

DOCUMENTS REQUIRED FOR IRP ACCOUNTS

(All applications must be completed in blue or black ink)

- **IRP Schedule A/E** - IRP Application
- IRP Deposit form required with deposit check (new accounts)
- **Acord Certificate of Liability Insurance** (if leased both liability and bob tail will be required)
- **Copy of Valid Driver License** for person(s) to contact regarding application AND for person that signed bottom of IRP forms, IF registrant is an individual must be a Connecticut Drivers License
- **C.O.N.C.O.R.D. Business Filing** (Secretary of the State). Update on line at www.concord-sots.ct.gov
- **Unified Carrier Registration** (including if leased-on to carrier): VERIFY VALID UCR. Update on line at www.ucr.in.gov
- **Property tax** - All Motor Vehicle property tax / parking violations must be paid to date prior to registration.
- **Established Place of Business** – Acceptable proof can be (For new accounts you must submit 3 different documents and each must have the same business name and address):
 - if the applicant is an individual, his or her driver’s license
 - if the applicant is a corporation, Secretary of State filing
 - the applicant’s federal income tax returns
 - the applicant’s State income taxes
 - the applicant’s paid real estate or personal property taxes
 - the applicant’s utility bill
 - the applicant has a Vehicle titled in that Jurisdiction in its name and address
 - other documentation providing legal residence, ex: bank statement
- **Actual Mileage** – For any vehicle you have accumulated mileage during the reporting previous year (Reporting year is July 1 – June 30) must be listed on the application.

DOCUMENTS THAT MAY BE REQUIRED FOR YOUR IRP ACCOUNT

- **IRS Heavy Vehicle use tax (HVUT) Form 2290 Receipt.** For vehicles 55,000 pounds or more gross vehicle weight and if purchase date is over 60 days from date being registered.
- **Current lease agreement** IF registrant is leased on to a motor carrier- must contain Name, vehicle information, effective and expiration date
- **Registration of motor vehicle/application for title (H13)** IF vehicle(s) to be added is not currently titled in Connecticut in the name of the legal owner.
- **All Required Inspections** – (Applies to newly acquired vehicles) Record of annual DOT Inspection (dated within 30 days), Inspector Qualifications Report (If applies) and DMV VIN Verification (form K190) for out of state vehicles.
- **Motor Vehicle Registration Certificate(s) VALID- NOT EXPIRED** for each vehicle(s) IF vehicle(s) to be registered is a wrecker, crane, well-driller, heavy duty equipment or special mobile equipment in the DMV IRP Dual Plate Program

Return completed applications to:

CT DMV IRP UNIT
60 STATE STREET ROOM 307
WETHERSFIELD, CT. 06161-1010

(New applications will not be processed at the counter; applications can be dropped off in the IRP/UCR drop off box after hours)

Incomplete or improperly completed application packages will be returned by the IRP unit.

****NOTE it is the responsibility of the Motor Carrier to update their DOT information.** For more information on forms, registration fees or Inspection location and requirements please visit our website at

<http://ct.gov/dmv>