

Minnesota IRP License Manual



To maintain one license in
one base jurisdiction location
for each licensee.

<http://dvs.dps.mn.gov>

<https://mnc.exploredata.com>

Minnesota IRP License Manual

This manual is intended as a resource for registration applications involving apportioned vehicles; it is not intended as complete authority for filing and processing of International Registration Plan (IRP) registration applications. It is intended as a guide to the applicable laws and rules governing the IRP.

This manual covers basic information related to IRP registration in Minnesota. We have attempted to address the situations most frequently confronted by the majority of carriers; however, it is impossible to anticipate every situation. The information published does not change or override any current statute, rule, regulation or policy.

For additional information or questions regarding the IRP policies and procedures, contact the Prorate office.

Office Location:

Town Square Building – Street Level
445 Minnesota Street, Suite 188
St. Paul, MN 55101

Telephone: (651) 205-4141
Fax: (651) 215-0027
Email: dvs.prorate@state.mn.us
Office hours: 8:00 a.m. to 4:30 p.m. Monday through Friday
Web: <http://dvs.dps.mn.gov>

Same day and online service is typically available for the majority of transactions; however, we cannot guarantee same day service. Online service is available 24/7 for those who have applied and received a User ID. The *Motor Vehicle Carrier/Agent Web Entry Access* – Application Forms can be downloaded and printed at <https://mnec.exploredata.com>.

Quick Reference Phone List

Minnesota Department of Public Safety	Phone Number
Driver and Vehicle Services (Driver License info)	(651) 297-3298
Driver License – Commercial Driver License (CDL)	(651) 297-5029
Driver License School Bus	(651) 297-5029
Hazardous Material spills	(651) 649-5451
Prorate (IRP and IFTA)	(651) 205-4141
State Patrol (Commercial Vehicle Enforcement)	(651) 405-6196

Minnesota Department of Transportation	Phone Number
General Information	(651) 296-3000
Oversize/Overweight Permits	(651) 296-6000
Road Construction/Winter Conditions	(651) 366-5400
Seasonal Spring Road Restriction	(651) 366-5400
Traffic and Road Conditions	511 or 511mn.org

Minnesota Department of Revenue	Phone Number
General Information	(651) 556-3000
Petroleum Division	(651) 296-1961
Sales and Use Tax	(651) 296-6181

Federal Government	Phone Number
Federal Motor Carrier Safety Administration – St. Paul	(651) 291-6150
Federal Motor Carrier Safety Administration – D.C.	(800) 832-5660
Internal Revenue Service – St. Paul	(651) 312-8082 (800) 699-4096
Canadian Customs	(204) 983-3500
U.S. Customs	(612) 348-1690

International Registration Plan (IRP)

The IRP is a registration agreement among jurisdictions in the United States and Canada. It allows vehicles that travel in two or more jurisdictions to register with their base jurisdiction, rather than with each jurisdiction in which they travel.

Registration fees are calculated for each of the IRP member jurisdictions according to their unique fee requirements, and then apportioned based on the percentage of total miles declared in that jurisdiction. The base jurisdiction collects the appropriate registration fees and then distributes the remaining registration fees to the other IRP member jurisdictions.

Each IRP carrier is required to file an annual renewal application with their base jurisdiction. The application lists the vehicles to be apportioned, the fleet mileage for each jurisdiction, and the declared gross weight for each jurisdiction. The mileage reporting period is from July 1 through June 30 of the year preceding the registration year (e.g. the mileage reporting period for the 2013 registration year would be from July 1, 2011 through June 30, 2012). When all fees are paid, the carriers are issued a cab card, registration sticker and apportioned license plate for each vehicle. The cab card lists all IRP jurisdictions for which the carrier has requested authority to travel and the gross weight for each jurisdiction.

Qualified carriers based in Minnesota who travel in other IRP member jurisdictions must display their apportioned IRP license plates, or obtain valid trip permits for the jurisdiction(s) in which they wish to operate. Registrants based in other IRP jurisdictions must have Minnesota on their IRP cab card for the correct gross weight, or have a valid Minnesota trip permit.

IRP registration does not exempt the carrier from any jurisdictions':

- Safety requirements
- Insurance requirements
- Operating authority requirements
- Motor fuel tax licensing and reporting requirements
- Truck size and weight requirements
- Federal Requirements

IRP carriers may engage in intrastate or interstate operation in all jurisdictions in which they are registered for, or trip permits must be obtained.

IRP participating States and Provinces:

- All U.S. states except Alaska and Hawaii
- District of Columbia
- All Canadian Provinces (except Northwest Territories, Nunavut and the Yukon)

Qualified Apportionable Vehicle

Per the International Registration Plan (2011), a qualified apportionable vehicle is defined as any vehicle (except recreational vehicle, vehicles displaying restricted plates, buses used in the transportation of chartered parties and government owned vehicles) used or intended for use in two or more IRP member jurisdictions that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

1. is a power unit having two axels and a gross weight or registered gross weight in excess of 26,000 pounds; or
2. is a power unit having three or more axles, regardless of weight; or
3. is a power unit used in combination, when the weight of such a combination exceeds 26,000 pounds.

Trucks and truck tractors and combination of vehicles having a gross vehicle weight of 26,000 pounds or less and buses used in transportation of chartered parties may be proportionally registered at the option of the carrier. These vehicles may be operated interstate (vehicle movement between or through two or more jurisdictions) without being placed in the IRP.

A truck with a gross weight of 26,000 pounds or less, has two axles, and is operated in any jurisdiction other than the base jurisdiction should be registered in the IRP if the truck is used in *intrastate* travel (vehicle movement from one point within a jurisdiction to another point within the same jurisdiction).

Trip permits are available for occasional intrastate operation for commercial vehicles otherwise not required to be registered under the IRP.

Exempt Vehicles

The following types of vehicles are exempt from registering under the IRP:

- Government-owned vehicles
- Recreational vehicles
- Vehicles with restricted plates
- Vehicles operating under separate state reciprocity agreements
- Buses used for chartered parties – charter buses may be put into the IRP at the registrant's option

Minnesota's restricted plates include:

- Dealer plates
- In-Transit plates
- Tax exempt government entity vehicles
- Manufacturer plates

Vehicles with restricted plates are subject to bilateral reciprocity agreements. The granting of reciprocity to a particular type of restricted plate is at the option of the host (granting) jurisdiction.

The operators of vehicles with restricted plates should verify each jurisdiction's requirements.

See the following web site for information:

<http://www.irponline.org/?page=JurisdictionInfo>

Display of Credentials

Tractors and truck tractors display one license plate affixed to the front of the vehicle.

Single unit trucks and buses display two license plates, one affixed to the front of the vehicle and one affixed to the rear of the vehicle.

Trailers display one license plate affixed to the rear of the vehicle.

A valid annual registration cab card (*must be original*), temporary cab card (*photocopy or fax is acceptable*) or trip permit must be carried in the vehicle at all times.

Minnesota vehicles registered under the IRP expire at 12:01 a.m. March 2.

An IRP registered vehicle may operate with a faxed or photocopy of a temporary cab card for 30 days without displaying a license plate.

The proper operating credentials will be issued either by mail, in person (see **Appendix F** for locations), or available for printing online upon payment of all required vehicle registration fees, taxes, and compliance with Minnesota vehicle titling requirements.

Review the cab cards carefully to verify the accuracy of the vehicle information, weights, carrier responsible for safety fitness, and jurisdictions. If there is an error on the cab card, contact the prorate office immediately for correction.

