



# Please Read Before Completing Applications

**All applications must be completed and are subject to denial until all appropriate information is included.**

The following is some general information to aid in the filing of your application for apportioned registration.

Use Schedules "A" and "B" when filing renewals, amending applications, adding states, or establishing a new account.

Use Schedule "C" when adding and/or deleting equipment.

**Please note: When filing an amended application to add jurisdictions, those jurisdictions must be added to all vehicles in the fleet.**

Schedule "B" is your Fleet Mileage Report for the current year's registration. You must list all miles traveled by your vehicles registered in that fleet during the previous reporting period of July 1 through June 30.

**Example: For the 2006 registration year, you will report the miles operated by your fleet from July 1, 2005 through June 30, 2006.**

Estimated Mileage: If you qualify to estimate, you must use one of the following methods:

1. You may provide a full statement of the proposed method of operation. Use Schedule G to indicate routes, origins, destinations, and distance.
- or
2. If you are leased to a carrier, you may provide a copy of the miles reported by the carrier with which you are leased.
- or
3. You may use the miles listed on the Oklahoma Corporation Commission estimated distance chart.

For each vehicle on which apportioned registration is sought, the following documentation, when applicable, is needed:

1. Copy of prior registration
2. Proof of ownership
3. Proof of payment of Heavy Vehicle Use Tax (Form 2290 Schedule One)
4. Proof of insurance
  - a. Oklahoma Security Verification Form
  - or
  - b. ICC or OCC (SSR) Authority Number
5. Copy of lease to authorized carrier.

By signing the front of this application, you have indicated that you have read the following and will comply.

In accordance with the International Registration Plan Inc. (IRP) and Oklahoma statutes, it is mandatory that you maintain mileage records supporting the distance traveled in each jurisdiction. These records are to be maintained for a period of five (5) years including your current registration year and shall be produced upon request by the Oklahoma Corporation Commission Transportation Division.