAGE BY STATES												TOTAL TRIP MILES	
DATE	ORIGIN	DESTINATION	ROUTES TRAVELLED	DRIVER'S NAME	TRAILER NUMBER	IL											
10	11	12	13		14												16
					17	TOTAL											

Distance records must be maintained by the applicant for each vehicle operated in interstate commerce in Illinois, either at the location from which the applicant is dispatched or at the central office of the applicant. When a vehicle is transferred from one dispatch point to another, new distance records should be prepared at the new dispatch point. At the end of the distance period, all distance records must be kept at the location listed on the IRP application.

The distance operated each day by the applicant's vehicle must be carried on the driver's daily log, or some other source document such as a trip manifest, provided such other document forms an integral part of the distance accounting system.

Records containing the following elements will be accepted as adequate:

- Beginning and ending dates of trip.
- Origin and destination of trip.
- Route of travel.
- Beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for trip.
- Total distance of trip.
- Distance traveled in each jurisdiction.
- Vehicle Identification Number or Vehicle Unit Number.

For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global-positioning system (GPS):

- Original GPS or other location data for vehicle to which the records pertain.
- Date and time of each GPS or other system reading.
- Location of each GPS or other system reading.
- Beginning and ending reading from odometer, hubodometer, engine control module (ECM) or any similar device for the period to which the records pertain.
- Calculated distance between each GPS or other system reading.
- Route of vehicle's travel.
- Total distance traveled by vehicle.
- Distance traveled in each jurisdiction.
- Vehicle Identification Number or Vehicle unit number.

Summaries:

- 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.
- 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.
- Summary of the quarterly summaries.

All applicants are required to maintain distance records for the purpose of accumulating the required distance statistics. **Failure to maintain the prescribed records will result in the assessment of fees paid to each jurisdiction for inadequate or unavailable records.**

The Secretary of State will allow the use of alternate systems where permission has been received in writing from: **Office of the Secretary of State, Field Services Division, 501 S. Second St., 235 Howlett Building, Springfield, IL 62756, 217-782-2391.** To obtain permission for use of a substitute distance accounting system, the following conditions must be met:

- The applicant must submit in writing to the Secretary of State a request for permission to use a substitute distance accounting system setting forth the reason(s) a substitute is necessary.
- As part of the request, samples of the forms proposed should be submitted.
- A detailed step-by-step procedure for the use of this system also must be submitted.

Once an alternate distance accounting system is approved, a company need not request permission again unless its distance account system changes.

The total distance on each page of the distance records must be entered on the bottom line and carried forward to each continuation sheet.

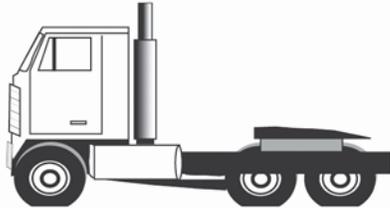
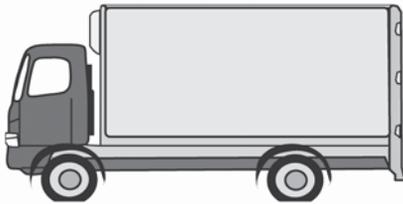
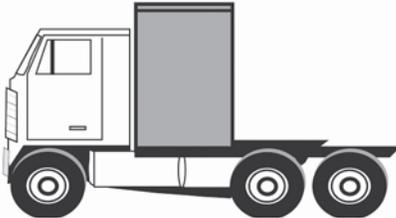
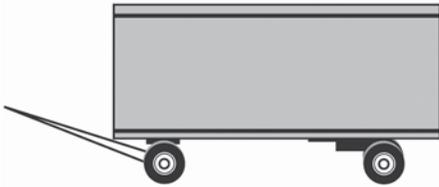
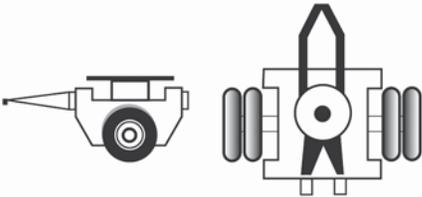
At the end of the annual period for determination of distance, the total distance for each vehicle should equal the jurisdiction totals for each vehicle. The total distance of the distance records should match that reported on the IRP application. The applicant must include all deadhead distance from the termination of the previous trip to the origin of the succeeding trip.

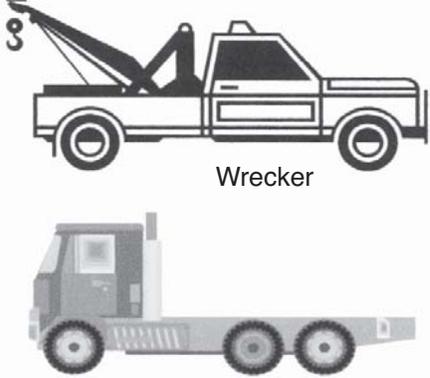
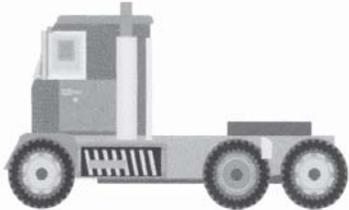
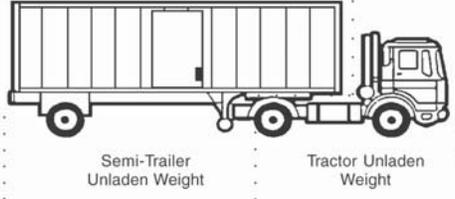
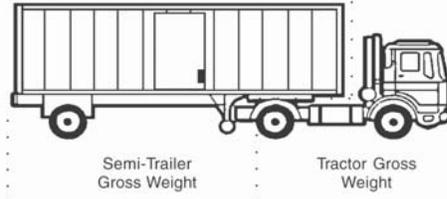
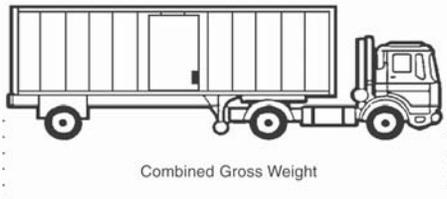
When a vehicle is registered in the name of the owner/operator, the distance records and supporting documents must be available for audit at the established place of business of the owner/operator. When a leasing company or any trucking service company prepares the IRP application for any carrier, the carrier must retain copies of the distance information as well as all supporting documents.

