STATE OF MARYLAND

INTERNATIONAL

REGISTRATION

PLAN

APPORTIONED REGISTRATION MANUAL

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I. INTRODUCTION

- **PURPOSE**

This manual has been prepared as a guide to obtaining apportioned registration in Maryland under the International Registration Plan (IRP) and provides the basic information needed when preparing applications for registration. Of course, the contents will not cover every unique situation, which may arise. Please contact our office for any additional information.

- **OFFICE LOCATION**

The Motor Carrier & Electronic Services Division may be contacted as follows:

Office Location:	Motor Vehicle Administration Motor Carrier & Electronic Services Room 120 6601 Ritchie Highway, N.E. Glen Burnie, Maryland 21062
Telephone:	(410) 787-2971
Fax:	(410) 768-7163
Email:	IRP@marylandmva.com

Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Closed on Saturdays, Sundays and all official State Holidays.

II. GENERAL INFORMATION

- **OVERVIEW OF APPORTIONED REGISTRATION**

Maryland, as a member of the International Registration Plan (IRP) has a program for apportioned registration, based on mileage, for commercial vehicles engaged in interstate operations. This program applies to Maryland based carriers going into jurisdictions that are members of the International Registration Plan (IRP) as well as for carriers based in IRP jurisdictions who operate in Maryland. All contiguous states, including Washington D. C. and ten Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, New Foundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan) are members of the Plan.

It is the purpose of the IRP program to promote and encourage the greatest possible use of the highway system. Vehicle fleets displaying apportioned registration under the IRP are recognized as having valid registration in other member jurisdictions, thereby contributing to the jurisdictions' economic development and growth.

Under the IRP program, an interstate carrier is required to file an application with the jurisdiction in which the carrier is based. The base jurisdiction (definition Appendix A), in turn, issues base “apportioned” IRP license plate and cab card (registration card). The base plate and cab card are the only registration credentials required to qualify the carrier to operate interstate or intrastate in member jurisdictions. The cab card will list all jurisdictions and weights for which the carrier can operate. The base jurisdiction collects the registration fees ("apportioned fees") for each jurisdiction at one time and divides them among the other jurisdictions according to the miles traveled in each state. The agreement allows both interstate and intrastate vehicle movements provided the registrant has proper interstate and/or intrastate authority from the appropriate regulatory agency.

Apportioned registration **DOES NOT**:

1. Waive or exempt a carrier from obtaining operating authority as required by the respective jurisdiction.

2. Waive or exempt the payment of Motor Fuel Taxes; or

3. Permit exceeding the maximum length, width, height, or axle limitations.

- **IRP MEMBER JURISDICTIONS**

AL	Alabama	IA	Iowa	NF	Newfoundland & Labrador	QC	Quebec
AB	Alberta	KS	Kansas	NV	Nevada	RI	Rhode Island
AZ	Arizona	KY	Kentucky	NH	New Hampshire	SK	Saskatchewan
AR	Arkansas	LA	Louisiana	NJ	New Jersey	SC	South Carolina
BC	British Columbia	ME	Maine	NM	New Mexico	SD	South Dakota
CA	California	MB	Manitoba	NY	New York	TN	Tennessee
CO	Colorado	MD	Maryland	NC	North Carolina	TX	Texas
CT	Connecticut	MA	Massachusetts	ND	North Dakota	UT	Utah
DE	Delaware	MI	Michigan	NS	Nova Scotia	VT	Vermont
DC	District of Columbia	MN	Minnesota	OH	Ohio	VA	Virginia
FL	Florida	MS	Mississippi	OK	Oklahoma	WA	Washington
GA	Georgia	MO	Missouri	ON	Ontario	WV	West Virginia
ID	Idaho	MT	Montana	OR	Oregon	WI	Wisconsin
IL	Illinois	NE	Nebraska	PA	Pennsylvania	WY	Wyoming
IN	Indiana	NB	New Brunswick	PE	Prince Edward Island		

- **WHO MUST OBTAIN APPORTIONED REGISTRATION**

You must register your fleet apportionately if your vehicle fleet travels in Maryland **and in other** IRP jurisdictions and is used for the transportation of persons for hire or is designed, used, or maintained primarily for the transportation of property, and

- is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or

- is a power unit having three or more axles, regardless of weight; or

- is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight; or

Two axle vehicles or combinations thereof, having a gross weight of 26,000 pounds or less maybe issued apportioned registration at the option of the registrant.

- **APPORTIONED TOW TRUCKS**

The apportioned tow truck plate is for vehicles over 26,000 GVW that may operate in capacities other than towing (i.e. rollback).

Vehicles displaying a Class TT plate only need to apportion (regardless of weight) if the vehicle is being utilized for other than towing for repair, storage or removal from the highway.

- **CREDENTIALS ISSUED**

- Power units are issued an apportioned cabcard (registration card) and registration plate(s) and stickers.

