

**OKLAHOMA CORPORATION COMMISSION**  
**TRANSPORTATION DIVISION IFTA/IRP SECTION**  
**IRP REGISTRATION**

**February 2014 RENEWAL**

**NOTICE**

**PLEASE READ THE ENCLOSED INFORMATION CAREFULLY  
AS SOME PORTIONS HAVE CHANGED**

You may be subject to a citation if your application is received in this office after your **EXPIRATION** date. The grace period between the expiration date and the **ENFORCEMENT DATE** only applies when an application is received in our office prior to the expiration date.

Enclosed in this packet is the information needed to renew IRP registrations, which **EXPIRE February 28, 2013**. Please note that the “ENF” date on your cab card is the end of your grace period and **not** your expiration date. Be advised that it is imperative that you file your **February 2014** renewal on or before **02/01/2013**. **All applications are worked in the order in which they are received. Hand-delivering your application will not expedite its processing over those post marked on the same, or an earlier date.** Applications filed after **02/01/2013** may **not** be processed until after the enforcement date of **05/01/2013**.

**PENALTY**

Applications received on or after **04/01/2013** will subject the registrant to a penalty of \$200.00 or 30% of the Oklahoma portion of the registration fee whichever is greater, on each power unit renewed.

**PAYMENT**

**All payments for IRP bills must be made in the form of certified funds or cash.**

Payment must be made in time for credentials to be in vehicles by the enforcement display date.

**Extensions will not be issued for renewal vehicles**

**OKLAHOMA  
IFTA and IRP OFFICES  
ARE LOCATED:**

**Jim Thorpe Building  
Oklahoma Corporation Commission  
Transportation Division  
3<sup>rd</sup> Floor – Room 312  
2101 N. Lincoln Blvd.  
Oklahoma City, OK 73105**

**Applications for apportioned registration with required documentation may be mailed to the following address:**

Oklahoma Corporation Commission  
Transportation Division IFTA/IRP Section  
P O Box 52948  
Oklahoma City OK 73152-2948

**Various “*Fill in The Blank*” IFTA/IRP forms as well as the “**Estimated Distance Chart**” are available on the Oklahoma Corporation Commission Transportation Division web site. These forms may be filled out and printed from our web site located at:**

**<http://occeweb.com/tr/TRAppsList.htm>**

**405-521-3036**

If you have any suggestions or recommendations on how we can better serve you, please email Keith Powell at [k.powell@occemail.com](mailto:k.powell@occemail.com).

**Please note the certification at the bottom of the signature page.**

Registrants with accounts in good standing may not be required to resubmit the “**Established Place of Business**” documents each year, provided that the established place of business remains unchanged since previously documented to the satisfaction of the Commission. To avail yourself of this provision, you must certify to the Commission, under penalty of perjury, that your established place of business has not changed.

**If you are filing as a “Resident”, DO NOT initial the signature page. Documentatation must be submitted at Renewal to support Resident status.**

Please note that this provision does not extend indefinitely. It also does not apply to registrants whose established place of business has changed. The Commission may periodically require registrants to re-submit documentation of their established place of business.

Nothing herein prevents the Commission from requiring registrants to submit required documents.

**NOTE THAT THE USDOT REQUIREMENT  
HAS CHANGED**

**If you are leased on to a Motor Carrier and are operating under their authority  
this may apply to you.**

Effective September 1, 2012 the FMCSA eliminated the “**Vehicle Registrant Only**” selection as an option on the Form MCS-150. As a result, we will no longer require “**Registrant Only**” USDOT numbers.

Per OCC rule 165:30-7-11(f) Because Oklahoma is a PRISM state we will require the USDOT number of the carrier responsible for safety on all renewal applications. If you have a “Carrier” USDOT you must also have updated your MCS-150 within a year of the effective date of your registration period. For information on updating your MCS-150 please visit this web site:

<http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm>.