Please make sure to familiarize yourself with these requirements to avoid any potential issues with an audit performed by the Secretary of State and to avoid any penalties that may result in improper or insufficient record-keeping. Any questions regarding record-keeping requirements, methods allowed, mandatory information and subsequent audit issues should be directed to the Secretary of State, Department of Accounting Revenue, Field Services Division, 217-782-2391.

Appendix 1

Vehicle Types and Common Definitions

	Definition	Picture Description
<p>Tractor (TR)</p>	<p>A motor vehicle designed for drawing other vehicles, but not constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.</p>	
<p>Truck (Single) (TK)</p>	<p>Every motor vehicle designed, used or maintained primarily for the transportation of property.</p>	
<p>Truck Tractor (TT)</p>	<p>A motor vehicle designed and used primarily for drawing other vehicles but constructed as to carry a load other than a part of the weight of the vehicle and the load drawn.</p>	
<p>Full Trailer (FT)</p>	<p>A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.</p>	
<p>Semi- trailer (ST)</p>	<p>A vehicle without motive power, designed for persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.</p>	
<p>Converter Gear (CG)</p>	<p>An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Not required to be licensed or titled in Illinois.)</p>	

Definition		Picture Description
Power Wrecker (PW)	A wrecker or tow truck is a vehicle designed or altered and equipped for and used to push, tow or draw vehicles by means of a crane, hoist, tow bar or auxiliary axles or to render assistance to disabled vehicles. A roll-back has some of the similar equipment but has an open bed whereby the vehicle may be carried upon the bed space.	 <p style="text-align: center;">Wrecker</p> <p style="text-align: center;">Roll-back</p>
Mobile Home Toter (MT)	A vehicle specifically designed to move or “tote” mobile homes.	
Bus (BS)	A motor vehicle designed and used for the transportation of persons for compensation.	
Unladen Weight	Weight of vehicle, including all accessories, excluding load.	 <p style="text-align: center;">Semi-Trailer Unladen Weight Tractor Unladen Weight</p>
Gross Weight	Unladen weight of vehicle plus weight of load carrier.	 <p style="text-align: center;">Semi-Trailer Gross Weight Tractor Gross Weight</p>
Combined Gross Weight	Weight of power unit plus weight of any trailer with load.	 <p style="text-align: center;">Combined Gross Weight</p>

Appendix 1

Term	Definition or Usage
Current Tax Year	For purposes of satisfying and proving compliance with the HVUT, the current tax year is always either the same or one year greater than the calendar year proof is being filed.
FEIN	Federal Employer Identification Number.
FMCSA	Federal Motor Carrier Safety Administration.
For-Hire	The operation of a vehicle for compensation and subject to federal regulation by the Interstate Commerce commission or Illinois Commerce Commission (see 625 ILCS 5/1-122.5).
HVUT	Heavy Vehicle Use Tax (under authority of the IRS).
ICC	Interstate Commerce Commission (federal).
IDOR	Illinois Department of Revenue.
IDOT	Illinois Department of Transportation.
IEPA	Illinois Environmental Protection Agency.
IFTA	International Fuel Tax Agreement (under authority of IDOR).
ILCC	Illinois Commerce Commission (state).
IRP	International Registration Plan (also IRP, Inc.).
IRS	Internal Revenue Service (federal).
New App	New applicant or true "First-Time Applicant."
Not for Hire	Operation of a commercial vehicle in furtherance of any commercial or industrial enterprise but not FOR HIRE (see 625ILCS 5/1-153).
Private	A movement of not-for-hire or cargo belonging to carrier.
Renewal	The renewing of credentials for another or next registration year.
SHV	Special Hauling Vehicle (Permit).
SSN	Social Security Number (prefer usage of FEIN instead).
Supplement	A further or subsequent IRP application for transactions after the original or renewal has been filed and/or paid. The renewal may be referred to as Supplement O.
TIN	Taxpayer Identification Number.
UCR	Unified Carrier Registration (under authority of the ILCC).
USDOT	United States Department of Transportation.

Appendix 2

IRP Jurisdiction Maximum Weights

For a more detailed listing, visit www.irpinc.org, and check the individual jurisdiction information.

