

Request Access - Service Provider

Follow the instructions below if you are a Service Provider doing business for IRP Customers with the Georgia Department of Revenue.

You will need a USERID and password established before access is granted to the IRP Online system.

After successful completion of the following steps, a USERID and temporary password will be provided.

To become an approved Service Provider, you must submit Surety Bond information. This information will have to be updated before your expiration date if you want to continue being a Service Provider with IRP Online access.

Setting up an account as a Service Provider:

Use a valid e-mail address to send the required information.

DOR - Motor Vehicle Division will use this e-mail address to correspond with you.

Your e-mail must include a copy of your Surety Bond.

The Surety Bond must show:

1. The Bond Number,
2. Must have a minimum amount of \$50,000,
3. Show the Effective Date,
4. Show the notary seal/stamp.

Your e-mail must include the following Service Provider information:

1. Service Provider name
2. Contact Person
3. Business Address, City, State and Zip Code
4. Telephone Number
5. Fax Number.
6. E-mail Address

E-mail all documents to: commercial.vehicles@dor.ga.gov

Adding a New IRP Account:

When adding a New IRP Account to your company; you must provide a completed New Account Application.

The New Account Application is also known as Schedule G (Form T-239). Include the documents requested in the Schedule G.

Adding an Existing IRP Account:

When adding an Existing IRP Account to your company; you must provide the Registrant information.

1. Business name,
2. IRP account number,
3. Tax Payer Identification Number, for the account number.

For each IRP Account that you add to your company (new or existing), you must provide a copy of your notarized Power of Attorney, along with the Service Provider's name and account number.

DOR - Motor Vehicle Division will review all documents and information provided. If there are any questions or incomplete information, you will be contacted through the e-mail address used to submit the documents and information.

It is your responsibility to maintain a valid e-mail address with the Department at all times and to notify of any changes as soon as possible.

If all documents are complete, DOR - Motor Vehicle Division will establish the Service Provider's account, and e-mail you your USERID and temporary password in 2 to 3 business days.

Use the USERID and temporary password to log into the IRP Online system.

Lastly, change the password following the instructions provided in the Change Password video or document.

You are now ready to log into the IRP Online system!