

WI IRP NEW OPERATIONS (INTERSTATE) CHECKLIST

Wisconsin Department of Transportation (WisDOT)
MV2855 11/2014

Division of Motor Vehicles
4802 Sheboygan Ave., Rm. 151
PO Box 7955, Madison, WI 53707-7955
Telephone: (608) 266-9900
<http://wisconsindot.gov/Pages/dmv/com-drv-vehs/mtr-car-trkr/default.aspx>

Applications with complete information will be processed the following business day and will not be processed at our counter. Your application will be returned and/or turned away if any of the following applicable information is not provided.

To avoid delays in processing your application, please provide all the applicable information listed below.

Attach this checklist to your [MV2854 WI IRP Application – Schedule B New Operation](#) – and, if applicable, the [MV2667 WI International Fuel Tax License Application](#).

Forms can be found at: <http://wisconsindot.gov/Pages/dmv/com-drv-vehs/mtr-car-trkr/mc-forms.aspx>

1. Eligibility for IRP in Wisconsin: Applicants must meet a **minimum of 3** of the following areas in order to obtain IRP registration in WI. Check the items you claim:

- Federal Tax showing WI Address Registered with WisDFI Utility Bill Showing WI Address
 Personal Tax showing WI Address Property Tax showing WI Address Active MC Showing WI Address
 Other (indicate): _____

2. Driver License: If you are applying as an individual (not a corporation or LLC), you must have a valid *Wisconsin* driver license if you are the primary driver. The driver license can be one of the 3 items needed for proof of residency.

Enter Driver License Number: _____

3. Title: Vehicles must be titled in Wisconsin. Exception: if vehicle is leased from out of state, owner's name must be entered on IRP application with owner's purchase price and date.

[Trans 152.025; 152.101 & 152.11(3)]

4. Previous IRP Registration: If you previously had WI IRP, you must provide us with previously issued account number. If the IRP registration was from another jurisdiction, you will need to provide a copy of previous registration Cab Card. We will confirm that your previous IFTA and IRP accounts were left in "good standing." You may need to report actual miles. Contact us at (608) 266-9900 to determine the mileage reporting period.

[Article III, Section 315 of the International Registration Plan]

5. International Fuel Tax is Required: If you need your own IFTA, the IFTA application MV2667 and fees should be mailed in along with your IRP application in the same envelope.

[Trans 152.101(2)]

6. Owner/Operators: If you are an Owner/Operator operating under another carrier's US DOT and/or IFTA, a completed [WI IRP – Lease Verification form MV2852](#) must be provided and signed by both lessor and lessee.

[Article II of the International Registration Plan; Trans 152.101; Trans 177.07]

7. Company Information on File: If you are a corporation or LLC, you must: a) be on file with the Wisconsin Department of Financial Institutions (WisDFI), and b) your company's status must be 1) active and 2) in good standing. Contact WisDFI at: www.wdfi.org/corporations/crispix or at (608) 261-7577. Out of State Organizations Transacting Business in Wisconsin must be registered as a Foreign Corporation.

[Trans 152.101(8)]

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- 8. For Hire Carrier:** If you are a For Hire Carrier, you must have valid Federal Insurance and an active MC Authority on file with FMCSA before we will process your application. You can view your MC Status at: www.saferys.org. Contact WisDOT at: (608) 266-9900 if you have any questions.

[Trans 177.03; Trans 176; Wis. Stats. 194.41]

- 9. US DOT Number:** US DOT numbers must be issued in the exact legal name of the registrant responsible for safety and the Carrier Operation must show as "Interstate." If you do not have a US DOT number, you can apply online at: www.saferys.org, or call 1-800-832-5660 or (608) 662-2010.

- 10. Outstanding Financial Incidents:** Any outstanding financial incidents with the Wisconsin Department of Transportation (parking tickets, unpaid fines, bad checks, etc) must be cleared up before we will consider your application.

[Wis. Stats. 340.01]

- 11. Unified Carrier Registration (UCR):** UCR requires individuals and companies that operate commercial motor vehicles, including buses, in interstate or international commerce to register their businesses and pay an annual fee for each calendar year based on the size of their fleet. UCR may be paid at: www.ucr.in.gov.

[Trans 178]