Heavy Vehicle Use Tax (HVUT)

Vehicles registered for a gross weight of 55,000 pounds or more are required to provide proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), as required by the Internal Revenue Service. The HVUT taxable time period is July 1 through June 30.

IRS form 2290 is used to calculate the total road tax due. This form is also used for vehicles for which tax is suspended. The tax is suspended on vehicles that operate 5,000 miles or less per year (7,500 miles or less for agricultural vehicles).

Proof of payment of HVUT is required to obtain vehicle registration credentials. Acceptable forms of payment verification are:

- a copy of IRS 2290, stamped Received/Paid by the IRS,
- a copy of IRS 2290, with front and back copies of the cancelled check, or
- a copy of the pdf file that is received when HVUT is filed online, indicating an IRS e-file with the received date.

MN Base Jurisdiction Requirements

Minnesota is the base jurisdiction for the purposes of fleet registration if the following conditions apply:

- A. The registrant has an established place of business in Minnesota and meets all of the following conditions:
- Accrue miles in Minnesota
 - Physical structure located within Minnesota (business or office) owned, leased, or rented by the registrant
 - Physical structure shall be designated by a street number or road location (not a post office box)
 - Open for business (list business hours)
 - Located within the physical structure:

- Permanent employees of the registrant conducting the registrant's truck related business
- The operational records of the fleet and presented to the state when requested

- Remit documents from option one on the IRP Minnesota Presence Affidavit (See **Appendix H**)

B. The registrant is a Minnesota resident and does not have an established place of business. Registrant must meet all of the following conditions:

- Accrue miles in Minnesota
- Maintain operational records of the fleet in Minnesota and can be presented to the state when requested
- Remit documents from either column A (individual) or B (business entity) on the IRP Minnesota Presence Affidavit (See **Appendix H**)

Minnesota residents are required to register in their base jurisdiction of Minnesota unless they can meet the criteria for registering in another base jurisdiction.

Minnesota resident owner-operators who are leased to an out-of-state carrier may register in the carrier's base jurisdiction if the owner-operator's vehicle is included as a part of the out-of-state carrier's IRP fleet.

The base jurisdiction requirements may be reviewed for compliance before the application will be processed and permanent credentials issued.

New Carrier to IRP

The New Prorate Account Packet must be properly completed and submitted with all supporting documents to the main Prorate office either by fax, in person, or by mail.

The original application consists of completion and verification of the following items:

- All forms contained in the New Account Packet
- Documents requested on the IRP Minnesota Presence Affidavit
- Proof of vehicle ownership (Manufacturers Certificate of Origin [MCO], out of state title, or Minnesota title)
- Completion of Minnesota application for title with payment of sales tax and applicable title fees (if vehicle is a new purchase)
- Proof of the previous registration if registered in another jurisdiction
- Proof of payment of HVUT
- Lease agreement (if applicable)

After the application is approved, an account number will be assigned. Please retain account number for future use as it is used as a unique identifier for the prorate account. Pre-approval of new accounts may take up to three weeks. Permanent registration credentials will be issued after all documents have been approved and the IRP Apportioned Invoice has been paid.

Estimated Distance

Estimated distance is used when no prior mileage history during the reporting period exists. The estimates must reflect an approximate calculation of the annual distance in each requested jurisdiction based on the expected operation. The Estimated Mileage Worksheet is required to support and validate the estimated mileage figures, including entry/exit locations, routes of travel, round trip mileage, number of vehicles, and the number of trips. Estimates must be reasonable in the overall context of the carrier operation during the course of 12 months.

If mileage history exists for the fleet of vehicles, that mileage must be reported. Carriers unable to determine a reasonable and justifiable estimate or do not have designated routes may use the “template” miles listed under column 2 of the Estimated Mileage Worksheet. These miles are per vehicle estimates, based on the average annual mileage for all Minnesota carriers registered under the IRP.

Other operating requirements for motor carriers:

- USDOT Number required to be displayed on the vehicle
- UCR operating authority
- Annual safety inspection
- Vehicle safety requirements
- Properly secured load
- Valid commercial driver license
- Driver qualifications, health card, and medical certificate
- Proof of vehicle insurance
- Daily log book
- Hazardous material placards and credentials
- Emergency equipment

For further information, please request a copy of the Minnesota Commercial Truck and Passenger Regulations handbook.

Renewal Registration

Minnesota Prorate registration expires 12:01 a.m. on March 2. Minnesota does not have a registration grace period meaning new cab card and registration sticker must be displayed by midnight March 1.

Steps to follow to renew registration:

Minnesota carriers will receive the IRP renewal packet by the end of November. At this time, online renewals will also be opened. To ensure timely processing; we request that the renewal be submitted for processing by January 15. Renewals

will be processed in the order received. The application will be processed and an invoice generated detailing the fees due. Early filing does not require early payment.

The renewal packet will contain:

- Special instructions outlining information the carrier will need to complete their registration
- A preprinted Minnesota IRP Renewal Application listing registrant, demographics, and vehicle and weight information;
- Mileage information from the required reporting period is preprinted on the renewal form if:
 - The account has one fleet of vehicles
 - Account has its own IFTA account and all quarterly fuel returns are timely filed.
 - Mileage must be reviewed for accuracy.

Please note that if no miles are accrued during the reporting period, vehicle(s) are not qualified apportionable vehicles and the renewal may be denied.

It is important that the carrier verifies the name and address information, and also to make any necessary corrections on the Minnesota IRP Renewal Application. Vehicle equipment information should also be verified including the gross weight information, as well as the USDOT Number and FEIN (Federal Employee Identification Number) at the vehicle level. Any corrections, additions, or deletions should be indicated on the application.

If no distance was traveled in a jurisdiction but it is anticipated that travel will occur in the registration year; an estimate for that jurisdiction is required.

Second Year Estimates

A registrant who estimated miles in a jurisdiction and did not accrue any miles in that jurisdiction the first year may estimate miles for a second or subsequent year. However, second or subsequent years estimates are not included in total fleet miles, and will result in registration fee payments in excess of one hundred percent (100%). Second year mileage estimates will result in a higher registration fee.

Reduced Operations

On a renewal, if a carrier drops a jurisdiction in which miles were traveled in the previous registration year, mileage for the dropped jurisdiction must still be reported but is not included in the fee calculation.

For example, carrier operated 10,000 miles in each of the following jurisdictions: Minnesota, North Dakota, South Dakota, and Iowa. Total distance would ordinarily be 40,000 miles. The percentage would be 25 percent for each jurisdiction. If the carrier ceased operations in Iowa, Iowa's mileage would be dropped from the mileage calculation. The remaining three jurisdictions would be recalculated at 33 percent each, (10,000/30,000.)

If operations resume in Iowa after the renewal has been completed, actual mileage for Iowa from the previous reporting period would be used and calculated as a second year estimate. This would be treated as an added jurisdiction, and the other jurisdictions' percentages would not be affected. The Iowa percentage would be 10,000/40,000 or 25 percent.

Renewal Registration Partial Pay Option

Partial payment is the payment of Minnesota registration tax in installments. The minimum amount to qualify for partial pay is \$400 per fleet before apportionment. To qualify for partial pay,

the account must have one or more vehicles with a gross weight of 45,000 pounds or more. The first installment includes 1/3 of the Minnesota registration tax, the cab card/filing fees, and all out-of-state registration.

The second installment is due May 1 and is 1/3 of the Minnesota registration tax. The third installment is due September 1, and is the final 1/3 of the Minnesota registration.

A surety bond, certificate of deposit or letter of credit equal to the amount of the last two installments is required with the first installment.