Maximum Registered Weight on Cab Card		Maximum Registered Weight on Cab Card	
Alabama (AL)	QUAL	New Hampshire (NH)	80,000 (a)
Alberta (AB)	139,992	New Jersey (NJ)	80,000
Arizona (AZ)	80,000 (a)	New Mexico (NM)	80,000 (a)
Arkansas (AR)	80,000	New York (NY)	UNLIMITED (a)
British Columbia (BC)	139,994 (c)	Newfoundland-Labrador (NF)	137,786 (a)
California (CA)	80,000	North Carolina (NC)	80,000
Colorado (CO)	80,000 (a)	North Dakota (ND)	105,500
Connecticut (CT)	NONE (a)	Nova Scotia (NS)	137,778
Delaware (DE)	80,000	Ohio (OH)	80,000
District of Columbia (DC)	80,000	Oklahoma (OK)	90,000
Florida (FL)	80,000	Ontario (ON)	139,992 (a)
Georgia (GA)	80,000	Oregon (OR)*	105,500 (a)
Idaho (ID)	129,000 (d)	Pennsylvania (PA)	80,000
Illinois (IL)	80,000 (a)	Prince Edward Island (PE)	137,788
Indiana (IN)	80,000 (a)	Quebec (QC)	Not Applicable
Iowa (IA)	UNLIMITED (b)	Rhode Island (RI)	80,000 (a)
Kansas (KS)	85,500	Saskatchewan (SK)	139,994
Kentucky (KY)	80,000 (a)	South Carolina (SC)	80,000 (a)
Louisiana (LA)	88,000 (b)	South Dakota (SD)	UNLIMITED (a)
Maine (ME)	100,000	Tennessee (TN)	80,000
Manitoba (MB)	139,994 (a)	Texas (TX)	80,000
Maryland (MD)	80,000	Utah (UT)**	80,000 (a)
Massachusetts (MA)	UNLIMITED	Vermont (VT)	80,000
Michigan (MI)	160,001 (a)	Virginia (VA)	80,000
Minnesota (MN)	UNLIMITED (a)	Washington (WA)	105,500
Mississippi (MS)	80,000	West Virginia (WV)	80,000
Missouri (MO)	80,000	Wisconsin (WI)	80,000
Montana (MT)	138,000 (a)	Wyoming (WY)	117,000
Nebraska (NE)	94,000 (a)		
Nevada (NV)	80,000 (a)		
New Brunswick (NB)	Not Available (a)		

(a) After 80,000 lbs., permits are required.

(b) After 80,000 lbs., fees are \$80 per 2,000 lbs.

(c) After 139,994 lbs., permits are required.

(d) Contact Idaho for information on Special Pilot Project.

After 106,000 lbs., permits are required.

* Oregon: The only time trucks are allowed into Oregon without credentials is when the truck's route goes straight (no pickups or deliveries) to a Port of Entry during the Port's registration office hours.

** Utah: 80,000 = On divisible loads w/overweight permit.

Appendix 3

Other Regulatory Agencies

Contact the following agencies and departments to be sure you have met all requirements in the State of Illinois.

For Fuel Tax Questions or IFTA (International Fuel Tax Agreement)	Illinois Department of Revenue Motor Fuel Use Tax Division 101 W. Jefferson, PO Box 19477 Springfield, IL 62794-9477	217-785-1397 www.revenue.state.il.us
For Sales Tax Exemption Issues (RUT50, RUT25, RUT7, ST556 Forms)	Illinois Department of Revenue Sales Tax Division 101 W. Jefferson Springfield, IL 62719	217-782-3336 800-732-8866 tax.illinois.gov
For Safety Inspections and Issues Regarding Commercial Vehicle Safety	Illinois Department of Transportation Division of Traffic Safety 1340 N. 9th St. PO Box 19212 Springfield, IL 62794-9212	217-785-1181 217-782-9159 FAX www.idot.illinois.gov
For Over Dimensional Permits (Oversize or Overweight)	Illinois Department of Transportation Harry Handley Building 2300 S. Dirksen Parkway Springfield, IL 62764	217-782-6271 www.idot.illinois.gov
For Operating Authority or UCR (Unified Carrier Registration)	Illinois Commerce Commission Leland Building 527 E. Capitol, PO Box 19280 Springfield, IL 62794-9280	217-782-4654 www.icc.illinois.gov
For Enforcement Regulation of Illinois Laws	Illinois State Police Commercial Vehicle Section 801 S. 7th St., Ste. 600S PO Box 19461 Springfield, IL 62719	217-782-6267 217-524-2391 FAX www.state.il.us/isp
For Hazardous Material Handling	Illinois EPA Bureau of Land 1021 North Grand Ave. East Springfield, IL 62702	217-524-6175 217-782-9290 FAX www.epa.illinois.gov
For Federal Heavy Vehicle Use Tax (HVUT), Form 2290 Issues	Internal Revenue Service 3101 Constitution Dr. Springfield, IL 62794-9019	800-829-1040 www.irs.gov
For Federal Motor Carrier Safety Administration Issues, USDOT # Issues	US Department of Transportation Federal Highway Administration Office of Motor Carriers 3250 Executive Park Dr. Springfield, IL 62703	217-492-4602 www.fmcsa.dot.gov
To Apply for a USDOT Number	www.fmcsa.dot.gov	800-832-5660
For IRP Audit Issues, Mileage/Distance Recordkeeping Issues	Illinois Secretary of State Department of Accounting Revenue Field Services Division 501 S. 2nd St. Room 235 Howlett Bldg. Springfield, IL 62756	217-782-2391 www.cyberdriveillinois.com
For CDL (Commercial Driver's License) Issues	Illinois Secretary of State Driver's Services Department Commercial Driver's License Division 2701 S. Dirksen Parkway Springfield, IL 62723	217-524-1350 www.cyberdriveillinois.com

Apply for a USDOT number at www.fmcsa.dot.gov, or call 800-832-5660.