We will also require that your UCR (Unified Carrier Registration) be up to date. To learn more about UCR you may call (405) 521-2251 or visit the following website:

[www.occeweb.com/Divisions/tr/ucr](http://www.occeweb.com/Divisions/tr/ucr)

## PLEASE NOTE THAT SCHEDULE "A" HAS CHANGED

**THIS SCHEDULE NOW REQUIRES THAT THE REGISTRANT INCLUDE, AT THE VEHICLE LEVEL, THE USDOT NUMBER OF THE CARRIER RESPONSIBLE FOR SAFETY, IF DIFFERENT THAN THE REGISTRANT, AND THE TIN (Taxpayer Identification Number) ASSIGNED TO THAT USDOT.**

### COMPUTER PRINTOUT

1. Corrections should be made **directly** on the printout.
2. Credentials for vehicles not to be renewed must be returned
  - a. When the renewal application is filed, or
  - b. Sign and notarize the attached affidavit only if the renewal application is received in this office prior to the expiration of the license year. (See affidavit for return of operating credentials.)
  - c. **NO** vehicle may be removed from the renewal fleet **AFTER** the **EXPIRATION (02/28/2013)** date without proof of the disposition of the vehicle.
3. If the printout lists any vehicle(s) previously deleted, line out the previously deleted vehicle(s) and list the supplement number(s) where the deletion(s) occurred.
4. **Only** vehicles added after the printout date are to be listed on the separate Schedule A (included).
5. Add on vehicles, which are not renewals, must be submitted on a Schedule C and filed as a Supplement.
6. The Oklahoma Tax Commission Motor Vehicle Division has determined that auxiliary axles, commonly referred to as converter gears, dollies, jeeps and boosters do not meet the statutory definition of either trailer or semi-trailer. Therefore, they are not **required** to be titled and registered in this state. However, should a registrant, after being advised of the above, still wish to title/register his equipment as a commercial trailer, as they plan to pull it into another state that may require registration, they may be allowed to do so.

## COMPLETING SCHEDULE "B"

1. Place an "A" in the box immediately to the left of the Jurisdiction(s) in which the vehicle(s) are to be registered and in which **actual** distance was accrued during the reporting period. Place the actual distance in the box to the right of the Jurisdiction(s).

The distance reporting period is the twelve (12) consecutive months before July 1st of the year before the year registration is sought.

<p><b>You must use the distances accrued during the distance reporting period of July 1, 2011 through June 30, 2012</b></p>
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2. If an Applicant has not operated for ninety (90) days or more during the distance reporting period (**if you opened your account after April 1, 2012**), or there were no distances accrued during the reporting period, **or** if a **new** Jurisdiction is being added, place an "E" in the box to the left of the Jurisdiction and the estimated distance corresponding to the Jurisdiction(s) from the "Estimated Distance Chart" (**included in this packet**) in the box to the right of the Jurisdiction(s). **This distance should be multiplied by the number of Power Units being renewed.**

**NOTE:** If you feel that the chart results in an unreasonable estimate of anticipated activity, and if the route of the vehicle(s) can be determined, and will not vary, a **Schedule G** (attached) may be used in lieu of the "Estimated Distance Chart". In filling out the **Schedule G**, the route and round trip distances, multiplied by the number of trips, must be included. If you cannot determine your routing you may contact our office for assistance.

The reported distance shall include only the distance traveled by the vehicle(s) registered as part of the Applicants fleet during the distance reporting period. Article II of The International Registration Plan requires trip permit distances to be included as part of the total distance. **If trip permit distances are reported in a Jurisdiction you do not wish to be included in the registration, please indicate this on the Schedule "B".**

