Public Reference Guide for IRP (International Registration Plan) Transactions

**Add Unit**
- **IRP Application** - complete sections 1, 4, 5 and 6
- Submit proof of ownership
- Submit proof of HVUT payment, if applicable (IRS form 2290)
- Submit proof of registration, if applicable
- Fees determined when application is processed

**Delete Unit**
- **IRP Application** - complete sections 1, 4, and 6
- Submit cab card
- Submit plate(s)
- Fees determined when application is processed

**Add and Delete Unit**
- **IRP Application** - complete sections 1, 4, 5 and 6
- Added unit - submit proof of ownership
- Added unit - submit proof of HVUT payment, if applicable (IRS form 2290)
- Added unit - submit proof of previous registration, if applicable
- Deleted unit - submit cab card
- Deleted unit - submit plate(s), unless transferring to added unit
- Fees determined when application is processed
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**Add Jurisdictions to Fleet**
- Report actual miles driven during the reporting period or if no actual miles driven during the reporting period for the states being added, complete the Estimated Mileage Worksheet.
- **IRP Application** - complete sections 1, 3, 4, 5, and 6
  - Section 5 - record weight for added jurisdiction
  - Section 6 - list at least one vehicle
  - If there are multiple units registered at different weights, contact the Prorate office at (651) 205-4141

**Increase Gross Weight**
- Complete sections 1, 4, 5 and 6
- Submit proof of HVUT payment if applicable (IRS form 2290)
- Fees determined when application is processed

**Decrease Gross Weight**
- Complete sections 1, 5 and 6
- Submit cab card
- Fees determined when application is processed

Fees determined when application is processed

*Rev. May 2013*
Change USDOT Number on a Unit

**IRP Application** - complete sections 1, 4 and 6

Fees determined when application is processed

Change Ownership on a Unit

**IRP Application** - complete sections 1, 4 and 6

Submit proof of ownership

*Minnesota resident* - Submit proof of payment for title fees and sales tax

Fees determined when application is processed

Duplicate Plate, Sticker or Cab Card

Complete appropriate form:

- **Cab Card** - Application for Duplicate Title, Registration, Cab or Lien Card *(PS2067A)*
- **Duplicate Plate/Stickers** - Application for Duplicate Plates and/or Stickers *(PS2067B)*

Fees determined when application is processed