Appendix 4

Illinois Fees for International Registration Plan (April 1 - March 31)

Commercial Distribution Fee is 14.35% of your registration fee and is reflected in the fees below.

Gross Vehicle Weight (pounds)	1st Quarter* 4/1 – 6/30	2nd Quarter 7/1 – 9/30	3rd Quarter 10/1 – 12/31	4th Quarter 1/1 – 3/31
8,000 or less	\$ 98	\$ 76	\$ 54	\$ 32
8,001 - 12,000	158	122	85	49
12,001 - 16,000	277	211	145	78
16,001 - 26,000	561	424	286	149
26,001 - 28,000	721	544	366	189
28,001 - 32,000	963	725	488	250
32,001 - 36,000	1,123	846	568	290
36,001 - 40,000	1,375	1,034	693	353
40,001 - 45,000	1,590	1,195	801	406
45,001 - 50,000	1,759	1,322	886	449
50,001 - 54,999	1,942	1,460	977	494
55,000 - 59,500**	2,093	1,573	1,053	532
59,501 - 64,000	2,253	1,693	1,133	572
64,001 - 73,280	2,624	1,971	1,318	665
73,281 - 77,000	2,999	2,252	1,505	759
77,001 - 80,000	3,191	2,396	1,601	807

* Reduction of fees applies to vehicles newly acquired by the owner or subject to Illinois registration for the first time. All renewable vehicles are subject to 12-month registration fees regardless of when they are renewed.

** Vehicles 55,000 pounds or more require proof of payment of Federal Heavy Vehicle Use Tax.

NOTE: All trailers are registered under the combined gross weight concept with the total weight of the combination being designated on the power units.

Miscellaneous Illinois Fees:

Illinois Trailer	\$19
Illinois Title.....	95
Illinois Plate Transfer.....	25
Replace/Duplicate ID	3
Replace Plate/Power.....	6
Replace Plate/Tow Truck	9
Replace Plate/Semitrailer.....	6
Special Hauling Vehicle	125

Title fees are not included on IRP invoices; a separate payment is required for title fees.

For more information or charts for other jurisdictions, visit www.irpinc.org and check individual jurisdiction information. To estimate fees, use the fee estimator on the IRP, Inc. website.

Appendix 5

IRP Frequently Asked Questions

Apportioned (IRP) Plates

What is IRP?

The **International Registration Plan (IRP)** is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of license plate fees on the basis of total distance operated in all jurisdictions.

What is an Apportioned (IRP) Registration?

Apportionment is required for vehicles operating in two or more International Registration Plan (IRP) member jurisdictions that have a combined gross weight of more than 26,000 pounds, including the weight of the vehicle and the maximum load, or is a power unit having three or more axles, regardless of weight. Commercial vehicles weighing less than 26,000 pounds operating intrastate in two or more jurisdictions must apportion.

What is a fleet?

A fleet is one or more apportioned vehicles registered in the same jurisdictions.

How much will an Apportioned (IRP) Plate cost the first time it is purchased?

Because each jurisdiction has its own fee schedule, and depending on the jurisdictions in which you are going to apportion, the cost varies. After submitting an application you will receive an invoice, which will reflect the fee for each jurisdiction. The total amount due is at the bottom of the invoice.

Where do I purchase an Apportioned (IRP) Plate?

Apportioned Plates may only be purchased at the following location:

Secretary of State
Commercial & Farm Truck Division
501 S. Second St., Rm. 300
Springfield, IL 62756
217-785-1800

Do I have to come to Springfield to apply for an Apportioned (IRP) Plate?

Because Apportioned Plates are only sold in Springfield, there are three options for processing your application or to make a payment. The application or payment may be mailed to Springfield (allow two to three weeks for processing), submitted by a remittance agent or brought to the office in person. Remitter agents are bonded and licensed with the Secretary of State's office to process applications and submit payment. For the fastest service, make an appointment and come to Springfield. Appointments are available from 8:30 a.m. to noon on weekdays. Please check www.cyberdriveillinois.com for holiday closings.

Do I need to title my vehicle in Illinois in order to purchase an Apportioned (IRP) Plate?

Apportioned power units (truck, tractor, truck tractor, buses, mobile home trailers, power wreckers) do not have to be titled in Illinois in order to purchase Apportioned Plates. However, trailers registered in Illinois must be titled in Illinois.

What documents do I need to apply for IRP Plates for the first time?

- Proof of ownership of the vehicle. Acceptable forms of proof include a copy of the title in the owner's name, copies of both sides of the assigned title, ST-556 tax form, bill of sale from a dealer not more than six months old and signed by both the seller and buyer.
- Receipted 2290 Schedule 1 (Heavy Vehicle Use Tax Form), if the vehicle is being registered at a gross vehicle weight of 55,000 pounds or more and it has been more than 60 days from the date of purchase.
- USDOT number. If you are not the carrier, the USDOT number of the carrier responsible for safety is required.
- Proof of an established place of business. You must submit four documents, one of which must be a phone bill. Bills must not be more than 60 days old. Other acceptable proof include an Illinois driver's license, rental contract, real estate tax bill, utility bills, insurance documents and corporation papers.
- Completed International Registration Plan Application.
- Completed Schedule "G" form.

Can I receive a temporary permit to drive?