Cab cards and registration stickers will be issued upon receipt of a bond or letter of credit covering the May and September installments, payment of the first installment amount (which includes 1/3 of the Minnesota registration tax, the cab card/filing fees, and all out of state registration)

A written partial pay request is required with the renewal application.

Partial Pay Due Dates

New Accounts	April 1
1 st Installment due	March 1
2 nd Installment due	May 1
3 rd Installment due	September 1

According to state statute late applications will not qualify for partial pay.

Penalty

A penalty will be assessed for failure to remit an installment on or before the due date. The partial pay penalty is \$1.00 per day, per vehicle, for the first month following the due date. On the first day of the following month, the penalty becomes \$4.00 per month, per vehicle, until the balance is paid. The apportioned plates are revoked, and the vehicle shall not be used on public streets or highways until the remaining taxes due are paid in full. If any installment is more than 30 days late,

the carrier will not be allowed to partial pay the following year.

Supplemental Applications

Changes to an account after renewal, requires the filing of a supplemental application.

The following are some common examples of supplemental transactions:

- Add vehicle
- Delete vehicle
- Add/Delete vehicle
- Add jurisdiction
- Increase /decrease gross weight
- Close or cancel IRP account

Supplemental applications can be processed in one of the following ways:

1. In person at locations listed in **Appendix F**,
2. By mail,
3. By facsimile (fax), or
4. Online (prior approval required)

Carriers who walk into the prorated office or prorated deputy registrar offices will receive an invoice the same day. Upon receipt of payment of all fees and applicable taxes, the carrier will receive the permanent registration credentials.

Carriers submitting applications via mail or fax will receive a 30 day temporary registration cab card valid for immediate operation without a license plate.

Carriers completing the supplements online will be able to print new permanent registration credentials at time of payment.

Add Vehicle

- Complete Minnesota IRP Supplement Application detailing vehicle information
- Submit supporting documents verifying proof of vehicle ownership (for a new

purchase, Minnesota residents and Minnesota based carriers are required to make application for title, and pay sales tax and title fees). Registration fees will be calculated from the month of vehicle addition unless there is a break in the registration months.

- Proof of paid HVUT for vehicles with a registered gross weight of 54,999 pounds or more in any jurisdiction

Add/Delete Vehicle (Plate to Carrier)

Plate and registration sticker from the deleted vehicle can be transferred to the added vehicle for same type vehicles: TT to TT and TK to TK. Semi-trailer plates are non-transferable. Plates are also not transferable from other fleets or from other accounts (except at time of renewal registration).

- Return cab card for the deleted vehicle.
- Complete Minnesota IRP Supplement Application detailing vehicle information
- Submit supporting documents verifying proof of vehicle ownership (For a new purchase, Minnesota residents and Minnesota based carriers are required to make application for title, and pay sales tax and title fees.)
- Proof of paid HVUT for vehicles with a registered gross weight of 54,999 pounds or more in any jurisdiction

Credit from the deleted vehicle will be used towards the fees of the added vehicle. It is normally a monetary benefit to add and delete vehicles on the same supplement rather than add and delete on different supplements.

Delete Vehicle

- Completion of Minnesota IRP Supplement Application
- Return of license plate, registration sticker, and cab card

- Credit for deleted vehicles begins the month following the month the credentials are returned.

Deletion credit will not be given on any vehicle unless the license plate and cab cards are returned at time of filing the supplement, thus they cannot be done via fax or online.

If credential are unable to be returned (i.e. stolen, lost, etc.), an affidavit declaring what happened to the credentials is required.

Other Jurisdiction Credit

Any questions regarding deletion credit from other jurisdictions should be directed to the Central Prorate Office at 651-205-4141. In order to receive the maximum amount of credit, the addition and deletion of a vehicle should be completed on the same supplement.

Credit policies for the other jurisdictions vary for different types of transactions.

<http://www.irponline.org/?page=JurisdictionInfo>

Add Jurisdiction

- Complete Minnesota IRP Supplement Application
- Weight for added jurisdiction
- Estimate of miles for added jurisdiction

An added jurisdiction will be added to all vehicles in the fleet. Mileage estimates for an added jurisdiction must be based on anticipated travel in that jurisdiction for a full year. These estimated miles will be calculated as second year estimates.

See **Appendix A** for added jurisdiction sample fee computation.

Gross Vehicle Weight Changes

- Complete Minnesota IRP Supplement Application listing the vehicles being changed

- Indicate the weight group the vehicle will be registered under or make a new weight group with new weights listed in each jurisdiction.

A supplement to increase or decrease the gross weights cannot include any other type of transaction. (Example, vehicles cannot be added on a weight change supplement.)

Minnesota will issue a new weight sticker for Minnesota weight changes.

The gross weight may be increased or decreased any number of times throughout the year. Note, only once during the year will a credit be given for a Minnesota weight decrease.

Maximum gross weights for IRP member jurisdictions can be found at <http://www.irponline.org/?page=JurisdictionInfo>

Minnesota Temporary Weight Increase (over 80,000 pounds)

If a weight increase is done on a vehicle with a gross weight of less than 80,000 pounds, it is permanent for the registration year. Only weight increases over 80,000 pounds are allowed on a temporary basis.

A carrier may increase the gross weight of a vehicle in Minnesota for a 30, 60, or 90-day period. A registration permit will be issued reflecting the weight increase of over 80,000 pounds. This receipt must be carried in the cab of the vehicle in addition to the overweight permit issued by Minnesota Department of Transportation. No permanent cab card is issued. Weight increase fee is \$4.17 per ton per month per vehicle, and rounded to the nearest dollar. (Example the fee for an 8,000-pound weight increase for 1 month for 1 vehicle is: \$4.17 times 4 ton = \$16.78 rounded to \$17.00)

Cancellation or Closing of IRP Account

- Complete Minnesota IRP Supplement Application
- Turn in all plates, registration stickers, and cab cards

The remaining Minnesota portion of registration fees will be refunded upon request. Refund will be issued upon after verification that there are no outstanding tax liabilities.

Duplicate Plates/Stickers/Cab Cards

If cab card(s) are lost stolen, destroyed, etc., an application requesting replacements is required (form PS2067A). If plates or registration stickers are lost, stolen, destroyed, etc., an application requesting replacements is also required (form PS2067B).

See **Appendix B** to determine fees for replacement of the plates, stickers, and/or cab card.

IRP Apportioned Billing Invoice

After the supplement has been processed, an invoice will be mailed. This will include fees due to all IRP jurisdictions. Please return a copy of the bill with the payment of the total amount due and retain a copy for your files. Please remit one check made payable to the Driver and Vehicle Services Division. The State of Minnesota will then remit applicable fees to each IRP jurisdiction for all fees due from Minnesota based carriers.

Contact the prorate office if interested in paying invoice using EFT/ACH debit.

Fees Shown on the Apportioned Invoice

1. **Minnesota Percentage** – percentage of Minnesota miles in fleet including any reciprocity miles.
2. **Minnesota Registration** – total Minnesota base tax fees due for all units on supplement.