# General Requirements

1. Completed printout (with changes). Please provide a contact telephone number.
2. Proof of Financial Responsibility
  - a. Operating Authority number (MC Number) or if the registrant leases their vehicular equipment with a driver to a carrier the registrant will use the Carrier's Authority number for proof of Financial Responsibility. **A copy of the lease must be included with this application.**
  - b. Oklahoma Security Verification form which contains the following:
    - 1) Name and address of the insurance company.
    - 2) The name and address where security may be verified, if other than insurance company
    - 3) Name of insured.
    - 4) Notice that an owner's policy has been issued pursuant to Compulsory Insurance Law of Oklahoma
    - 5) Year, make and at least the last three (3) digits of the VIN of each insured vehicle unless the form shows "**FLEET COVERAGE**"
    - 6) Inclusive dates the liability policy is in effect - the date of application must fall within these dates.
    - 7) A warning to the vehicle owner about the state law requiring one (1) copy of the verification form to be surrendered upon registration and one (1) copy to be carried in the vehicle.
3. Proof of Payment of the Federal Heavy Vehicle Use Tax (if applicable ) with a receipted July 2012-June 2013 Form 2290. The IRS will no longer be mailing out HVUT Form 2290 tax forms to taxpayers. The IRS took this step due to continued growth in electronic filing and an effort to reduce costs. Additional information can be found on the IRS website at: <http://www.irs.gov/businesses/small/article/0,,id=236738,00.html>.
4. Provide the USDOT number of the **motor carrier** responsible for safety on the IRP application. **If you have a "Carrier" USDOT, we will require that your UCR and MCS-150 be up to date.**

For more information you may go to:

<http://www.occeweb.com/Divisions/TR/UCR/UCR>

or contact our Requirements section 405-521-2251.

In addition to these General Requirements, those filing with an **Established Place of Business** and those filing as **Residents**, each have additional requirements.

## ESTABLISHED PLACE OF BUSINESS

Applicants or Registrants wishing to register their vehicles in Oklahoma may do so as long as:

1. The Applicant or Registrant has an Established Place Of Business in Oklahoma proven by a physical structure with a street number or road location and **open during normal business hours**. Proof of a physical structure are:
  - a. A current real estate tax bill; or
  - b. Photocopies of rent receipts or mortgage payments showing the business address; or
  - c. A current rental contract and an original power of attorney if the contract is signed by someone other than the Applicant or Registrant; or
  - d. Proof of insurance coverage on the structure.
2. Person or persons, in permanent employment by the Applicant or Registrant, conducting the trucking-related business of the Applicant or Registrant. **The Applicant or Registrant must submit a Federal Identification or other identification number AND have an Oklahoma payroll Withholding account; and**
3. The Operational Records of the Fleet are maintained or can be made available in Oklahoma; and
4. The Fleet to be registered accrues distances in Oklahoma.

The Applicant or Registrant may not use a registration agent or its employees as the presence of a person or persons in this State conducting the Applicant's or Registrant's business.

## ESTABLISHING RESIDENCY FOR REGISTRATION

1. Applicants who have no established place of business in **ANY** IRP Jurisdiction may register in Oklahoma once they prove to the satisfaction of the Oklahoma Corporation Commission that they are **residents** of the State of Oklahoma. Applicants may register in Oklahoma, provided that they furnish a street address, a contact telephone number, and satisfactorily demonstrate that the Applicant is indeed a resident of the State of Oklahoma and can be located in Oklahoma for purposes of audit.
2. The street address in Oklahoma must be the street address where the Applicant's records are maintained or where the records will be delivered for the purpose of audit. An Applicant may not utilize the address of a registration agent to satisfy the requirement of an address in Oklahoma.
3. The Applicant must submit documentation that indicates the Applicant can be located in Oklahoma for purposes of audit. Documentation acceptable for meeting these requirements includes:
  - a. Proof of Oklahoma residency, such as an Oklahoma - issued driver's license, Current Oklahoma Income Tax filing, Proof of an Oklahoma homestead exemption, or other bona fide residency;
  - b. Ownership of real property in Oklahoma.
4. **If the Applicant is a Corporation or LLC**, documentation acceptable to meet this requirement includes, but is not limited to any three of the following
  1. Filings with the Oklahoma Secretary of State showing that Applicant Corporation, is incorporated or registered to conduct business as a foreign corporation in Oklahoma.
  2. If the Applicant is a corporation or LLC, that the principal owner or single member (as evidenced by the Articles of Organization) is a resident of Oklahoma.
  3. The Applicant Corporation's federal income tax returns have been filed from an address in Oklahoma.
  4. Local or State tax filings or real estate tax bill for the Applicant.
  5. A local utility bill in the name of the Applicant.
  6. Other evidence of bona fide residency for the corporation.