Once you have paid the original invoice and have an IRP file in good standing, you may purchase a 45-Day Temporary Apportionment Authorization Permit. Permits are sold at certain Secretary of State facilities or wire services. For a complete listing of Secretary of State facilities, please refer to the IRP Manual. Once a 45-Day Permit has been issued, it is the responsibility of the applicant to submit the application for the reason of the permit within five days of issuance of the permit. Failure to timely submit may cause the applicant to forfeit future temporary permits.

How do I upgrade to a different weight?

Vehicles may be upgraded to a higher weight by submitting a supplemental application. Vehicles cannot be downgraded to lower weights. A supplemental application must be submitted and the additional fees will be invoiced to the applicant. Immediate operation at the new weight may be done on a 45-Day Temporary Apportionment Authorization Permit, with the application process following in the required time period.

I drove on my IRP Plate for six months and then sold the truck. Can I get a refund?

Illinois statutes do not allow for a refund on the remainder of any used Apportioned registrations.

What is a supplement?

All applications processed after the initial application or renewal are considered "supplements." A supplemental application may be completed for additions, transfers, replacement plates, adding jurisdictions, reclassing weight, or for duplicate or corrected Cab Cards.

Can I fax my IRP Application or submit it online?

No. IRP Applications must be mailed to or dropped off at the Secretary of State's office in Springfield. The office does not accept faxed applications nor does it have online capabilities for supplemental applications at this time. Renewal applications only may be processed online.

How long do I have to be under "Secured Funds?"

All new applicants are required to pay by "secured funds" for the first three full years of registration. Acceptable forms of payment are cash, money order, credit/debit card or certified check. A company or personal check may be accepted with an irrevocable letter guaranteeing payment from the financial institution. Credit/debit card payments may be made by telephone.

Can I pay for my IRP Plate in installments?

The Illinois portion of the registration may be paid by an installment method for any vehicles being charged for a 10- to 12-month registration. The first installment is included with your invoice payment and the second installment is due October 1. An installment bond or a certificate of deposit not to exceed \$250,000 per financial institution is required for the second installment.

How can I obtain an IRP Application?

IRP Applications may be printed from the Secretary of State website at www.cyberdriveillinois.com.

Do I need an appointment to submit my IRP application?

Yes. Appointments are required year-round for processing IRP applications. Appointments are available from 8:30 a.m. to noon, Monday through Friday. An appointment is not required when only making payment, unless it is for 100 units or more.

I have lost my credentials (plate, cab card or both). How can I continue to operate?

You may obtain a 45-Day Temporary Apportionment Authorization Permit to continue operation until you have submitted the proper application and fees to replace what was lost. (See "Can I Receive A Temporary Permit To Drive?")

What is required to apportion a tow truck?

For information regarding insurance requirements, plate display regulations and proper weight to register this type of vehicle, please call the Commercial & Farm Truck Division at 217-785-1800.

I am a Household Goods Carrier. How do I apportion my truck?

For information regarding Household Good Carriers, call the Commercial & Farm Truck Division at 217-785-1800.

New Applicant Processing

What is required to purchase an Apportioned Plate for the first time?

- Proof of ownership of the vehicle.
- Received 2290 Schedule 1 (Heavy Vehicle Use Tax), if the vehicle is being registered at a gross vehicle weight of 55,000 pounds or more and has been purchased more than 60 days from the date of purchase.
- USDOT Number/or that of carrier providing safety.
- Proof of residence.
- Completed IRP application.
- Completed Schedule "G" form.

What is acceptable proof of ownership for a vehicle?

- Copy of the title issued in the owner's name.
- Copies of both sides of an assigned title not more than six months old.
- ST-556 form (sales tax) from an Illinois dealer not more than six months old.
- Bill of sale from a licensed dealer not more than six months old. Bills of sale from dealers must be signed by both the dealer and buyer in the pre-printed signature areas.

What is required to establish residency?

- All applicants must provide a copy of a phone bill, and individuals must provide a copy of their Illinois driver's license.
- Corporations must provide a copy of their Illinois corporation papers. Foreign (out-of-state) corporations may be required to file with the Secretary of State's office and provide proof of good standing from the foreign jurisdiction.
- In addition, three of the following are required:
 - Utility bills (within 60 days of registration).
 - Rental or lease contract for property.
 - Real estate tax bill.
 - Proof of insurance.

IRP Renewals

I did not receive an IRP renewal application like I have in the past. How should I renew?

The Secretary of State's office no longer mails IRP renewal application packets. If you have fewer than 250 vehicles, you should receive a renewal letter with your firm's number, fleet number and a PIN to renew online. The letter also contains instructions for processing your renewal. If you are unable to renew online, a renewal application can be mailed to you. If you have more than 250 vehicles, special instructions will be sent to the contact person of your company. Your renewal will be processed using a different format.

Do I need a 2290 Heavy Use Vehicle Tax Form?

A current 2290 Schedule 1 form is required for vehicles weighing 55,000 pounds or more. The date on the form must be for the current tax year. The name must match the titled owner of the vehicle or have a visible tie to the owner's name.

My truck is leased to a company but the file is in my name. Do I need a USDOT number?

Possibly, if you are classified as a motor carrier. There is a separate place on the application to enter the USDOT number of the entity responsible for the safety of your vehicles along with a space for the lessor or owner of the vehicle (not you) if they have a USDOT number of their own.

Why am I required to have a USDOT number?