3. **Cab card fees** – there is a \$5 cab card fee for each power unit
4. **Filing fee** – a \$10 filing fee is charged per application. At Deputy Registrars, there is a filing fee due per vehicle(s) involved in supplement/renewal.
5. **Technology Surcharge** – there is a \$1 fee for each power unit
6. **Non-use fee** – a fee based on 1.25 times the empty weight of the vehicle for the months the vehicle was operated (non-use is due unless an entire registration year has passed and a non-use statement is submitted)
7. **County Wheelage Tax** – tax due per vehicle on vehicles kept in participating counties when not operating and is subject to annual registration and taxation
8. **Out of State Fees** – total from the second page for registration fees due to other jurisdictions
9. **Subtotal fees and taxes** – total of all fees listed above (1-8)
10. **Registration credit** – credit given from Minnesota registration in the “Y” class or farm class for vehicles changing to the prorated class. Credit is given only if plates are returned and motor vehicle record is current.
11. **Overpayment credit** – credit from an overpayment brought forward from a previous application. This overpayment credit (unlike deletion credit) may be applied to either Minnesota fees, or any out of state fees.
12. **Prepayment Credit** – amount of registration tax paid at time of application.

13. **Out of State Jurisdiction Credit** – credit policies for the other jurisdictions vary for different type of transactions
14. **Adjustments** – administrative adjustment to correct an error
15. **Total Due Upon Request** – Fees are due upon receipt of the billing notice. This amount includes fees for all IRP jurisdictions.
16. **Available Over Payment Credit** – remaining credit due resulting from an overpayment. Overpayment credit will be carried forward to any following application unless a refund request from the Central Prorate Office.
17. **Available Credits** – remaining tax credit for Minnesota and all other jurisdictions that allow credit for deleted vehicles. This is not all Minnesota tax. Some jurisdictions will not allow tax credit to carry forward. Tax credit from those jurisdictions may be lost on subsequent supplements.

Delinquent fees

Supplemental invoice fees are due upon receipt of the billing notice. Any question regarding fees should be referred to the Prorate Office immediately upon receipt of the billing notice. There is no grace period in which to pay license and registration fees.

A suspension letter will be mailed if the fees are not paid within 30 days of the billing date. A revocation will result if the fees remain unpaid 60 days from the billing date. When an account is revoked, it is unlawful to operate the vehicle registered under that account on public roadways. No further authority will be granted to an account until all delinquent registration fees are paid.

Distance Record Keeping Requirements

The maintenance of distance and fuel records is a requirement of the IRP and IFTA programs.

Distance and fuel records are needed to ensure proper tax distribution among jurisdictions. The carrier and driver are responsible for maintaining vehicle trip reports, which record by jurisdiction every mile driven and every gallon of fuel put into the licensed power unit.

Vehicle Trip Report

A "Trip Report" is the source document completed by the driver that records in detail the vehicle distance traveled and fuel purchased. These reports are used when completing the annual IRP registration renewal and the quarterly IFTA fuel tax returns.

The IRP and IFTA programs require that the vehicle distance trip report contain the following items:

1. Date of trip (starting and ending).
2. Trip origin and destination.
 - a. Destination is considered the furthest point from the trip origin.
3. Routes of travel.
4. Beginning and ending odometer or hubodmeter reading of the trip.
5. Total trip distance.
6. Total jurisdictional distance.
7. Unit number or vehicle identification number.
8. Vehicle fleet number.
9. Registrant's name.
10. Driver signature or name

IFTA requires a record of the fuel purchased and used by each IFTA licensed vehicle. To obtain credit for tax paid purchases, a receipt or invoice, fleet credit card receipt or automated vendor-generated invoice must be kept showing evidence of fuel purchases.

Receipt content:

1. Date of purchase.
2. Seller's name and address.
3. Number of gallons or liters purchased.
4. Fuel type.
5. Price per gallon or liter or total amount of sale.
6. Unit numbers.
7. Purchaser's name (in case of a lessee/lessor agreement, receipts will be accepted in either name, provided a legal connection can be made to reporting party).

Fuel receipt alterations or erasures will void the receipt.

Bulk fuel and retail fuel purchases are to be accounted for separately. Bulk fuel withdrawal records must be vehicle specific.

IRP and IFTA require each carrier to maintain a monthly summary of distance traveled and fuel purchased for each vehicle.

Monthly totals for the following items are required for all vehicles in the fleet:

1. Distance driven by jurisdiction
2. Fuel purchased by jurisdiction.
3. Total distance driven.
4. Total fuel purchased.

IFTA Retention Requirement

Records used to support the information reported on the fuel tax returns (distance and fuel purchases) must be retained for four years from the filing date of the return.

IRP Retention Requirement

Distance records used to support the information reported on the annual renewal are required to be retained for three years after the close of the registration year.

Record Retention

The registrant must keep mileage records and supplemental documentation on file for five years. That is, information to support vehicles registered in the 2010 registration year (mileage records from July 1, 2008 to June 30, 2009) would be retained until 2014.

Audit

As a member of the IRP, Minnesota is required to audit 3 percent of the Minnesota carrier base every year. The purpose of an IRP audit is to verify the distance data reported on the annual renewal registration application.

A Minnesota auditor, representing all the IRP jurisdictions, conducts the IRP audit. Prior to conducting the audit, a Minnesota auditor will contact the carrier by telephone and/or letter to arrange an acceptable date to begin the audit. The auditor will outline the audit time period and the records needed for review. If records are not located or made available for audit in Minnesota, the auditor's travel expenses will be billed to the carrier upon completion of the audit.

At the beginning of the audit, the auditor will contact with the licensee to determine background information, whether a field or desk audit is appropriate, distance reporting methods, and get an overview of the distance accounting system and records for review.

The audit emphasis will be placed on the distance accounting system to assure that all vehicle distance activity was reported. In performing the audit, the auditor will add the twelve monthly fleet recaps of the reporting period (7/1 – 6/30) and compare the total with the yearly recap and distance reported on the annual renewal application. Next the auditor will review no less than three months of trip reports to determine accuracy of distance reported. The auditor will compare distance reported to distance

determined by routes of travel and/or odometer readings. If any discrepancies are found; an audit adjustment factor will result. The audit adjustment factor that results from the sample vehicles audited will be used to determine a tax liability or tax refund.

An exit conference will be held with the carrier to explain any audit adjustment results and future reporting practices. An audit report will be mailed to the carrier when the written copy of the audit is prepared.

Rights to Appeal

A carrier may appeal an administrative action or audit finding by making a written request for a hearing within 30 days after the notice of the finding. The written request must contain documentation and information contrary to the administrative action or audit finding. If a hearing is not requested within 30 days the original finding is final.

Minnesota Titling Requirements

All vehicles owned by Minnesota residents or Minnesota based carriers including new vehicles and transfers of ownership require an application for a Minnesota title. The documentation required with the title application is as follows:

Type of Application	Required Documentation
New Vehicle	<ol style="list-style-type: none">1. Manufacturer's Certificate of Origin (MCO) with all reassignments properly completed and signed2. Minnesota Application for Title

Type of Application	Required Documentation
Minnesota title transfer with Minnesota title	<ol style="list-style-type: none"> 1. Most recent Minnesota title with all reassignments properly completed and signed 2. Lien release (if applicable)
Minnesota title transfer with out of state title	<ol style="list-style-type: none"> 1. Most recent out of state title with all reassignments properly completed and signed 2. Minnesota Application for Title 3. Lien release (if applicable)

Listed below are the fees to be submitted with the title application:

Type	Fee
PSV Vehicle Fee	\$3.50
Transfer Tax*	\$10
Title/Transfer Fee	\$7.25
Lien Fee (secured party)	\$2
Sales Tax**	6.5% of Minnesota mileage percent
Late Transfer Tax***	\$2
State/Deputy Filing Fee	\$10
Duplicate Title	\$8.25
Technology Surcharge	\$1

Type	Fee
County Wheelage Tax (if applicable)	\$10

*Transfer tax is not required if owner is a licensed dealer or leasing company

**Sales tax exemptions – refer to reverse side of title application for list of exemptions

***Late transfer fee does not apply to vehicles being held for resale by a dealer.

Operation Types

Registration of Owner-Operator Vehicles

Options of IRP registration for owner-operators are:

1. **Owner operator as registrant.** Owner operator (owner and lessor of the vehicle) may obtain IRP apportioned registration in the owner operator's name or company name. Registration fees will be determined by the mileage records of the owner operator (lessor). The license plates and cab card will be the property of the owner-operator (lessor), and may list both the owner operators name and the name of the carrier responsible for the safety fitness of the vehicle (lessee).
2. **Vehicle registered by Lessee (carrier).** Vehicle is registered by the lessee, and owner operator recorded as the lessor (owner). The mileage records of the carrier (not the owner operator) will determine registration fees. The license plates and cab card shall be the property of the carrier (lessee) but may reflect the owner-operators name as owner (lessor) of the vehicle as well as the carrier's name as lessee. If the owner operator leaves the fleet of the lessee, the lessee

will proceed with the vehicle withdrawal procedures (vehicle replacement supplement or deletion supplement).