- **EXEMPTIONS FROM APPORTIONED REGISTRATION**

The following vehicles are exempt from the apportioned registration program:

1. Government-owned vehicles
2. Buses used in the transportation of chartered parties
3. Recreational vehicles
4. Vehicles displaying a restricted plate

- **AN EXAMPLE OF HOW FEES ARE APPORTIONED**

To give a very simplified example (for illustration purposes only) of how apportioned registration fees are determined, we'll take a Maryland based tractor operating in Maryland, Pennsylvania, Virginia, and North Carolina. The total preceding (July 1-June 30) year mileage for the power unit was 100,000 miles, with 25,000 miles in each jurisdiction. Under the apportioned registration, the license fees will be computed as follows:

	Jurisdiction Mileage	Percent of Total		Full Year Fees (80,000 lbs.)		Apportion Fee
Maryland (Base)	25,000	25%	of	1,800.00	=	450.00
Pennsylvania	25,000	25%	of	1,687.50	=	421.88
Virginia	25,000	25%	of	1,320.00	=	330.00
North Carolina	25,000	25%	of	963.00	=	240.75
Totals	100,000	100%				$1,442.63

- **FULL RECIPROCITY PLAN (FRP)**

The member jurisdictions of the International Registration Plan (IRP) have approved an amendment to change the current IRP fee process to a fee structure known as the Full Reciprocity Plan (FRP). The FRP will change the IRP so that all apportioned vehicles are granted full reciprocity in all member jurisdictions.

FRP provisions change the fee structure for first year registrations of a fleet to a system in which the registrant pays based on the estimated distance chart composite fee derived from the average distance traveled in each jurisdiction by all current registrants in the fleet's base jurisdiction.
Renewing fleets will continue to be granted full reciprocity in all jurisdictions, but pay fees based on actual distance traveled in IRP jurisdictions in the previous year.

Vehicles apportioned under the IRP FRP will be considered fully registered for both intra-jurisdictional and inter-jurisdictional travel. The cab card issued to apportioned registrants will still list the weight or number of axles for which it is registered in each jurisdiction.

Under the FRP, estimated distance will no longer be used. Because an apportioned vehicle will be registered in all IRP jurisdictions, trip permits for jurisdictions not listed on the cab card will no longer be required. It will also eliminate the need to add jurisdictions during a registration year.

- **PRISM**

The Performance and Registration Information Systems Management (PRISM) program developed by the Federal Motor Carrier Safety Administration (FMCSA) links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

- Determine the fitness level of the motor carrier responsible for safety the Motor Carrier Responsible for Safety (MCRS) prior to issuing the registration.

- Influence motor carriers to improve their safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes – the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

How does PRISM affect the Maryland IRP Registration Process?

The USDOT Number and Taxpayer Identification Number (TIN) of the MCRS of every vehicle registered must be identified during the registration process.

- **PRISM (Continued)**

Information for Completing Your IRP Application or Renewal

- If you are filing an Original Application in your name and the vehicles you are registering are leased to others (lessees) who are the MCRS for the vehicle; you must provide your USDOT Number and TIN at the account level only if you are registered with DOT as a Motor Carrier. The USDOT Number and TIN for all the lessees who are the MCRS for the vehicles registered under the account must be provided at the vehicle level. You must also mark the appropriate box indicating whether the MCRS is expected to change during the registration year. A copy of a valid lease with the lessee will be required.

- You will need to provide the USDOT number and TIN for the MCRS for each vehicle in the space provided on the IRP application. The MCRS cannot be classified as Intrastate. You must mark the appropriate box indicating whether the MCRS is expected to change during the registration year.

Additional information related to PRISM and an interactive Step-by-Step Help with the Registration Process guide to obtain a USDOT number are available at www.fmcsa.dot.gov.

- **PREVENTIVE MAINTENACE PROGRAM**

The Maryland Preventive Maintenance (PM) program was enacted in 1988 to ensure that commercial motor vehicles are in a safe operating condition when traveling on Maryland highways.

The PM program covers the following vehicles registered in this state:

(1) A Class E (single unit truck) vehicle with a registered or operating gross vehicle weight of over 10,000 pounds;

(2) A Class EPD (Dump Truck) used to haul feed and other loose materials in bulk and designed to self-unload by gravity or mechanical means, and registered under "*The Maryland Vehicle Law, Title 13, §919.*"*****

(3) A Class F (tractor) vehicle; or

(4) A Class P (passenger bus) vehicle.

Owners of these vehicles shall have all vehicles inspected, maintained, and repaired at least every 25,000 miles or at least every 12 months, whichever occurs first. The vehicle owner has the responsibility that his/her vehicles meet or exceed the standards of the rules and regulations. It is important to note that the new law does not change any other law or regulation affecting a vehicle or its components. All vehicles using Maryland highways must be in a safe operating condition at all times.

***NOTE:** Dump trucks in operation for at least 18 years from the vehicle's model year or first

registration date, whichever is later, must be inspected every 12,500 miles or 6 months, whichever occurs first.

All Maryland-registered vehicles in the categories noted previously must be included in an approved PM program and the vehicle owner must certify to that effect when registering a new vehicle or renewing a registration. Violation of these requirements is a misdemeanor, and subjects the owner to fines and other penalties, including suspension of vehicle registration by the MVA.

- **COMMERCIAL DRIVERS LICENSE**

The Maryland Motor Vehicle Administration began issuing the Commercial Driver's License (CDL) in January 1990. By April 1, 1992, all commercial drivers needed to have a commercial motor vehicle driver's license.

Non-resident operators of commercial motor vehicles fitting the definition must possess a license issued by the state or country of residence authorizing operation of the vehicle class being operated in this state.

For the purposes of CDL, a "commercial motor vehicle" means a motor vehicle or combination of motor vehicles used to transport passengers or cargo if the vehicle fits any of the following conditions:

- Any combination of vehicles with a cross combination weight rating (GCWR) of 26,001 or more pounds.
- A vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 or more pounds;
- Any vehicle (bus) which is designed to transport 16 or more passengers, including the driver;
- A vehicle of any size, which transports hazardous materials, which requires placarding.

