

# General Requirements for New Applicants

1. In order to register vehicle(s) with Oklahoma as the base jurisdiction, under the International Registration Plan, the following must be provided:
  - a. Proof of an Established Place of Business in Oklahoma (see below). If you do not have an Established Place of Business in ANY IRP jurisdiction, you may base here if you are a “Resident” of Oklahoma ; *and*
  - b. Documentation to show ownership of Vehicle(s) (not previously registered); *and*
  - c. Provide proof of prior registration and payment of prior registration fees, if the Vehicle(s) were registered in another Member Jurisdiction; *and*
  - d. Completed Original Application forms Schedule A and B or Supplemental Application Schedule C (adding Vehicle(s) to a current fleet); *and*
  - e. Proof of payment of the Federal Heavy Vehicle Use Tax (form 2290), if applicable, for vehicles 55,000 lbs. or greater; *and*
  - f. Proof of financial responsibility (liability insurance), either a Motor Carrier Operating Authority Number (MC Number) or an Oklahoma Insurance Verification form or, if the Vehicle(s) are leased on to a Motor Carrier, a copy of the lease agreement; *and*
  - g. Provide the USDOT number of the Registrant on the IRP application. If the USDOT number of the Registrant and Carrier responsible for safety are different, **BOTH** must be provided on the application.
  
2. The Applicant or Registrant is responsible for providing all documentation required to register Vehicle(s) under IRP in Oklahoma.

**Applications that do not contain the proper documentation may be delayed until the proper documentation is provided and may be subject to enforcement if applicable.**

## Proof of an Established place of business or Residency in Oklahoma

**Effective 7/1/08 the International Registration Plan has changed. To choose Oklahoma as your base jurisdiction you must have an “Established Place of Business” as it has traditionally been defined (with a minor exception), or if you do not have an established place of business in ANY IRP jurisdiction, you may base here if you are a “Resident”. The information on the following pages will help you understand those specific requirements.**

## ESTABLISHED PLACE OF BUSINESS

Applicants or Registrants wishing to register their vehicles in Oklahoma may do so as long as:

1. The Applicant or Registrant has an Established Place Of Business in Oklahoma proven by a physical structure with a street number or road location and **open during normal business hours**. Proof of a physical structure are:
  - a. A current real estate tax bill; or
  - b. Photocopies of rent receipts or mortgage payments showing the business address; or
  - c. A current rental contract and an original power of attorney if the contract is signed by someone other than the Applicant or Registrant; or
  - d. Proof of insurance coverage on the structure.
2. Person or persons, in permanent employment by the Applicant or Registrant, conducting the trucking-related business of the Applicant or Registrant. **The Applicant or Registrant must submit a Federal Identification or other identification number AND have an Oklahoma payroll Withholding account; and**
3. The Operational Records of the Fleet are maintained or can be made available in Oklahoma.
4. The Fleet(s) to be registered accrues distances in Oklahoma.

The Applicant or Registrant may not use a registration agent or its employees as the presence of a person or persons in this State conducting the Applicant's or Registrant's business.

## ESTABLISHING RESIDENCY FOR REGISTRATION

1. Applicants who have no established place of business in **ANY** IRP Jurisdiction may register in Oklahoma once they prove to the satisfaction of the Oklahoma Corporation Commission that they are **residents** of the State of Oklahoma. Applicants may register in Oklahoma, provided that they furnish a street address, a contact telephone number, and satisfactorily demonstrate that the Applicant is indeed a resident of the State of Oklahoma and can be located in Oklahoma for purposes of audit.
2. The street address in Oklahoma must be the street address where the Applicant's records are maintained or where the records will be delivered for the purpose of audit. An Applicant may not utilize the address of a registration agent to satisfy the requirement of an address in Oklahoma.
3. The Applicant must submit documentation that indicates the Applicant can be located in Oklahoma for purposes of audit. Documentation acceptable for meeting these requirements includes:
  - a. Proof of Oklahoma residency, such as an Oklahoma - issued driver's license, Current Oklahoma Income Tax filing, Proof of an Oklahoma homestead exemption, or other bona fide residency;
  - b. Ownership of real property in Oklahoma.
4. **If the Applicant is a Corporation or LLC**, documentation acceptable to meet this requirement includes, but is not limited to any three of the following
  1. Filings with the Oklahoma Secretary of State showing that Applicant Corporation is incorporated in Oklahoma, or registered to conduct business as a foreign corporation in Oklahoma.
  2. That the principal owner or member of the Applicant Corporation, as evidenced by the Articles of Organization, is a resident of Oklahoma.
  3. The Applicant Corporation's federal income tax returns have been filed from an address in Oklahoma.
  4. State tax filings for the Applicant Corporation.
  5. Local tax filings, real estate tax bill, or rental contracts.
  6. Other evidence of bona fide residency for the corporation.

