

Commercial Vehicles Registration Checklist

IMPORTANT:

We will not be able to process your transaction without ALL required documents below, or if there is a balance due on ANY state taxes.

Acceptable Proof of Residency and Established Place of Business: Utility or Phone Bill Less Than 30 Days Old, Mortgage Statement, Occupational License, Business License, County Property Tax Assessment, Certificate of Incorporation, Georgia Secretary of State, Voter Registration Card With Matching Drivers License (if individual).

Requirements: Checks are not accepted as form of payment, all documents must be COMPLETELY filled out, IRS 2290 (if required) stamped with Efile watermark, MCS-150 showing current year (update yearly), and Power of Attorney is REQUIRED for all transactions (if not the Owner, Partner, or Authorized Officer of Business and/or Corporation).

Secure & Verifiable Documents: United States passport or passport card, United States military identification card, drivers license issued by one of the United States, and identification card issued by one of the United States, Tribal Identification Card of a Federally recognized Native American Tribe, United States Permanent Resident or Alien Registration receipt card, or Birth Certificate.

LEGEND

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| 1. IRP New Account |
| 2. IRP Renewal |
| 3. IRP Adding/Deleting/Transferring Vehicles or Fleets |
| 4. IRP Changing Carrier |
| 5. IRP Authority Change |
| 6. IRP Adding/Deleting States |
| 7. IRP Residence or Business Address Change |
| 8. IRP Name Change |
| 9. IRP New Fleet |
| 10. IRP Transfer Tag |
| 11. IRP Weight Change |
| 12. IRP Make a Payment |
| 13. IRP Duplicate Cab Card |
| 14. IRP Replace Tag |
| 15. IFTA New Account or Renewal |
| 16. IFTA Order Decals |
| 17. IFTA Quarterly Reports |
| 18. IFTA Make a Payment |
| 19. UCR New Account and Renewal |
| 20. GIMC New Account and Renewal |
| 21. GA DOT # Applicant |

1. International Registration Plan (IRP) New Account Required Documents:

Georgia Title must be applied for **or** Valid, Notarized Equipment Lease if leased, **NOTE:** If a Commercial registrant has an Out-of-State Title, they must complete a T-17 **and** produce the "current" Out of State Title (Title must be transferred first).

T-138 (Schedule A)

T-139 (Schedule B)

T-238 (Estimated Mileage Chart)

T-239 (Schedule G)

Current Schedule 1 (Form 2290) if weight more than 55,000 lbs, and purchased more than 60 days ago

Proof of Residence (See Above for Acceptable)

Proof of Established Place of Business (See Above for Acceptable)

Current Liability Insurance

Federal MCS 150 (From Carrier if under their authority)

Employment Lease/ Contract if not under own authority

Copy of Georgia Drivers License

2. International Registration Plan (IRP) Renewal Required Documents:

IRP Renewal Form **or** Schedules A and B

If weight is more than 54,999 lbs, current Form 2290

Employment Lease/ Contract if not under own authority

Current Liability Insurance

Federal MCS 150 (From Carrier if under their authority)

Copy of Drivers License

3. International Registration Plan (IRP) Adding/Deleting/Transferring Vehicles or Fleets Required Documents:

If Adding: Georgia Title must be applied for or Valid, Notarized Equipment Lease if leased, **NOTE:** If a Commercial registrant has an Out-of-State Title, they must complete a T-17 and produce the "current" Out of State Title (Title must be transferred first).

T-140 (Schedule C) Listing Vehicles/Fleet to be Added, Deleted or Transferred

Federal MCS 150 (From Carrier if under their authority, or own if under own authority)

Employment Lease/ Contract if not under own authority

If Adding: Current Form 2290 if weight is more than 54,999 lbs, and vehicle was purchased more than 60 days ago

If Adding and Transferring ONLY: Valid Liability Insurance (Not Needed if Deleting)

Copy of Drivers License

4. International Registration Plan (IRP) Changing Carrier Required Documents:

Schedule A

Federal MCS 150 (From Carrier if under their authority)

Current Liability Insurance

Employment Lease/ Contract

Copy of Drivers License

5. International Registration Plan (IRP) Authority Change Required Documents:

Schedule A

Federal MCS 150 (From Carrier if going under their authority, or own if going under own authority)

Valid Liability Insurance

Copy of Drivers License

6. International Registration Plan (IRP) Adding States Required Documents:

PLEASE NOTE: States cannot be deleted; the registration fees for all states have already been paid and cannot be reimbursed. States can be deleted during the renewal process only.