If an individual provides a combination of vehicles other than a Class F (tractor) and a Class G (trailer) for testing, the Administration shall restrict the applicant to combinations of vehicles other than tractor-trailer.

Physical Qualifications

A person shall not drive a commercial motor vehicle unless they are physically qualified to do so and has on their person the original, or a photographic copy (no alterations or erasures), of a medical examiner's certificate that they are physically qualified to drive a commercial motor vehicle. (Based on a medical disqualification they may be eligible to process for an intrastate (Maryland Only) or Interstate (Federal) waiver.) The Motor Vehicle Administration will not consider an intrastate waiver for an individual who maintains Hazardous Materials, passenger and/or School Bus endorsements.

An individual operating a commercial motor vehicle between 10,001 and 26,000 pounds must also meet physical qualifications.

Vehicles That Have Been Excluded

Exceptions have been granted for the operation of some commercial vehicles. You are not required to have a commercial driver's license to drive a vehicle that has been excluded. **However, you must have a Maryland non-commercial driver's license of the appropriate class to operate a vehicle that has been excluded.** (With the exception of fire apparatus, that may be operated by the use of an operator's card and a valid State driver's license. Must see fire chief for details).

- **PROOF OF** MARYLAND INSURANCE

Proof of insurance must be presented for vehicle registration in Maryland. The minimum coverage requirements are $30,000/$60,000 Public Liability and $15,000 Property Damage.

The insurance information submitted must indicate:

1. **Name of authorized motor vehicle liability insurance company.**

2. **Insurance policy number.**

- **PROOF OF HEAVY VEHICLE USE TAX PAYMENT OR EXEMPTION**

The U.S. Internal Revenue Service requires all states to verify proof of payment or exemption from the FEDERAL HEAVY USE TAX before registering vehicles 55,000 pounds and over gross vehicle weight.

To register a vehicle you must submit a receipted copy of your IRS Schedule 1 (Form 2290) for each vehicle. A photocopy is acceptable since this form must be kept by the Motor Vehicle Administration. The Form 2290 Schedule 1 must be for the tax period July 1 through June 30 of the year immediately preceding registration.

CREDENTIALS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE REQUIRED PROOF OF OR EXEMPTION FROM PAYMENT OF THE FEDERAL HEAVY VEHICLE USE TAX.

If you have questions concerning the Heavy Vehicle Use Tax, contact a local office of the U.S. Department of Treasury, Internal Revenue Service.

III. APPORTIONED REGISTRATION APPLICATIONS

- **GENERAL INFORMATION**

Applications for apportioned registration are available from the Motor Carrier & Electronic Services Division, Room 120, 6601 Ritchie Highway, Glen Burnie, Maryland 21062, (410) 787-2971 or you can download forms from www.Marylandmva.com.

The IRP registration period is staggered on a quarterly basis. When you apply for IRP registration, the license fees will be calculated for twelve (12) months. When adding or deleting vehicles from the fleet during the registration period, the registration fees will be calculated from the month of transaction to the end of the registration month of the fleet.

- **APPLICATIONS NEEDED FOR INITIAL APPORTIONED REGISTRATION**

The following applications must be completed:

- Maryland Schedule A/C (Form IRP-A/C) (equipment description and jurisdictions in which the carrier has operated).

- Schedule B (Form IRP-B)(mileage schedule).

- **APPLICATIONS NEEDED FOR APPORTIONED REGISTRATION CHANGES**

For changes during the year, the Maryland Supplement Applications Schedule A/C (Form IRP-A/C) must be used.

- **APPLICATION PROCESSING**

It is the applicant's responsibility to properly complete all forms necessary to register vehicles under the apportioned registration program. If required information is missing from submitted applications the application will be returned.

All apportioned applications are processed through the Motor Vehicle Administration, Motor Carrier Services Section in Glen Burnie. However, initial apportioned registration or supplemental changes to an existing apportioned account may be taken to any MVA Full Service Branch Office.

Associated transactions concerning titling of the vehicle must be completed prior to issuance of apportioned registration.

- **PAYMENT OF APPORTIONED FEES**

Please do not send fees for apportioned registration with the application. You will be sent an invoice (bill) for payment due.

All registration fees for apportioned registrations require payment in **CASH, CREDIT CARDS, CASHIER'S CHECK, CERTIFIED CHECK OR MONEY ORDER** (made payable to "Motor Vehicle Administration"), upon receipt of the billing. No company or third party checks will be accepted. **Please do not send cash through the mail.**

Even though an application has been filed, the vehicle is not legal to operate on Maryland or other jurisdiction highways without temporary authorization or trip permit in lieu of the registration credentials.

- **HOW TO APPLY FOR AN APPORTIONED REGISTRATION**

1. Obtain the necessary forms (Maryland Schedules A/C and B) from the Motor Vehicle Administration. (See Page 8 - General Information)

2. Complete Schedules A/C and B.

3. Each vehicle must be titled in Maryland.

After titling vehicle (if the vehicle has a gross weight of 55,000 lbs. or over) you must file with the IRS to pay heavy vehicle use tax.

FEES:
1. Title fee $100.00
2. Excise tax of six (6) percent of the purchase price is required for trucks only, tractors and buses are exempt.
3. A fee of $20.00 for each lien/s to be recorded on Maryland Title, if applicable, is required.

The Motor Carrier Office of the Motor Vehicle Administration **will bill** you for registration fees.