Leased Vehicles - Trip Leasing

1. An apportioned operator may temporarily lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting distance traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the lease agreement. The leased vehicle must display apportioned credentials and be operated only in the jurisdictions to which fees have been paid or a temporary registration trip permit will be required.
2. An apportioned vehicle may be leased to a non-apportioned carrier. The registrant of the apportioned vehicle shall be responsible for reporting the distance traveled by the leased equipment. The leased vehicle must display apportioned credentials and can be operated in the IRP jurisdictions if fees have been paid and jurisdiction shown on the cab card, otherwise a temporary registration trip permit is required.

Household Goods Carriers

Household goods carriers, using equipment leased from a service representative may elect to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

Service Representative

A service representative is one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract to a carrier for transportation of property by a household goods carrier.

Registration procedure by service representatives based in Minnesota

1. Vehicles will be registered in the service representative's name and the household good carrier shall be indicated as lessee.
2. Apportionment of fees shall be according to the combined distance records of the service representative and those of the household goods carrier.
3. Records must be kept or made available in the service representative's base jurisdiction.

Registration Procedure for household goods carrier based in Minnesota

1. Vehicles will be registered by the household goods carrier and the service representative shall be designated as lessor.
2. Apportionment of fees shall be according to the distance records of the household goods carrier and the service representative and include intra-jurisdiction miles operated by the vehicles.
3. Records must be kept or made available in the base jurisdiction of the household goods carrier.
4. Service representatives are required to be fully registered for operations under their own authority as well as under the authority of the household goods carrier.

Registration procedure for vehicles owned and operated by owner-operators (other than service representatives) and used exclusively to transport cargo for household goods carrier.

1. Vehicles shall be registered in base jurisdiction of the household goods carrier.
2. Registration will list owner operator as lessor and carrier as lessee.

3. Apportionment of fees according to distance records of the household goods carrier.

Motor Bus Apportionment

Common carriers of passengers are required to obtain apportioned registration unless the bus is used exclusively for charter operations. The registrant is required to file an application for apportioned registration with the base jurisdiction listing buses assigned in pools.

The apportionment of registration fees of a fleet involved in a Pool shall be based on the relationship of base jurisdiction distance versus total distance operated.

Total distance may be the actual distance traveled in all jurisdictions or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destinations of the scheduled pool.

After determining the total distance, Member Jurisdiction distance percentage factors shall be derived by dividing the Member Jurisdiction distance by the total distance.

Miles generated outside the designated pool are deemed to be reciprocity miles and the base jurisdiction may add such miles to the base jurisdiction's mileage percentage.

Registration of Rental Vehicles

Definitions:

Rental Owner - An owner principally engaged in renting vehicles to others, with or without drivers.

Rental Fleet - Vehicles that are rented or offered for rental with or without drivers, and which are designated by a rental owner as a rental fleet.

Rental Vehicle - A vehicle of a rental fleet.

Rental Vehicle Base Jurisdiction – A rental company applying to register a Rental Fleet shall select a Base Jurisdiction for the Fleet for all vehicles where the Lease of the vehicles in the fleet is less than 60 days. Rental fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full inter-jurisdiction and intra-jurisdiction privileges when:

1. The Lessee must have an Established Place of Business in the Base Jurisdiction selected, and
2. The Fleet must accrue distance in the Base Jurisdiction selected.

The rental owner will license a rental fleet in the name of the rental owner rather than in the name of each individual lessee.

Rental Utility Trailers

Registrants engaged in the business of renting or leasing utility trailers of gross vehicle weight 6,000 pounds (2,751.554 kilograms) or less, shall register in each Member Jurisdiction a number of trailers equal to the average number of such trailers rented in or through the Member jurisdiction during the preceding year. For this purpose, a Trailer shall be considered to be rented in or through the Member Jurisdiction in which the Trailer first comes into possession of the Lessee.

One-Way Vehicles

Registrants of trucks registered for a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less and operated as a part of an identifiable one-way Rental Fleet may (i) allocate all of such Vehicles to the respective Member Jurisdictions in proportion to the distance operated in each Member Jurisdiction by the Rental Fleet, or (ii) register all of such Vehicles as Apportioned Vehicles under the Plan. These vehicles will be allowed to perform both inter-jurisdiction and intra-jurisdiction movement in all jurisdictions.

Example of mileage factor allocation; Fleet A consisted of 50 vehicles and fleet traveled 1,000,000 total miles during the preceding year in 10 jurisdictions. 1000,000 of those miles were traveled in Jurisdiction X. 10% of the fleet mileage was accrued in X. 10% X 50 equals 5 vehicles. 5 vehicles would be allocated to and fully plated in jurisdictions X.

If equipment is added to the fleet after the first day of any licensing year, the same percentage used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction during a particular quarter. A listing of license plate number and dates purchased and/or renewed must be prepared and maintained and subject to review.

Rental Passenger Cars

This provision of the plan requires the use of revenue rather than total distance in determination of the quotient to be used in registering rental passenger cars. To determine the percentage of total fleet vehicles that shall be registered in a jurisdiction divide the gross revenue in the preceding year for use of such rental vehicles arising from passenger car rental transaction occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions. The resulting percentage is applied to the total number of passenger cars in the fleet and that figure is the number of rental passenger cars that are fully registered in each jurisdiction.

Permits

Hunters Permit

A hunter's permit is a permit issued to an owner-operator who is an out of state resident and has terminated a lease with a Minnesota based carrier, and has surrendered the apportioned

license plate and cab card to the carrier. The hunter's permit enables a vehicle or combination of vehicle to use the highways for the purpose of locating a new job.

The hunter's permit is valid for vehicles operating at empty weight only, and is non-transferable from vehicle to vehicle. The hunter's permit is carried in the cab of the vehicle. The cost of the hunter's permit is \$5 and is valid for 10 days.

Temporary Registration Trip Permit

Temporary registration trip permits are issued in place of apportioned registration for the occasional trip to Minnesota. Trip permits may not be issued to avoid apportioned registration.

The Minnesota trip permits are valid for a period of 5 consecutive days and the cost is \$15.00. The permit is valid for intra-jurisdiction movement. In addition the permit is valid for multiple trips in and outside of Minnesota as long as the trips are within the 5-day period. Note: The maximum gross weight on trip permits is 80,000 pounds.

Trip permits are available through the Central Prorate Office, Minnesota Deputy Registrars', and through permit service companies.