Adding: Schedule A and B (only states being added should be listed)

Copy of Drivers License

**7. International Registration Plan (IRP) Residence or Business Address Change
Required Documents:**

Schedule A

Proof of Residency or Proof of Established Place of Business

Copy of Drivers License

8. International Registration Plan (IRP) Name Change Required Documents:

Schedule A

Proof of Business Affiliation i.e. Secretary of State papers

Proof of Residence (Utility Bill)

Copy of Drivers License

9. International Registration Plan (IRP) New Fleet Required Documents:

Georgia Title must be applied for **or** Valid, Notarized Equipment Lease if leased, **NOTE:** If a Commercial registrant has an Out-of-State Title, they must complete a T-17 **and** produce the "current" Out of State Title (Title must be transferred first).

Schedules A, B, **and** C

Federal MCS 150 (From Carrier if going under their authority, or own if going under own authority)

Valid Liability Insurance

Employment Lease/Contract (When Adding New Vehicle **and** not under own authority)

Current Form 2290 if weight is more than 54,999 lbs, and vehicle was purchased more than 60 days ago

Copy of Georgia Drivers License

10. International Registration Plan (IRP) Transfer Tag Required Documents:

Georgia Title must be applied for **or** Valid, Notarized Equipment Lease if leased, **NOTE:** If a Commercial registrant has an Out-of-State Title, they must complete a T-17 **and** produce the "current" Out of State Title (Title must be transferred first).

Schedule C

Federal MCS 150 (From Carrier if going under their authority, or own if going under own authority)

Valid Liability Insurance

Copy of Drivers License

11. International Registration Plan (IRP) Weight Change Required Documents:

Schedule A and C

Current Form 2290 if weight is more than 54,999 lbs, and vehicle was purchased more than 60 days ago

Copy of Drivers License

12. International Registration Plan (IRP) Make a Payment Required Documents:

County Ad Valorem Taxes must be paid in full.

Invoice

Copy of Drivers License

13. International Registration Plan (IRP) Duplicate Cab Card Required Documents:

MV-142

Copy of Drivers License

14. International Registration Plan (IRP) Replace Tag Required Documents:

MV-141

Police Report or Signed Affidavit

Copy of Drivers License

15. International Fuel Tax Agreement (IFTA) New Account and Renewal Required Documents:

CRF-IFTA: IFTA Motor Carrier Registration Application

If filing as a business, registration with the Secretary of State's office is REQUIRED

Copy of a valid Driver's License

Copy of Lease Agreement (if applicable) showing who is responsible for fuel

In order to RE-OPEN a CLOSED ACCOUNT: all past/outstanding Quarterly Reports must be filed

16. International Fuel Tax Agreement (IFTA) Order Decals Required Documents:

IFTA ORDER FORM: IFTA Motor Carrier Decal-Reorder form

Copy of Drivers License

17. International Fuel Tax Agreement (IFTA) Quarterly Reports:

IFTA Quarterly Fuel Tax Return and Quarterly Fuel Tax Return Payment

18. International Fuel Tax Agreement (IFTA) Make a Payment Required Documents:

IFTA Quarterly Fuel Tax Return/Report

**19. Unified Carrier Registration (UCR) New Accounts and Renewals
Required Documents:**

MV-IUCR

Georgia Drivers License or Georgia ID

**20. Georgia Intrastate Motor Carrier (GIMC) New Account and Renewals
Required Documents:**

GIMC Georgia Intrastate Motor Carrier application form

FORM "E" : Certificate of Liability Insurance document (issued to applicant by insurance provider)

GSICA AFFIDAVIT: completed, signed, and notarized (once for US Citizens/annually for non US Citizens)

SECURE & VERIFIABLE DOCUMENT: (once for US Citizens/annually for non US Citizens)

**21. Georgia Department of Transportation (DOT) DOT Number Applicant
Required Documents:**

MCS-150 GA