- **HOW TO RENEW YOUR APPORTIONED REGISTRATION**

To renew apportioned registration, the Motor Vehicle Administration, Motor Carrier Services Section issues a computer printed fleet renewal/application for each registrant. You will receive a separate fleet renewal/application for each fleet registered in your name.

Review the computerized Renewal Schedule A/E printouts carefully. Make any necessary corrections by marking through the incorrect information and inserting the correct information above it.

For vehicle(s) of your fleet that do not appear on the Renewal Schedule A/C printout, list the vehicle(s) on the bottom of Schedule A/C printout provided.

For vehicle(s) of your fleet that you no longer own or are not renewing draw a single line through the vehicle to be deleted.

Enter your fleet mileage from July 1 through June 30 of the previous year on the computerized Renewal

Schedule B printout. Actual distance must be reported for the report period. Follow instructions A & B printed on the renewal. For vehicles 55,000 and over G.V.W., attach a **receipted copy** of your IRS Form 2290 Schedule 1 listing each vehicle in your fleet. Write your IRP account number on the 2290 Schedule 1.

Sign the certification on the Schedule B. List your fleet insurance information (Company name & Policy #) under your signature. For companies, corporation's etc., the signature must be by an authorized representative and their capacity with the company must be indicated.

- **On Line Processing**

The following transactions may be processed on-line if an apportioned account already exist:

Change of address
Supplemental Applications
Add vehicle
Transfer
Weight increase

1. Complete on-line form
2. Submit application
3. Transaction will be processed, invoice and temporary authority (if applicable will be returned via email
4. Submit payment

- **WHEN AND WHERE TO MAIL YOUR APPORTIONED REGISTRATION RENEWALS**

1. To insure adequate time for processing, **return all apportioned registration renewal applications (printouts and attachments) to Motor Carrier Services by the first day of the month preceding your expiration.** Our address is Motor Vehicle Administration, Motor Carrier & Electronic Services Division, Room 120, 6601 Ritchie Hwy, Glen Burnie, MD 21062. Once your applications are received, they will be processed and your **INVOICE** listing your fees due will be mailed to you.

2. Return your invoice along with a **cashier's check**, **certified check or money order** to our office no later than the **15th of the month of expiration** to insure adequate time for you to receive your new sticker and cab card (registration card) and plate if applicable.

- **DISPLAY OF RENEWED APPORTIONED REGISTRATION**

When displaying your new stickers prior to the expiration date, both your old and new cab cards must remain in the vehicle. After the first of the month you may discard your **old** cab card.

IV. INSTRUCTIONS FOR COMPLETING APPLICATIONS

- **SCHEDULE A/C ORIGINAL/SUPPLEMENTAL APPLICATION**

Fleet Information

Account Number - Enter the IRP account number assigned by the Maryland Motor Vehicle Administration. If **you have not been assigned** a number, leave this area blank and when your documents are processed, a **permanent** IRP number will be assigned.

Fleet Number - If more than one fleet is submitted under the same company name, designate as 01, 02, etc.

Supplement Number - Motor Vehicle Administration Use Only

Registration Year - Enter the four digits of the registration cycle. (Example: "2008")

Name of Registrant - Applicants name shall be the person, firm, or corporation requesting apportioned registration.

Business Address - Enter the Maryland address where the registrant has an established place of business and will maintain and/or make records available for audit. The business address cannot be a post office box.

Mailing Address - (Street, city, state, zip code) - Apportioned registration license plates and correspondence will be sent to this address.

Person to Contact - Enter the name of the person to be contacted to resolve problems with your application. Include email address and phone number.

Registrant's U.S. DOT Number - Enter the Registrants U.S. DOT Number

Weight Information

List the combined weight to be carried in each jurisdiction where Fleet will be apportioned. Limit vehicles on each page to power units and use a separate page if weights in all jurisdictions do not follow the same pattern for each vehicle.

Vehicle Information

Maryland Title Number - Enter Maryland title number for each vehicle. If none, the vehicle must be titled in Maryland prior to the issuance of apportioned registration.

Equipment Number - Enter the unit number or equipment number assigned by the applicant. Each piece or unit of equipment must have a specific IRP identifier.

Vehicle Identification Number - Enter the complete vehicle identification number (VIN) as shown on your vehicle's certificate of title. **Do Not** merely list the last six digits of the VIN.

Year of Vehicle - Enter the model year of the vehicle.

Make of Vehicle - Enter the manufacturer's make of the vehicle.

Vehicle Type - Enter the type of vehicle by using the code key shown on the upper portion of Schedule A/C.

Power Unit Axles or Seats - Enter the number of axles (including axles in a tandem group) or the rated seating capacity if the vehicle is a bus.

Total Axles (including trailer) - Enter total number of axles including trailer axles.

Fuel - Enter the type of fuel being used by the power unit.

Unladen Weight - Enter the weight of the vehicle without a load.

Gross Weight - Enter the weight of the vehicle plus the weight of the load carried on that vehicle. For a tractor this would be the weight of the tractor plus that part of the weight of a fully loaded semi-trailer resting on the tractor.

Purchase Price of Vehicle - Enter the actual purchase price of the vehicle paid by the current owner.

Date of Purchase - Enter the month, day, and year in which the current owner purchased the vehicle.

Date of Lease - If this vehicle is leased, enter the month, day, and year when the lease was initiated.

Temporary Authority - Indicate if a temporary authority is needed.