Over Dimension/Over Weight Permits

If the load carried exceeds the legal maximum height, length, width, and/or weight in Minnesota. The carrier must qualify for a permit to haul this load. If the qualification criteria are met, then an application is required with applicable fees. The permit is issued by the Minnesota Department of Transportation and any questions regarding limits and qualifications for these permits should be directed to Minnesota Department of Transportation – Overweight & Oversize at 651-296-6000.

PRISM

What is Performance and Registration Information Systems Management (PRISM)?

PRISM is a Cooperative Federal/State Program to link motor carrier safety and vehicle registration.

PRISM consists of two processes:

- Motor Carrier Safety Improvement Process (MCSIP)
- Commercial Vehicle Registration Process (IRP)

Motor Carrier Safety Improvement Process (MCSIP) is a process used to improve the safety of high risk motor carriers.

MCSIP uses SafeStat to identify and monitor motor carriers. SafeStat data is available online at www.safersys.org

The ultimate sanction for MCSIP is a federal order to cease interstate transportation and concurrent state registration sanctions. These include suspension or revocation at time of the federal order and denial of registration at renewal.

A carrier will be ordered to cease interstate operations for the following reasons:

- The motor carrier is an imminent hazard
- The motor carrier has a final unsatisfactory safety rating of “Unfit” (compliance review(s) and safety rating letters warn carriers of possible jurisdiction registration sanctions if proposed rating becomes final).
- Motor Carrier has failed to pay fines (“Final Agency Orders” warn carriers of possible jurisdiction registration sanctions).

The International Registration Plan (IRP) provides the framework for the PRISM Program. It establishes a link between the “motor carrier

responsible for safety” and every vehicle registered through the IRP. It also prohibits the renewal of plates if the “motor carrier responsible for safety” is under a Federal Order to Cease Interstate Operations (OOS).

How will PRISM Affect Minnesota Carriers?

- Additional Information will be required to register trucks through IRP.
 - USDOT Number Information – US DOT number and Tax ID number of the IRP account holder (Registrant) must be provided).
 - Census Update Information (form MCS-150). Date of last update can be found online at www.safersys.org.
- If the FMCSA orders a Minnesota based company to cease interstate operations, the state may suspend the carriers IRP plates and or deny renewal (Pending legislation).
- Registrants and owners will be notified if the motor carrier they have vehicles leased to is facing a pending “out of service order”.
- PRISM improves safety
 - Improved performance (SafeStat Score) is required to exit the MCSIP program.
 - The possibility of registration sanctions provides a strong incentive for compliance
- PRISM improves productivity of Federal and State enforcement resources.
 - Compliance reviews and roadside inspections focus on MCSIP carriers first.
- PRISM provides automated mechanism to meet census updating requirements.
 - No need to file MCS-150 updates with FMCSA if already updated through the State.

- PRISM provides for faster vehicle inspections.
 - When carrier information is bar-coded on cab cards, it allows inspectors to quickly populate inspection forms.
- PRISM helps to address the problem of motor carriers that change names to avoid sanctions.

Appendix A - How Fees are Apportioned

The total fee for each apportioned registration is determined by the *percentage* of miles traveled in each IRP jurisdiction and each jurisdiction's fee schedule. The following is an example of how the registration fees of a Minnesota based truck-tractor are calculated.

- The truck-tractor is operated in Minnesota, Wisconsin, Illinois, South Dakota and Iowa.
- The model year of the truck-tractor is the current year.
- Total distance for the 5 jurisdictions is 100,000 miles.

The registered gross weight for all jurisdictions is 80,000 pounds. (The carrier may elect different gross weights in different jurisdictions.)

Jurisdiction	Mileage	Percentage of Total	Full Year Fee Per Jurisdiction	Apportioned Fee (Full year fee multiplied by mileage percentage)
Minnesota	20,000	20%	\$1,760	\$352
Wisconsin	20,000	20%	\$2,578	\$515.60
Illinois	20,000	20%	\$3,191	\$638.20
Iowa	20,000	20%	\$1,695	\$339
South Dakota	20,000	20%	\$1,457	\$291.40
Total	100,000	100%		\$2136.20

Mileage percentages are determined by dividing each jurisdiction's miles into the total fleet miles which results in the mileage percentage for each jurisdiction. The mileage percentage for each jurisdiction is then multiplied by the full year registration fee for each jurisdiction.

In the above example, Minnesota would collect \$352 in registration taxes. Minnesota would send the remaining \$1784.20 to the other jurisdictions. Other IRP jurisdictions will be collecting fees from their carriers for Minnesota.

Added Jurisdiction Sample Fee Computation

Adding State of North Dakota (second year estimate)

Jurisdiction	Mileage Estimate	Percentage of Miles	Registration Fee	Apportioned Fee Due
North Dakota	1,000	1.1%	\$1059	\$11.65

New mileage = 101,000 at 101.1%

Appendix B - Duplicate Plate, Registration Sticker, and/or Cab Cards Fee Chart

Type of Transaction	Tractor Single Plate	Truck/Bus Double Plate	Trailer Single Plate
Initial plate fee	\$4.50	\$6	\$4.50
Duplicate plate fee with cab card	\$5.50	\$7	\$5.50
Duplicate sticker fee with cab card	\$1	\$1	\$1
Duplicate plate fee without cab card (only at time of renewal)	\$4.50	\$6	\$4.50
Duplicate cab card only	\$1	\$1	\$1
Corrected cab card	\$1	\$1	\$1

Duplicate sticker fees are \$1 per issuance, if both the weight and validation sticker require replacement the fee is still \$1. The duplicate sticker fee is not collected when duplicate plates are needed as the cost of the registration stickers is included in the duplicate plate fee.

A filing fee of \$10 applies to all IRP transactions listed above.

Appendix C - Temporary Authorities via Facsimile (Fax)

Fax Number: (651) 205-4168

Phone Number: (651) 205-6161

The Prorate office will issue Temporary Authorities (TA) for registration of a vehicle via the fax machine. Once paid, a temporary cab card will be faxed to the carrier. This temporary permit will allow the carrier to operate in all IRP jurisdictions the carrier is registered for and is valid for 30 days. Permanent registration credentials are then mailed (plate, sticker, and cab card). Please note all registration documents (temporary or permanent) are not issued until all fees have been paid.

Minnesota also allows "Plate to Carrier." A carrier can transfer a plate when deleting and adding vehicles on same supplement. Therefore, a carrier may fax and add/delete vehicle supplement to the Prorate office. The carrier may then place the license plates from the deleted vehicle onto the added vehicle, and operate with a Temporary Authority (temporary cab card).

Please read these instructions carefully. TA's that do not meet the criteria will be rejected. All information is required to be legible to ensure proper issuance of credentials.

Acceptable Transactions on the Fax

- Add vehicles
- Add/Delete vehicles
- Add jurisdictions
- Increase gross weight
- New Accounts
- Duplicate plate, stickers and cab card

The following must be submitted when applying for Temporary Authority (TA):

1. Cover Sheet

A fax cover sheet is required with all supplements. The cover sheet must indicate the carrier's name, account number, fax number, date, what is being requested, and if the owner will be applying for a Minnesota title.

Note: Minnesota residents are required to apply for a Minnesota title, pay sales tax and title fees.

2. A properly completed Minnesota IRP Supplement Application

A completed supplement form is required for all transactions. This form should include the carrier's account information and demographics in Section 1. In Section 2, indicate the ownership type and type of operation. Section 3 is completed with either estimated or actual miles when adding a jurisdiction. Section 4 is where the application is signed, titled, and dated. In Section 5 indicate the gross weights for the jurisdictions, and in Section 6 the vehicle information is completed.