The Transportation Division shall make its decision on whether the Applicant has met its burden of proof based on the totality of the evidence presented. Those applicants filing as a **RESIDENT** of the State of Oklahoma under this section shall complete the following sworn statement:

**STATEMENT OF NO ESTABLISHED PLACE OF  
BUSINESS IN ORDER TO REGISTER UNDER IRP AS  
AN OKLAHOMA RESIDENT**

Registrants wishing to base-plate in Oklahoma using the residency rules, must state to the Oklahoma Corporation Commission (OCC) that the registrant does not have an established place of business (as defined in OCC rule 165:30-19-5), in ANY IRP Jurisdiction.

Reading and signing the statement below under penalties of perjury will allow the registrant to base-plate in Oklahoma using the residency rules.

I state under penalty of perjury under the laws of Oklahoma that the registrant identified in this application does not have an established place of business as defined in the OCC rule (165:30-19-5), in any International Registration Plan (IRP) Jurisdiction.

I understand that this statement is made under penalty of perjury and if shown to be false will result in forfeiture of any credentials issued to the registrant and possible prosecution.

Registrant: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Place of execution: \_\_\_\_\_  
City State

## COMPLETING SCHEDULE “A

1. **Name of Applicant** - Applicant is the Person in whose name the application is filed for registration under the International Registration Plan and will be the name showing on the cab card.
2. **Business Address** - This address **must** be a physical structure located in Oklahoma
  - a. The address shall include a street number and name, the city or town and zip code.
  - b. If the physical location is outside the limits of a city or town and the only address is a route number, the applicant must include the distance and general direction from the nearest city or town.
3. **FEIN or SSN or TIN** - The Applicants Federal Identification, Social Security, or Tax Identification Number.
4. **USDOT Number** - The Applicant's United States Department of Transportation Number **AND** the USDOT number(s) of any vehicle(s) leased on to the applicant but not owned by the Applicant.
5. **Mailing Address** - the location designated by the Applicant to mail billing notices, registration renewals, and credentials.
6. **License Year and Month** - The registration year for which proportional registration is sought and the month of expiration.
7. **Fleet Number** - If an Applicant files separate applications for more than one (1) fleet, the Applicant must designate the fleet number(s) here. Ex. 01, 02. Etc.
8. **Account Number** - The number permanently assigned to an Applicant by the Oklahoma Corporation Commission. This number must be used in all correspondence relating to an application for proportional registration.
9. **Person to Contact Regarding Application** - List the name, area code and telephone number of the person that prepared the application or has knowledge of the information provided.
10. **International Registration Plan Weight Schedule** - List the gross weight, in pounds, for which the vehicles are to be registered for each jurisdiction.
  - a. **For Quebec (PQ)** list the number of axles for the combination of vehicles.  
  
Example:   Truck-Tractor has three (3) axles  
              Trailer has two (2) axles  
              Total axles for Quebec is five (5) axles

- b. If the vehicles of a fleet are to be registered at different gross vehicle weights, a separate Schedule A must be submitted for each weight class.

Example: An Applicant has ten (10) Truck-Tractors in a fleet.

Five (5) of the vehicles have a gross vehicle weight of 80,000 pounds and five (5) have a gross vehicle weight of 72,000 pounds. The Applicant must complete **two (2) Schedule A forms**. One (1) for the five (5) vehicles weighing 80,000 pounds and one (1) for the five (5) vehicles weighing 72,000 pounds.

- c. For Oklahoma, the gross vehicle weight must be listed in Column nine (9) of Schedule A. ("Declared Combined Gross WT.").