- **SCHEDULE A/C ORIGINAL/SUPPLEMENTAL APPLICATION (continued)**

Name of Owner - Enter the name of the vehicle owner. If the owner and registrant names are different a copy of the lease agreement must be submitted.

Current License Plate Number - Enter the Maryland license plate number that is presently displayed on the vehicle.

U S DOT # - Enter U S DOT number assigned to vehicle.

Tax Payer Identification Number – Enter the Tax Payer identification number assigned to the vehicle.

Will the Designated Carrier Responsible for Safety Change During the year? - Check "Yes" or "No"

Insurance Information - Enter name of insurance company as shown on policy. Also enter policy or binder number.

Deleted Vehicle Information

Equipment Number - Enter the unit number or equipment number assigned by the applicant.

Year - Enter the model year of the vehicle.

Make of Vehicle - Enter the manufacturer's make of the vehicle.

Vehicle Identification Number - Enter the complete vehicle identification number (VIN) as shown on your vehicles Certificate of Title. **Do Not** merely list the last six digits of the VIN.

Combined or Gross Weight - Enter the maximum gross weight or combined gross weight of the vehicle or vehicle combination that is to be carried on the vehicle at any one time.

Replacement Equipment - Enter the unit number of the vehicle being added in place of the deleted unit.

Reason Removed - Enter the reason the vehicle is being deleted (i.e. sold, destroyed, junked, fleet transfer, etc.) **PLEASE NOTE:** In order to receive credit for plate fees paid on a deleted unit, another unit must be added on the same supplemental application. Also the deleted vehicle must be same class as vehicle being added.

- **SCHEDULE B ORIGINAL MILEAGE SCHEDULE**

Fleet Information

New Account -	Indicate Yes or No
Account Number -	Enter the IRP account number assigned by the Maryland Motor Vehicle Administration, **Motor Carrier Services Section.** If **you have not been assigned** a number, leave this area blank and when your documents are processed, a **permanent** IRP number will be assigned.
Fleet Number -	If more than one fleet is submitted under the same company name, designate as 01, 02, etc.
Supplement Number -	Motor Vehicle Administration Use Only.
Registration Year -	Enter the four digits of the registration cycle. (Example: 2012 - "2012")
Name of Registrant -	Applicants name shall be the full name of the operating carrier or name under which the individual does business.
Business Address -	Enter the address where the registrant has an established place of business. The business address cannot be a post office box.
Mailing Address -	(Street, city, state, zip code) - All correspondence, cab cards and plates will be sent to this address.
Kind of Operation -	Check kind of operation.
Type of Operation -	Check type of application.
Federal ID Number -	Enter Federal ID number or Taxpayer Identification number.
U. S. DOT Number -	Enter applicant's U. S. DOT number.
IFTA Account Number -	Enter IFTA account number.
Person to Contact -	Enter the name of the person to be contacted to resolve problems with application, include phone number.

Mileage Schedule

All mileage figures should be actual miles generated between **July 1** and **June 30** of the preceding year. **Record mileage in every jurisdiction you traveled in during the reporting period.**

Place an "X" mark beside each IRP jurisdiction with which you operated. Do not combine the miles of any two or more Jurisdictions.

V. TEMPORARY REGISTRATIONS

- **TRIP PERMITS**

Maryland Based Carriers

Maryland registrants who are eligible for apportioned registration in other jurisdictions must obtain a trip permit before entering those jurisdictions **unless** they have an apportioned registration **and** that jurisdiction is listed on the cabcard.

With a trip permit, and provided you meet other requirements of the member jurisdiction, your vehicle is entitled to be operated intrastate and interstate for the period allowed under such permit.

Out of State Carriers

Vehicles eligible for apportioned registrations but not apportioned with Maryland will be required to purchase a 72-hour permit for a fee of fifteen dollars ($15) before entering Maryland. This permit allows for interstate and intrastate operation.

Where to Obtain Trip Permits

Maryland trip permits are available through the below listed authorized wire services or at the Motor Vehicle Administration, Motor Carrier Services Section Room 120, 6601 Ritchie Highway, Glen Burnie, MD 21062, (410) 787-2971.

Comdata	(800) 749-6058
Custom Permit	(800) 669-5014
J J Keller	(800) 231-5266
Nova Permits	(800) 567-7775
State Permits	(800) 331-4805

T-Check Systems	(866) 351-2435
Highway Permits	(888) 731-0312
West Coast Services	(888) 737-6483

- **UNLADEN VEHICLE REGISTRATION - HUNTER'S PERMIT**

When any owner-operator registered in Maryland in the name of lessee carrier whose lease is terminated, the owner-operator may apply for a permit to operate at the unladen (not loaded) weight of the vehicles for a period of 20 days for a fee of ten dollars ($10). Call the Motor Carrier Services Section for further information.

- **TEMPORARY APPORTIONMENT AUTHORIZATIONS (TA's)**

Available to Maryland IRP Carriers Fee: $2.00

Temporary Apportionment Authorizations, (TA's), valid for 60 days from issuance may be obtained by a Maryland based carrier to **1)** add a vehicle to the fleet, and/or **2)** increase a vehicle's weight. **The temporary authorization (TA) constitutes registration of the vehicle and obligates the carrier to complete the registration requirements of the Administration including the payment of all applicable fees. All vehicles within an account are subject to suspension if all apportionable fees are not paid.** To complete the registration process payment of fees must be submitted within five (5) days.