The USDOT number is required under the Federal Motor Carrier Safety Regulation for commercial motor vehicles that transport property or passengers in interstate commerce. The USDOT requires that all motor carriers have their own USDOT numbers to operate interstate. You may obtain a USDOT number by visiting www.fmcsa.safer.dot.gov or by calling the Federal Highway Administration at 800-832-5660.

What distance (mileage) do I use?

You must report actual distance if you operated during the reporting period.

Can I fax you my renewal application?

No. Faxed applications are not accepted. Please use the website for online renewals.

Can the Secretary of State's office tell me what my fees will be ahead of time?

No. Fees are calculated based upon the mileage percentages and particular jurisdiction formulations.

How do I replace an IRP Plate that is damaged? Can I request a replacement at the time of renewal?

Yes. You may request a replacement plate by selecting "RP" on the online renewal service. An "X" must be placed in the "replace plate" box on the paper application. A \$6 replacement fee per plate will be added to your renewal.

I received my renewal letter but was not given an appointment.

No pre-assigned appointments were made this year. You may use the IRP online renewal if you have less than 250 vehicles and are not making any significant changes to your operation. If you must visit the Springfield office to renew your registration, please make an appointment first by calling 217-782-4815 or 217-782-4816. Have your firm and fleet numbers available.

My ICC/ILCC (Interstate Commerce Commission and/or Illinois Commerce Commission) number is wrong and/or missing; the fuel tax number is wrong and/or missing; my driver's license number is wrong and/or missing; or my corporation number is wrong and/or missing. What should I do?

If you are processing a paper application, make the changes and submit the application. If you are using the online renewal system, make the necessary changes and complete the process to obtain your invoice. The numbers need to be yours and not that of the company your vehicle may be leased to. Illinois (domestic) corporations have a corporation number but will not have a listed driver's license number. Foreign (out-of-state) corporations that do not have an Illinois number may leave it blank on the application, but may be required to prove its "Good Standing" if requested.

Have the Commercial Distribution Fees (CDF) been reduced this year?

No. The fees were reduced in 2006 to a 14.35 percent surcharge and have remained at that rate.

I just received an invoice for the 2016 renewal. Do I have to pay now?

The invoice for the 2016 renewal must be paid before April 1. If you mail the payment, make sure a copy of the invoice is attached and is received by the Secretary of State's office no later than March 1. Please pay attention to any special wording on your invoice. A "certified check or secured funds required" notation means that your personal or business check will not be accepted without an irrevocable letter of credit from the financial institution that the check is drawn upon. Other acceptable payments include cash (in person only), credit or debit cards (not allowed to satisfy Certified Fund requirements), money orders or cashier's checks.

I do not plan to renew my registrations. What is required?

You must account for all IRP Plates in your possession, even if they have expired. You must complete and return a Request for Cancellation of Illinois Apportioned (IRP) Plates Form. All forms and license plates MUST be returned to the Secretary of State's office by April 15th of the unexpired registration year, to avoid any further activity or enforcement action.

Can I have my IRP renewal letter reprinted?

Yes, you may call 217-782-4815 or 217-782-4816 to request a reprint. You must have your firm and fleet numbers to request a reprint.

My invoice states "Certified Check or Secured Funds Required." What payment types are acceptable?

Acceptable forms of payment include cashier's checks, certified checks, money orders, personal or business checks when accompanied by an irrevocable letter or credit from the financial institution, and credit or debit cards (not allowed for certified check payments). There is a 2.35 percent processing fee for credit/debit card transactions. Call 217-785-1800 and select option 6 for credit/debit card payments. Phone transactions will be mailed. To receive credentials paid for by credit/debit cards in person you must make the payment in person.

How do I obtain an SHV Permit for a vehicle?

If the vehicle had an SHV Permit in the current registration year, it will automatically be invoiced for an SHV in renewal year, unless you remove the selection when processing online. If the vehicle did not have an SHV Permit in current year, please indicate that you need a SHV Permit by selecting "SHV" on the online renewal. Fees for SHV Permits will be included on your IRP renewal invoice. If you have already paid your renewal, you must submit a supplemental application for the vehicle(s) and indicate SHV in the appropriate column. You will be invoiced accordingly.

If I am only making a payment, do I need an appointment?

No, payments do not require an appointment. However, for anything other than making a payment, such as making changes or corrections, an appointment is required. To pay for a fleet of more than 100 vehicles, an appointment should be made. Please note any special instructions and/or payment deadlines in the renewal instructions or online.

I need to change the address listed on my file. What forms of identification are required?

You must provide a copy of your most recent telephone bill in the registrant's name that matches the address. In addition, three other forms of ID must be submitted to verify identification. Acceptable proof can be an Illinois driver's license (for individuals), property tax receipt, rental or lease agreement for the property, and utility bills (gas, water, electric, cable, garbage). If any of the documentation does not match the name on the registration, a letter of explanation must be submitted with the application. Address changes cannot be made online.

Does the Secretary of State's office still mail Apportioned Trailer renewals?

No. Apportioned trailers are automatically renewed since they are permanent plates. You may submit a list of trailers to be removed from service so that the license plates can be deleted from the system. Applications still may be accepted for replacement plates and/or cab cards. Reminder: These license plates cannot be transferred to another trailer in their ownership.

I have left telephone messages but have not heard back from the Secretary of State's office. What should I do?

The Commercial & Farm Truck Division experiences a high volume of calls. Please be patient; a return telephone call will be made usually within three to five days.