11. For columns 1 through 16 on Schedule A, the following information is required.

1. **Current License Plate** - List the current Oklahoma license plate number if the vehicle(s) is registered in Oklahoma.
2. **Owners Equipment Number** - List the Owner's Unit Number assigned by the Applicant.
3. **Year** - List the model year of the vehicle(s).
4. **Make** - List the make of the vehicle(s).
5. **Vehicle Identification Number (VIN)** - List the entire VIN. This should be 17 digits.
6. **Type** - List the appropriate **Vehicle(s) Type** code located in the lower left hand corner of Schedule A.
7. **Axles/Seats** - Indicate the number of axles for each vehicle(s) except buses. For buses, indicate the seating capacity.
8. **Fuel** - List the appropriate Fuel code located in the lower left hand corner of Schedule A.
9. **Declared Combined Gross Weight** - List the Oklahoma combined gross vehicle weight for each power unit.

<p><b>The combined gross weight is the Unladen weight of a vehicle or the combination of vehicles plus the weight of the load to be carried.</b></p>
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10. **Unladen Weight** - List the empty weight of a vehicle fully equipped for use.

11. **Name of Owner** - List the vehicle's owner as it is reflected on the Oklahoma Title.

12. **Title Number** - List the Oklahoma Title number or RPO for vehicles not titled in Oklahoma.
13. **Date of Purchase** - List the month and year purchased by current owner.
- 14A. **Factory Price** - List the manufacturer's retail price, excluding allowance for trade-in and sales tax, including accessories attached and modifications to a vehicle.
- 14B. **Purchase Price** - List the total price paid by the current owner, excluding allowance for trade-in and sales tax, including accessories attached and modifications made to a vehicle.

In the lower portion of the Schedule A, indicate the **Type of Carrier** by checking the space next to the appropriate category.

**Note:** The registration fee in some jurisdictions is based on the type of operation conducted by the registrant. Therefore, the type of carrier **must** be indicated in the space provided in order that proper registration fees will be assessed.

## COMPLETING SCHEDULE "B"

1. If the Applicant was previously registered in another IRP Jurisdiction, place an "A" in the box immediately to the left of the Jurisdiction(s) in which the vehicle(s) are to be registered and in which **actual** distance was accrued during the reporting period. Place the actual distance in the box to the right of the Jurisdiction(s).

The distance reporting period is the twelve (12) consecutive months before July 1st of the year before the year registration is sought.

**You must use the distances accrued during the distance reporting period of July 1, 2007 through June 30, 2008**

2. If an Applicant has not operated for ninety (90) days or more during the distance reporting period, or there were no distances accrued during the reporting period, **or** if a **new** Jurisdiction is being added, place an "E" in the box to the left of the Jurisdiction and the estimated distance corresponding to the Jurisdiction(s) from the "Estimated Distance Chart" in the box to the right of the Jurisdiction(s). **This distance should be multiplied by the number of Power Units being renewed.**

**NOTE:** If you feel that the chart results in an unreasonable estimate of anticipated activity, and if the route of the vehicle(s) can be determined, and will not vary, a **Schedule G** (attached) may be used in lieu of the "Estimated Distance Chart". In filling out the **Schedule G**, the route and round trip distances, multiplied by the number of trips, must be included. If you cannot determine your routing you may contact our office for assistance.

3. Operating Authority Number (MC Number) of the Applicant or the Carrier Responsible for Safety.
4. USDOT Number of the Carrier Responsible for Safety.
5. FEI/SSN/TIN of the Applicant.
6. Please explain the scope of your intended operation covering any estimated distances.

**OKLAHOMA  
IFTA and IRP OFFICES  
ARE LOCATED:**

**Jim Thorpe Building  
Oklahoma Corporation Commission  
Transportation Division  
3<sup>rd</sup> Floor – Room 312  
2101 N. Lincoln Blvd.  
Oklahoma City, OK 73105**

**Applications for apportioned registration with required documentation may  
be mailed to the following address:**

Oklahoma Corporation Commission  
Transportation Division IFTA/IRP Section  
P O Box 52948  
Oklahoma City OK 73152-2948

**Various “*Fill in The Blank*” IFTA/IRP forms as well as the  
“*Estimated Distance Chart*” are available on the Oklahoma  
Corporation Commission Transportation Division web site.  
These forms may be filled out and printed from our web site  
located at:**

**[www.occeweb.com](http://www.occeweb.com)**

**405-521-3036**

**If you have any suggestions or recommendations on how we can better serve  
you, please email Keith Powell at [k.powell@occemail.com](mailto:k.powell@occemail.com).**