Temporary authorizations (TA's) may be issued at the following:

- You may apply on-line to Add vehicles, Transfer plates or Increase Weight

- Motor Vehicle Administration, Motor Carrier Services Section, Room 120,
  6601 Ritchie Highway, Glen Burnie, Maryland 21062, (410) 787-2971.

- Any MVA full service branch office. Check our website for your nearest full service office.

VI. REPLACEMENTS

- **DUPLICATE, LOST OR STOLEN CABCARDS, PLATES OR ANNUAL STICKERS**

Lost or stolen items may be replaced by filing an application for duplicate/stolen plates and stickers, Form VR-9, together with the following fees:

Cab card - $5.00
Expiration Year Sticker - $5.00 each
License Plates - $20.00
License Plate and Year Sticker - $20.00

VII. ENFORCEMENT

Credentials (cabcard and apportioned license plate) must be displayed on the vehicles by:

January expiration midnight of January 31	Enforcement begins February 1
April expiration midnight April 30	Enforcement begins May 1
July expiration midnight July 31	Enforcement begins August 1
October expiration midnight October 31	Enforcement begins November 1

Maryland carriers going into other states should learn the requirements of those states before entering. A vehicle operating in a jurisdiction without being properly registered may be required to pay for full registration fees in that jurisdiction. A Maryland carrier must also know the maximum weight allowed in each jurisdiction. For more information please contact the IRP Jurisdictions.

Enforcement personnel look at the **original** cabcard for verification that vehicles are properly registered. Cabcard should be carried in the vehicle described and must not be mutilated or altered in any way.

NOTE: Enforcement personnel will be noting the complete vehicle identification number on the vehicle itself and on the cabcard. Exercise extreme care in listing this number correctly on your application for apportioned registration **(Schedule A/C)**. When you receive your IRP registration, please review it for correctness (i.e. vehicle/owner information, states and weights are correct).

IX. AUDITS

- **PURPOSE**

Apportioned carriers are required to preserve the "Operational Records" on which the registration application is based plus the operational records for the three prior mileage-reporting periods. Notice of intent to audit will be mailed to the carrier. Authenticity of mileage and registration will be verified and assessment made for any deficiency found due. Any apportioned carrier, who refuses to comply with the mileage-reporting requirement, shall not be entitled to apportioned registration privileges.

In the event that the registrant's operational records are not located in the base jurisdiction or cannot be made available in the base jurisdiction and it becomes necessary for the base jurisdiction to send auditors to the place where such records are normally kept, the State of Maryland may require the registrant to reimburse the state per diem and travel expense of its auditors incurred in the performance of such audit.

Upon audit, the Administration shall assess for any deficiency found to be due. No assessment for deficiency or claim for credit may be made for any period for which records are no longer required.

Assessments based on audit, interest on assessments, refunds, or credits on any other amounts including auditor's per diem and travel shall be made in accordance with the statute of each jurisdiction involved with such audit of a registrant.

- **RECORDS**

Operational records kept by the carrier shall be documents supporting distance traveled in each jurisdiction and the total distance traveled for each fleet. Operational Records include source documents suitable for verification of fleet distance as reported. An acceptable source document for verifying fleet distance traveled is an "Individual Vehicle Distance Record". I.V.D.R.'s must contain the following basic information:

1. Date of trip (starting and ending)
2. Trip origin and destination information (City & State)
3. Route of travel
4. Beginning and ending odometer or hubodometer reading of the trip
5. Total distance
6. In-jurisdiction distance
7. Unit number
8. Vehicle identification number
9. Vehicle IRP fleet number
10. Driver name

An I.V.D.R. must be completed for each movement of the vehicles. Registrants must be able to explain any unaccounted time lapse of vehicle movement. The information recorded on the IVDRs must be accurate and readable. The distance figures to be entered on IVDRs can be obtained from various sources such as odometer and/or hubodometer readings, Member Jurisdiction maps, standard distances, or computer software, as long as the method used is accurate and consistent.

- **MONTHLY, QUARTERLY, and YEARLY SUMMARIES**

From the information recorded on IVDRs, the Registrant must prepare and maintain:

(i) A monthly summary that recaps in-jurisdiction and total distance traveled by each power unit operated during the calendar month;

(ii) A quarterly summary that recaps in-jurisdiction and total distance traveled by the fleet during each calendar quarter; and

(iii) A summary of the quarterly recaps used in preparing the application for apportionment.

Note: Summaries are not acceptable at face value and must be supported by source documents such as IVDRs in order to be of any use during an Audit.

- **LESSOR RESPONSIBILITY**

It shall be the responsibility of the Lessor in a trip Lease situation to report all distance traveled by the Apportionable Vehicles.

- **ON-BOARD RECORDING DEVICES**

On-board recording devices may be used in lieu of or in addition to handwritten trip reports for purposes of apportioned registration record keeping. Other equipment monitoring devices, such as those, which transmit or may be interrogated as to power unit location or travel, may be used to supplement or verify handwritten or electronically generated trip reports.

All recording devices used to generate trip reports or used in conjunction with manual systems must meet the requirements shown below under Minimum Device Requirements and Data Collection.

When the on-board recording device is used in conjunction with an electronic computer system and reports are prepared on the basis of data downloaded from the recording device, the overall system must meet the requirements of Minimum Device Requirements and Data Collection and Capability of System to Produce Reports.

- **USE OF ON-BOARD RECORDING DEVICE ONLY**

When the device is to be used alone, printed reports must be produced which replace handwritten trip reports. The printed trip reports shall be retained for audit. Power unit and fleet summaries, which show in-jurisdiction distance, must then be prepared.