The transportation Division shall make its decision on whether the Applicant has met its burden of proof based on the totality of the evidence presented. Those applicants filing as a **RESIDENT** of the State of Oklahoma under this section shall complete the following sworn statement.

**STATEMENT OF NO ESTABLISHED PLACE OF  
BUSINESS IN ORDER TO REGISTER UNDER IRP AS  
AN OKLAHOMA RESIDENT**

Registrants wishing to base-plate in Oklahoma using the residency rules, must state to the Oklahoma Corporation Commission (OCC) that the registrant does not have an established place of business (as defined in OCC rule 165:30-19-5), in ANY IRP Jurisdiction.

Reading and signing the statement below under penalties of perjury will allow the registrant to base-plate in Oklahoma using the residency rules.

I state under penalty of perjury under the laws of Oklahoma that the registrant identified in this application does not have an established place of business as defined in the OCC rule (165:30-19-5), in any International Registration Plan (IRP) Jurisdiction.

I understand that this statement is made under penalty of perjury and if shown to be false will result in forfeiture of any credentials issued to the registrant and possible prosecution.

Registrant: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Place of execution: \_\_\_\_\_  
City State

## RETURN OF OPERATING CREDENTIALS

I, the undersigned, do hereby certify, under penalty of perjury, to the Oklahoma Corporation Commission Transportation Division that registration cab cards and license plates for deleted equipment, and not returned with this application or by the expiration date, have been either; Lost, Stolen, or Destroyed.

I understand that this statement is made under penalty of perjury and if shown to be false may result in the forfeiture of any credentials issued.

Account # \_\_\_\_\_

Registrant

Name \_\_\_\_\_

Signature

\_\_\_\_\_

## NOTE

Effective July 1, 2013, the following amendments to the International Registration Plan (IRP) will go into effect. The items listed below are some of the major implications.

### Article X: Records & Audit

- **1005: Adequacy of Records** – defines the purpose for which Registrants are required to keep Records: to allow the base jurisdiction to (1) verify the distances a Registrant has reported on its application, and (2) evaluate the Registrant's distance accounting system. If the Records made available by a Registrant for audit are (a) sufficient and (b) appropriate for these purposes, they are deemed to be adequate.
- **1010: Contents of Records** - Records containing the items listed in this section shall be accepted by the base jurisdiction as adequate under section 1005.
  - **For Records produced by a means other than a vehicle tracking system,**
    - the beginning and ending dates of the trip to which the Records pertain
    - the origin and destination of the trip (city & state)
    - the route of travel
    - the beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
    - the total distance of the trip
    - the distance traveled in each jurisdiction
    - the Vehicle Identification Number or vehicle unit number
  - **For Records produced wholly or partly by a vehicle tracking system, including a system based on global positions system (GPS),**
    - the original GPS or other location data for the vehicle to which the Records pertain
    - the date and time of each GPS or other system reading
    - the location of each GPS or other system reading
    - the beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the period to which the Records pertain
    - the calculated distance between each GPS or other system reading
    - the route of the vehicle's travel
    - the total distance traveled by the vehicle
    - the distance traveled in each jurisdiction
    - the Vehicle Identification Number or the vehicle unit number

- **Summaries,**
  - a summary of the fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
  - a summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by the 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
  - a summary of the quarterly summaries

**Note:** Summaries **must** be made available for the audit upon due notice and demand by the Base Jurisdiction.

**Note:** Records which do not contain all of the elements set out in **Section 1010** may still, depending on the nature of the Records and the Registrant's operations, be fully adequate for an Audit.

- **1015: Inadequate Records Assessment** – If the Registrant fails or refuses to make records available for audit, or if the records made available are, as a whole, so inadequate the they cannot be audited, the Base Jurisdiction shall impose an assessment in the amount of twenty percent (20%) of the Apportionable fees paid by the Registrant for the registration of its fleet in the Registration Year to which the Records pertain including fees based on estimated distances. For second offenses, fifty percent (50%), and third offenses, one hundred percent (100%).

**If you have any questions please contact:  
IRP/IFTA Audit Section @ 405-521-3036**