3. Proof of Ownership

Proof of ownership is required for all vehicles added to the fleet. Proof of ownership includes: copies of the front and back of the Manufacturers Statement of Origin, out of state or Minnesota title complete with all reassignments, or other pertinent documentation required to title or register a motor vehicle. For additional information on what is acceptable as proof of ownership contact our office.

Supplement Documentation Requirements

Add/Delete or Add Vehicle Supplement

- Completed supplement form containing all vehicle information
- Proof of ownership for all vehicles added to the fleet
- Proof of paid Heavy Vehicle Use Tax (HVUT). HVUT is required for vehicles registered in any jurisdiction over 54,999 lbs. Proof of paid HVUT is not required on new purchases.

Indicate if the supplement is a plate transfer or if a new plate is needed. If the transaction is a plate transfer, the plate number and sticker number of the deleted vehicle is required.

Add Jurisdiction Supplement

- Completed supplement form indicating the jurisdiction(s) that are being added to the account.
- Properly completed Estimated Mileage Worksheet based on twelve (12) months of travel
- Gross vehicle weight for each weight group for the added jurisdictions.

Note: This transaction affects all vehicles in the fleet.

Increase Gross Weight Supplement

- Completed supplement form listing current weight group number for the vehicle(s).
- New weight group indicating the new weights for all jurisdictions on the fleet.

Note: This transaction can be done per vehicle or for all vehicles in the fleet. It is important to indicate which vehicles are changing weights.

Duplicate Plate, Stickers, and Cab Card Supplement

- Complete an application for duplicate plate, sticker and cab card.

Required Materials

- When the invoice is faxed to the carrier it will also contain a required materials page (if applicable). The required materials page will indicate what documents must be mailed in within 10 business days (examples of required materials include cab card for deleted units, title work, HVUT, etc.).

Payment Methods

- EFT (Electronic Funds Transfer) – faxed with a copy of a voided, blank check
- By mail (all required materials must be submitted with payment)
- In person at the Main Prorate Office or any Prorate Deputy Registrar (all required materials must be submitted at time of payment)

Temporary Authority Policies

- The Prorate office reserves the right to limit the number of TA's for vehicles, to 6 per day per carrier.
- TA's will not be issued to an account that is in a suspended or revoked status.
- TA's will be processed in the order they are received, same day service is not guaranteed.

Appendix D - Reciprocity

Summary of the Minnesota Reciprocity Law

Every owner (or operator) of a truck, tractor, or truck tractor operated interstate, and licensed or registered in a state, district, territory or province which requires Minnesota owners (or operators) of a truck, tractor, or truck tractor to pay a motor vehicle privilege tax, license, or fee, shall pay a like tax, license, or fee to the State of Minnesota before operating such truck, tractor, or truck tractor upon the streets or highways of Minnesota.

The tax, license, or fee required to be paid the State of Minnesota shall be paid to the registrar in advance of entering the State of Minnesota and upon payment of such tax, license, or fee, the registrar shall issue a receipt and permit therefore, which receipt and permit shall be carried and displayed in the truck, tractor, or truck tractor while the same is in operation within the State of Minnesota. (See Appendix E for current reciprocity agreements.)

Minnesota may enter into reciprocity agreements with states or provinces subject to the following conditions:

1. That equal privileges are granted Minnesota residents while in that state or province;
2. That the nonresident vehicle displays current and proper license plates;
3. Reciprocity is not extended for the operation of a passenger car or house trailer when the nonresident owner is gainfully employed in Minnesota on the same job for a period of six months or more while temporarily residing in Minnesota;
4. Reciprocity is not extended for any intrastate operations;
5. Reciprocity is not extended to a truck, truck tractor, or semi-trailer if:
 - a. it has a zone type limited operation license (urban);
 - b. tax is paid in the home state on a mileage basis; or
 - c. the gross weight exceeds the gross weight for which it is registered in its base state;
6. Such agreements may provide for the payment of a tax or fee the same as or equivalent to that required of Minnesota residents by the nonresident's state of residence for similar operation, and in such cases a receipt and permit must be obtained from the registrar.

Commercial type vehicles owned by nonresidents owning or operating circuses, carnivals, or similar amusement attractions or concessions are not eligible for reciprocity because of the intrastate nature of the operation. Such operations shall secure a permit and pay a fee proportionate to the number of months in Minnesota.

Reciprocity privileges may be withdrawn from any person, corporation or association at the discretion of the registrar.

Vehicles operating under reciprocity are subject to all other laws applicable to vehicles owned by Minnesota residents.

Appendix E - Reciprocity Agreements with Border Jurisdictions

Minnesota has reciprocity agreements with the following border jurisdictions. These agreements allow Minnesota-plated vehicles to travel a limited distance into a border state without needing an IRP and/or IFTA license. Please note reciprocity agreements are only applicable to vehicles with a gross weight of 80,000 pounds or less.

Jurisdiction	Registration	Fuel Tax
Iowa	<ul style="list-style-type: none"> • Farm registered vehicles • Chartered and School Buses • Dealer, Transporter, In-transit permits • State or any political subdivision vehicles 	<ul style="list-style-type: none"> • Vehicles operated within 30 miles of the border • State or any political subdivision vehicles • Buses used in pupil transportation
South Dakota	<ul style="list-style-type: none"> • Vehicles operated within 20 miles of the border (no mileage limitation) • State or any political subdivision vehicles (no mileage limitation) 	<ul style="list-style-type: none"> • No reciprocity
North Dakota	<ul style="list-style-type: none"> • Vehicles operated within 20 miles of the border • ND Farm registered vehicles may travel in the western half of MN (call for specific location) • MN farm registered vehicles may travel in the eastern half of ND (call for specific location) • State or any political subdivision vehicles (no mileage limitation) 	<ul style="list-style-type: none"> • Vehicles operated within 20 miles of the border • Farm registered vehicles • State or any political subdivision vehicles • Buses used in pupil transportation
Wisconsin	<ul style="list-style-type: none"> • Vehicles operated within 30 miles of the border • Chartered and School Buses • In-transit and temporary operation plates and permit vehicles (no mileage limitation) • State or any political subdivision vehicles (no mileage limitation) 	<ul style="list-style-type: none"> • Vehicles operated within 30 miles of the border • State or any political subdivision vehicles. • Buses used in pupil transportation
Manitoba	<ul style="list-style-type: none"> • No Reciprocity 	<ul style="list-style-type: none"> • No Reciprocity

Appendix F - Prorate Offices

Main Prorate Office

Dept. of Public Safety
445 Minnesota St. Ste. 188
St. Paul, MN 55101-5188

Phone (651) 205-4141
Fax (651) 215-0027

Hours: 8:00 a.m. to 4:30 p.m. (M – F)

Bemidji

Deputy Registrar #6
701 Minnesota Ave. N.W.
Bemidji, MN 56601

Phone (218) 333-4148
Fax (218) 333-8352

Hours: 8:00 a.m. to 4:30 p.m. (M – F)

**Prorate services by appointment only*

Detroit Lakes

Deputy Registrar #36
915 Lake Ave.
Detroit Lakes, MN 56501

Phone (218) 846-7308
Fax (218) 846-7299

Hours: 7:30 a.m. to 5:00 p.m. (M – F)

**Prorate services from 8:00 a.m. to 3:00 p.m. by appointment only*

Grand Rapids

Deputy Registrar #40
401 11th St. S.E.
Grand Rapids, MN 55744

Phone (218) 326-4225
Fax (218) 326-8447

Hours: 8:30 a.m. to 4:30 p.m. (M – F)