- **USE OF ON-BOARD RECORDING DEVICE IN CONJUCTION WITH AN ELECTRONIC COMPUTER SYSTEM**

When the computer system is designed to produce printed trip reports, power unit and fleet summaries, which show in-jurisdiction distance, must also be prepared.

When the printed trip reports will not be retained for Audit, the system must have the capability of producing, upon request, the reports listed in Capability of System to Produce Reports.

- **MINIMUM DEVICE REQUIRMENTS**

(a) The Registrant must obtain a certificate from the manufacturer certifying that the design of the on-board recording device has been sufficiently tested to meet the requirements of this provision.

(b) The on-board recording device and associated support systems must be, to the maximum extent, practicable and tamperproof and must not permit altering of the information collected. Editing of copies of the original information collected will be allowed, but all editing must be identified, and both the edited and original data must be recorded and retained.
(c) The on-board recording device shall warn the driver visually and/or audibly that the device has ceased to function.
(d) The device must time and date stamp all data recorded.
(e) The device must not allow data to be overwritten before the data has been extracted. The device shall warn the driver visually and/or audibly that the device's memory is full and can no longer record data.
(f) The device must automatically update a life-to-date odometer when the Power Unit is placed in motion, or the operator must enter the current Power Unit odometer reading when the on-board recording device is connected to the Power Unit.
(g) The device must provide a method for the driver to confirm that driver-entered data is correct (e.g. a visual display of the entered data that can be reviewed and edited by the driver before the data is finally stored).

- **DATA COLLECTION**

Individual Vehicle Distance Record (IVDR), the device must collect the following data on each trip:
1. Date of trip (starting and ending)
2. Trip origin and destination information (City & State)
3. Route of travel
4. Beginning and ending odometer or hubodometer reading of the trip
5. Total distance
6. In-jurisdiction distance
7. Unit number
8. Vehicle identification number
9. Vehicle IRP fleet number
10. Driver name

- **CAPABILITY OF SYSTEM TO PRODUCE REPORTS**

Generally speaking, the on-board recording device does not prepare the reports referred to in this section. Instead, these reports are prepared using an electronic computer system, which accepts data from the on-board recording device. The system shall be able to produce the following reports:

1. For each trip, an Individual Vehicle Distance Record (IVDR) report that includes the information listed above. (Note: This report may be more than one page.)
2. A report that indicates when the on-board recording device was last calibrated and the calibration method used.
3. An exception report(s) that identifies all edited data, omissions of required data, system failures, non-continuous life-to-date odometer readings, travel to noncontiguous states, and trips where the location of the beginning trip is not the location of the previous trip.
4. A monthly, quarterly, and annual summary of vehicle trips by vehicle number showing total distance by jurisdiction.
5. Monthly, quarterly, and annual trip summaries by fleet showing the number of total distance by jurisdictions.

- **CARRIER RESPONSIBILITY**

It is the carrier's responsibility to recalibrate the on-board recording device when tire size changes, the vehicle drive-train is modified, or any modifications are made to the vehicle which affect the accuracy of the on-board recording device. The device must be maintained and recalibrated in accordance with the manufacturer's specifications. A record of recalibrations must be retained for the audit retention period.

It is the carrier's responsibility to ensure their drivers are trained in the use of the computer system. Drivers shall be required to note any failure of the on-board recording device and prepare manual trip reports of all subsequent trip information until the device is again operational.

It is the carrier's responsibility to maintain a second copy (back-up copy) of the electronic files, either electronically or in paper form, for the audit retention period.

At the discretion of the jurisdictions, carriers may submit records for audit to the jurisdictions through electronic data transfer.

It is the carrier's responsibility to ensure the entire record-keeping system meets the requirements of the IRP.

For additional information please refer to the International Registration Plan Audit Procedures Manual.

IX. APPENDIX A

- **DEFINITIONS APPLICABLE**

Allocation: A system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all the Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

Applicant: A Person in whose name an application is filed for registration under the Plan.

Apportionable Fee: Any periodic recurring fee or tax required for registering vehicles, such as, but not limited to, registration, license or weight fees.

Apportionable Vehicle: Any vehicle that is used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

- is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or

- is a power unit having three or more axles, regardless of weight; or
- is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

A recreational vehicle, a vehicle displaying restricted plates, a bus used in transportation of chartered parties or a Government-owned vehicle, is not an apportionable vehicle.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Note: A vehicle not used in more than one Jurisdiction for the entirety of a Registration Year and for six additional months may not register under apportion registration unless proof of out of state travel is provided.

Audit: A physical examination of a registrant's operational records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and the accuracy of the Registrant's record-keeping system for its fleet. Such an examination may be of multiple Fleets for multiple years.

Average Per Vehicle Distance: The number derived from the average distance traveled in Maryland by all current registrants.

Axle: An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration, an "axle" is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called "dummy", "drag", "tag", or "pusher" type axle.

Base Jurisdiction: For purposes of fleet registration, the jurisdiction where the registrant has an established place of business or where the registrant can demonstrate residency, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available.

Cab Card: A registration card issued by the base jurisdiction for an apportionable vehicle and carried in or on the identified vehicle.

Chartered Party: A group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Combination of Vehicles: A power unit used in combination with one or more trailers or semi-trailers.

Commercial Vehicle: Any vehicle operated for the transportation of persons or property in advancement of any commercial or industrial enterprises, for hire or not for hire.