I have renewed my plates prior to the start of the April 1 registration year and have traded trucks. Can I transfer my plates for both years?

This can be done with the Multi-Year Supplement Processing. A supplement is processed for the transfer in the current registration year. After payment is received an automatic invoice for the appropriate fees is generated to correct the cab card for the renewed registration in the new year.

Can I add new trucks to my renewal?

Any new trucks added to your fleet must have the fees paid for the current registration year before they can be added to the renewal.

Supplement Processing

I have traded trucks. Can I transfer my IRP Plate?

Yes, IRP Plates may be transferred. Proof of ownership is required and a copy of the Heavy Vehicle Use Tax (2290 Schedule 1) form if the new vehicle was purchased more than 60 days from the date shown on your ownership document.

Can I increase the weights of my truck?

Yes, supplements may be processed to reclass individual trucks. The IRP Application must have the vehicle information completed and the increased weights in the jurisdictions you are currently apportioned with.

Can I replace a plate or my ID card?

Yes, supplements may be processed for replacement plates for a fee of \$6 per plate. Duplicate cab cards are \$3.

Can I correct the USDOT number responsible for safety, unit number and lessor on a vehicle?

Yes, proof of ownership is required to change the lessor name. A unit number may not be duplicated or reused during a registration year. Proof of the USDOT number will be required when making a change to the responsible carrier. The following documents are acceptable:

- Copy of the title in the owner's name.
- Copies of both sides of the assigned title not more than six months old from a licensed dealer.
- Bill of sale not more than six months old (from a licensed dealer).
- Letter from carrier giving FEIN and USDOT number.
- Copy of MCS 150 form.

IRP Web Renewal Site

Can I change my name and/or address using the Web renewal service?

No. These changes require an application and supporting documentation processed by the Commercial & Farm Truck Division.

I renewed online but now have changes. My invoice looks wrong and I may have made a mistake. It appears to be missing jurisdictions; it has too many jurisdictions; I submitted the wrong mileage on the system. What should I do to make these corrections?

Submit your invoice or application to the Secretary of State's office along with a letter detailing the necessary changes. A new invoice will be mailed to you when the changes are completed. Address, name or vehicle changes require supporting documentation. Information you provide using the Web renewal service may be able to be reset, allowing you to obtain a corrected invoice. For instructions, please contact the Commercial & Farm Truck Division at 217-785-1800.

The website is not responding or I lost the connection. Can I get back online and finish my renewal application?

Until you reach the invoice screen during the renewal process, you may restart the process or make corrections. Once you have passed the invoice screen, you may not change any entry on the renewal.

I lost my renewal letter with the PIN. Can I obtain another one?

A PIN must be requested online by following the "forgot PIN" instructions. PIN information will be sent to you via email to ensure security.

I do not have a computer to renew online. What should I do?

You may use any computer with Internet capabilities. Secretary of State facilities do not provide Internet services for online renewal.

Can I return to the website and reprint my invoice?

Yes, you may re-enter the Web service for this purpose only. No changes can be made to previously entered information.

Some of my information is incorrect. What should I do?

Any area that allows an entry or change will be clearly indicated on the screen. Any area that is not available for change may not be changed using the online renewal system. Per the instructions, any information that is missing or incorrect and you have the ability to make changes, please make the changes. It must be your information and not that of whom the vehicle is leased to. Please read all instructions and narratives for explanations. If you have any questions during the renewal process, you may contact the Commercial & Farm Truck Division by clicking "Contact Us" or go to the contact page for Commercial & Farm Truck Division.

In the past, I had a mailing address listed on the website, that is now not listed, or I have a correction to be made on the mailing address. What should I do?

Your mailing address may be changed without specific proof required on the website. The address should be where your mail will be sent. If it is the same as your physical address, you do not need to do anything.

Heavy Vehicle Use Tax Form (2290, Schedule 1)

What is a 2290 form?

Form 2290, Schedule 1 (Heavy Highway Vehicle Use Tax Return), is used to prove that the Internal Revenue Service has received payment or suspension for taxes as required on vehicles registered at 55,000 pounds and more. The form indicates if the tax was paid or suspended for the reasons allowed by the IRS. Please note that the "current year" is either equal to or greater than the calendar year number. Altered tax forms are not acceptable. The name on the tax form should match the name of the vehicle's owner (or at least have a visible connection).

Do I need a 2290 form to register my vehicle?

A 2290 form is required of every vehicle registered at 55,000 pounds or more if purchased more than 60 days from the date being registered.

Where do I get a 2290 form?

The 2290 form must be obtained from the IRS. To obtain a form or for more information, please contact the IRS at 800-429-1040 or www.irs.gov.

I bought a vehicle from another person. Can I use their tax payment as proof?

No, the previous owner of a vehicle is entitled to a refund of the remaining months for the tax period. The new owner is responsible for payment of the tax upon taking possession of the vehicle. For more information, please contact the IRS at 800-429-1040 or www.irs.gov.

Special Hauling Vehicle Permit

What is a Special Hauling Vehicle Permit?

A Special Hauling Vehicle Permit (SHV) allows certain vehicles to be exempt from the federal bridge formula while operating on Illinois highways. The SHV Permit allows a certain amount of weight for a certain configuration of a vehicle(s). The SHV Permit also allows an overweight ticket for a specific purpose instead of dropping a portion of the load.

How do I get an SHV Permit?