Credentials: The cabcard and apportioned plate issued for vehicles registered under the apportioned registration program.

Established Place of Business: A physical structure located within the base jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available). 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.

Fleet: One or more apportionable vehicles designated by a registrant for distance reporting.

Gross Combined Weight (GCW): The weight of the power unit **and** trailer **and** the maximum load.

Gross Vehicle Weight (GVW): The weight of the vehicle without load plus the weight of any load thereon.

Household Goods Carrier: A carrier handling:

(i) personal effects and property used or to be used in a dwelling;

(ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

Interstate Operations: Vehicle movement between or through two or more jurisdictions.

Intrastate Operations: Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

IVDR: Individual vehicle distance record and is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's reported distance.

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

Lease: A transaction evidenced by a written document in which a lessor vests exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

Lessee: A person that is authorized to have exclusive possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor: A person, which under the terms of a lease agreement authorizes another person to have exclusive possession, control of, and responsibility for the operation of the vehicle. .

Long Term Lease: A long-term lease is for a period of 30 calendar days or more.

Motor Vehicle Types

Power Units

Bus: A motor vehicle designed for carrying 10 or more passengers and used for the transportation of persons for compensation.

Dump Truck: A motor vehicle designed to haul cargo, and to self-unload by gravity or mechanical means and to be used to haul feed or other loose materials in bulk.

Road Tractor: Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.

Rollback: A motor vehicle that is designed with a ramp on wheels and a hydraulic lift with a capacity to haul or tow an additional vehicle.

Tow Truck: A motor vehicle that is designed to lift, pull or carry a vehicle by a hoist or mechanical apparatus and has a manufacturer's gross vehicle weight rating of 10,000 pounds or more.

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

Truck: Every motor vehicle designed, used, or maintained primarily for the transportation of property.

Truck Tractor: A motor vehicle designed and used primarily for drawing other vehicles but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Operational Records: Source documents that evidence distance traveled by a Fleet in each Member Jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically,

Reciprocity: A reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

Reciprocity Agreement: An agreement, arrangement, or understanding between two or more

Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.

Recreational Vehicle: A vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

Registrant: A person in whose name a properly registered vehicle is registered.

Registration Year: The twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet: Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Rental Owner: Someone who rents vehicles to others with or without drivers.

Reporting Period: Is the period of twelve 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 twelve-month period.

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

Residency: To establish residency at least three of the following documents must be submitted with application:

(i) if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction,

(ii) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,

(iii) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,

(iv) that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction,

(v) that the Applicant has paid personal income taxes to that Jurisdiction,

(vi) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,

(vii) that the Applicant receives utility bills in that Jurisdiction in its name,

(viii) that the Applicant has a Vehicle titled in that Jurisdiction in its name, or

(ix) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

Restricted Plate: A plate that has a time, geographic area, distance, or commodity restriction or a mass

transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Service Representative: One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Short Term Lease: A short-term lease is for a period of less than 30 calendar days.

Total Distance: All distance, including distance accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

Trip Permit: A permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

Unladen Weight: The weight of the vehicle fully equipped for service excluding the weight of any load.

OPERATIONS

- **Household Goods Carrier**

Household goods Carriers, using a vehicle leased from service representatives, may elect to base the vehicle in the base jurisdiction of the service representative, or that of the carrier.

If the base jurisdiction of the service representative is selected, the vehicle shall be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees will be according to the combined records of the service representative and the carrier (lessee), and such records must be kept or made available in the service representative's base jurisdiction.

If the base jurisdiction of the Carrier is selected, the carrier shall register the vehicle in their name. The service representative shall be listed as the lessor. The carriers and the service representative's combined records shall be used to determine apportioned fees.

The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this selection shall be fully registered for operations under their own authority as well as under the authority of the carrier.

- **Buses**

Regular Route: Apportioned registration is required for all buses traveling regularly scheduled routes. For vehicles used in a pool the carrier may either submit the sum of all actual in-jurisdiction distance or the apportionment percentage may be calculated by dividing a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

ABBREVIATIONS FOR TRACTOR AND TRUCK MAKES

MAKES	NCIC ABBREV	MAKES	NCIC ABBREV
American Motors	AMER	Ford	FORD
Arrow	ARRO	Freight Liner	FRHT
Austin	AUST	FWD Corp	FWD
Autocar	AUTO	General Motor Corp	GMC
Barrett	BARR	Hendrickson	HEND
Bock	BOCK	International	INTL
Brock	BROCK	Kenworth	KW
Brockway	BROC	KW Dart	KWDT
Brown	BRWN	Mack	MACK
Chevrolet	CHEV	Marmon Harrington	MAHA
Clark Equip. Co.	CLAR	Mercedes Benz	MERZ
Dart KW	KWDT	Motor Coach Ind	MCIN
Diamond Reo	DIAR	Peterbuilt	PTRB
Diamond T	DIAT	Studebaker	STU
Dodge	DODG	White	WHIT
Euclid Inc	EUCL	Unpublished or	
Fleetwood Enterpr Inc.	FTWD	Unknown Truck	TRUK

ABBREVIATIONS FOR BUS MAKES

MAKES	NCIC ABBREV
Arrowcoach	ARRC
Blue Bird	BLUB
General Motor Corp	GMC
Golden Eagle	GOLE
Motorcoach Ind	MCIN
Safetyliner	SAFT
Silver Eagle	SILE
Yellow	YELL