SHV Permits may be purchased at the Commercial & Farm Truck Division in Springfield and at Level 3 Secretary of State facilities. SHV Permits may be purchased for Apportioned Plates at the time of renewal by using the SHV Application, an IRP Application or the Web renewal service. Fees will be included on your renewal invoice.

How much does an SHV Permit cost?

The permit costs \$125 and can be transferred at no cost.

How do I know if my vehicle qualifies for an SHV Permit? How do I know if I should purchase an SHV Permit?

The SHV Application specifically states the purposes and benefits of the permit.

My vehicle is registered at 80,000 pounds. Do I need an SHV Permit for overweight purposes?

The SHV Permit is not for overweight purposes. The SHV Permit Application explains the permit's specific uses and purposes. Depending on the configuration of the vehicle, the maximum weight for an SHV Permit is 72,000 pounds. The SHV Permit does have a provision allowing overweight up to 4,000 pounds for vehicles hauling concrete or asphalt in its plastic state without shifting or reducing the load. The vehicle will still be ticketed for overweight if it is registered at 80,000 pounds and the vehicle configuration does not meet the definitions provided. In that case, the SHV Permit may not be for your vehicle. For more information, please call the Secretary of State.

I purchased my SHV Permit at a Secretary of State facility and it is not indicated on my IRP Cab Card. What should I do?

You may attach the permit to your cab card and carry it in your vehicle, or you may apply for a corrected IRP cab card and have the SHV information included. There is a \$3 fee for the corrected cab card if a supplemental application is submitted for the correction.

I have an out-of-state IRP registration, but I also need an SHV Permit. Can I get one?

Out-of-state IRP registrants may purchase an SHV Permit if the following applies:

- Illinois must be shown on the IRP Cab Card (copy required).
- The trailer (if applicable) must have Apportioned Trailer registration. Out-of-state base registration for the trailer is not acceptable. The trailer would be required to be dual-registered in Illinois with an "ST" license plate. A copy of the out-of-state base registration, a copy of the title in the registrant's name, the SHV Application and a \$19 fee is required for dual registration.
- The trailer must display the Illinois "ST" license plate while operating as an SHV combination.

I did not receive an SHV Permit sticker this year. How do I get one?

The Secretary of State's office no longer issues SHV stickers or decals. The purchase of an SHV Permit is noted on the registration card of the apportioned cab card.

General

What if I have an IRP Registration and want a Flat Weight Tax Registration. Can I obtain a credit?

Because there is no credit when switching from IRP to Flat Weight Tax Registration, you may continue operations on the IRP Registration until the March 31 expiration date. You may then apply for the last quarter Flat Weight Tax Registration to coincide with the appropriate registration year.

What type of plate do I purchase for my semi-trailer?

A semi-trailer plate (ST) is permanent and not transferable. Trailer registration for semi-trailer plates or apportioned full trailer plates is \$19. You may also purchase "T" apportioned trailer plates, but this must be pre-approved by the Commercial & Farm Truck Division.

What is a Schedule "G" and why do I need to complete this form?

A Schedule "G" provides an applicant's previous registration history, business plan, operating authority and audit histories. This form assists the Secretary of State's Field Services and IRP Divisions in determining the jurisdictions for which an applicant will be approved for apportionment. All questions on the Schedule G form must be answered. Additional information may be submitted on a separate sheet of paper if needed.

Important Definitions

APPORTIONABLE VEHICLE — Except as provided below, any power unit 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).

A recreational vehicle, a vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned vehicle is not an Apportionable Vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the plan at the option of the registrant.

Official Commentary

A Vehicle is determined to be apportionable according to the characteristics and use of the Vehicle or the Combination of Vehicles. Trailing equipment, however, is only registered under the Plan pursuant to an approved Exception, unless it is registered under Section 910 of the IRP Plan.

Certain types of vehicles or Combinations of Vehicles that travel or are intended to travel in two or more Member Jurisdictions, but are not otherwise within the definition of Apportionable Vehicle may be apportioned if the Registrant so chooses. Vehicles not apportioned are subject to registration and fee payment in accordance with each Base Jurisdiction's general registration statutes. These non-apportionable Vehicles may be entitled to Reciprocity in other Jurisdictions under applicable Reciprocity Agreements.

The intent of the Registrant or Applicant to operate a Vehicle in two or more Member Jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case. The fact that a Vehicle is not used in more than one Jurisdiction for the entirety of a Registration Year and for six additional months gives rise to a presumption that the Registrant did not intend to use the Vehicle in more than one Member Jurisdiction. Such a presumption may be overcome, however, by other circumstances presented by the Registrant.

BASE JURISDICTION — The Member Jurisdiction, selected in accordance with Section 305 of the IRP Plan, to which an applicant applies for apportioned registration under the plan, or the member jurisdiction that issues apportioned registration to a registrant under the plan.

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 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 landline 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 of the IRP Plan). 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.

RENTAL FLEET — Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

REPORTING PERIOD — The period of 12 consecutive months immediately prior to 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 July, August or September, 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 — Total distance means 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 including loaded, empty, dead-head and bobtail distance. Distance traveled by a vehicle while under a trip lease will be considered to have been traveled by the Lessor's fleet.

These definitions are taken in part with others relative to the plan, directly from the International Registration Plan with Official Commentary as revised and adopted by the member jurisdictions. A copy of the IRP Plan and further definitions may be found at the IRP website at www.irpinc.org. The IRP Plan is adopted in its entirety into the Illinois Vehicle Code (625 ILCS).

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