Marshall

Deputy Registrar #32
302 W. Redwood
Marshall, MN 56258

Phone (507) 532-4643
Fax (507) 537-1424

Hours: 8:30 a.m. to 5:00 p.m. (Mon – Thurs);
9:00 a.m. to 3:00 p.m. (Friday)

**Appointment recommended*

Montevideo

Deputy Registrar #34
629 N 11th St. Ste. 5 - Courthouse
Montevideo, MN 56265

Phone (320) 269-6035
Fax (320) 269-8120

Hours: 8:00 a.m. to 4:30 P.M. (M – F)

**3:00 p.m. cut-off for Prorate*

North Mankato

Deputy Registrar #145
310 Belgrade Ave.
N. Mankato, MN 56003

Phone (507) 625-1586
Fax (507) 625-6411

Hours: 8:00 a.m. to 5:25 P.M. (M – F)

**4:00 p.m. cut-off for Prorate*

Olivia

Deputy Registrar #76
500 E. Depue Ave.
Courthouse 2nd Level
Olivia, MN 56277

Phone (320) 523-3612
Fax (320) 523-3608

Hours: 8:00 a.m. to 4:30 p.m. (M – F)

**Prorate services from 8:00 a.m. to 11:00 a.m.;
and from 1:00 p.m. to 3:00 p.m.*

Rochester

Deputy Registrar #19
1201 S. Broadway Ave.
Rochester, MN 55904

Phone (507) 282-4711
Fax (507) 282-1765

Hours: 8:00 a.m. to 5:30 p.m. (M – F);
9:00 a.m. to 12:00 p.m. (Saturday)

**Prorate services from 9:00 a.m. to 3:30 p.m. by appointment only*

Thief River Falls

Deputy Registrar #30
101 N Main Ave - Courthouse
Thief River Falls, MN 56701

Phone (218) 683-7020

Fax (218) 683-7019

Hours: 8:00 a.m. to 4:30 p.m. (M – F)

**Prorate services from 8:00 a.m. to 3:00 p.m. by
appointment only*

Worthington

Deputy Registrar #33
315 10th St. - Courthouse
Worthington, MN 56187

Phone (507) 295-5264

Fax (507) 372-8390

Hours: 8:00 a.m. to 4:30 p.m. (M – F)

**Prorate services from 8:00 a.m. to 3:00 p.m. by
appointment only*

Appendix G - Mileage for Common Routes of Travel

All mileage is given as *one round trip* from the beginning of the highway in that jurisdiction to the end of the highway in that same jurisdiction.

- Not all interstates and highways are listed.
- E.W. indicates an east-west direction.
- N.S. indicates a north-south direction.

Key

Road Abbreviation	Road Type
I-10	Interstate
10	State Highway (Rt.)
TCH	Tran Canadian Highway
PH	Provincial Highway
U.S. 1	U.S. Highway (U.S.)
PK	Parkway
CAR	Canadian Auto Route

United States

Alabama: I-10 = 133 miles; I-20 (E.W.) = 429 miles; I-65 (N.S.) = 734 miles; I-85 = 160 miles

Alaska: Rt. 1 = 500 miles; Rt. 2 = 400 miles

Arizona: I-8 (E.W.) = 718 miles; I-10 = 784 miles; I-40 = 718 miles; 89+17+10+19 (N.S.) = 880 miles

Arkansas: I-30 = 286 miles; I-40 (E.W.) = 570 miles; I-55 = 144 miles; U.S. 71 (N.S.) = 580 miles

California: I-5 (N.S.) = 1594 miles; I-10 (E.W. Southern CA) = 485 miles; I-15 = 575 miles; I-80 (E.W. Northern CA) = 404 miles

Colorado: I-25 (N.S.) = 598 miles; I-70 (E.W.) = 901 miles; I-76 = 368 miles

Connecticut: I-84 = 197 miles; I-86 = 90 miles; I-91 (N.S.) = 116 miles; I-95 (E.W.) = 223 miles

Delaware: I-95 = 47 miles; I-495 = 23 miles; U.S. 13 (N.S.) = 170 miles

Florida: I-4 = 264 miles; I-10 (E.W.) = 726 miles; I-75 = 944 miles; I-95 (N.S.) = 765 miles

Georgia: I-20 (E.W.) = 404 miles; I-75 (N.S.) = 710 miles; I-85 = 358 miles; I-95 = 223 miles

Idaho: I-15 (N.S.) = 392 miles; I-84 = 551 miles; I-90 = 147 miles; 84+86+15+26 (E.W.) = 760 miles

Illinois: I-55 = 590 miles; I-57 = 717 miles; I-80 (E.W.) = 327 miles; U.S. 51 (N.S.) = 800 miles

Indiana: I-65 = 524 miles; I-70 = 313 miles; I-80 (E.W.) = 303 miles; U.S. 41 (N.S.) = 460 miles

Iowa: I-29 = 304 miles; I-35 (N.S.) = 437 miles; I-80 (E.W.) = 613 miles; I-380 = 145 miles

Kansas: I-35 = 471 miles; I-70 (E.W.) = 848 miles; U.S. 183 (N.S.) = 420 miles

Kentucky: I-24 = 187 miles; I-64 = 383 miles; I-75 = 383 miles; 24+PK+64 (E.W.) = 766 miles

Louisiana: I-10 = 549 miles; I-12 = 171 miles; I-20 (E.W.) = 380 miles; U.S. 165 (N.S.) = 440 miles

Maine: I-95 (N.S.) = 596 miles; 2+9 (E.W.) = 430 miles; U.S. 1 = 830 miles

Maryland: I-70 (E.W.) = 186 miles; I-83 = 68 miles; I-95 = 217 miles; 83+301 (N.S.) = 205 miles

Massachusetts: I-90 (E.W.) = 269 miles; I-91 (N.S.) = 110 miles; I-95 = 180 miles; I-495 = 240 miles

Michigan: I-75 (N.S.) = 790 miles; I-94 (E.W.) = 551 miles; I-96 = 385 miles

Minnesota: I-35 = 519 miles; I-90 (E.W.) = 550 miles; I-94 = 518 miles; U.S. 71 (N.S.) = 730 miles

Mississippi: I-10 = 154 miles; I-20 (E.W.) = 309 miles; I-55 (N.S.) = 579 miles; I-59 = 342 miles

Missouri: I-44 = 582 miles; I-55 = 419 miles; I-70 (E.W.) = 503 miles; U.S. 71 (N.S.) = 530 miles

Montana: I-15 (N.S.) = 790 miles; I-90 = 1100 miles; I-94 = 496 miles; 94+90 (E.W.) 1386 miles

Nebraska: I-80 (E.W.) = 911 miles; U.S. 83 (N.S.) = 450 miles

Nevada: I-15 = 248 miles; I-80 (E.W.) = 821 miles; 93+95 (N.S.) = 1140 miles

New Hampshire: I-89 = 122 miles; I-93 (N.S.) = 264 miles; I-95 = 32 miles; Rt. 11 (E.W.) = 170 miles

New Jersey: I-80 (E.W. Northern NJ) = 136 miles; I-95 = 158 miles; I-195 (E.W. Southern NJ) = 69 miles; 206+54+557+50 (N.S.) = 320 miles

New Mexico: I-10 = 329 miles; I-25 (N.S.) = 924 miles; I-40 (E.W.) = 747 miles

New York: I-84 (E.W. Southern NY) = 143 miles; I-87 (N.S.) = 666 miles; I-90 (E.W. Northern NY) = 774 miles; I-95 = 47 miles

North Carolina: I-77 (N.S.) = 211 miles; I-95 = 363 miles; 64+19+40+85+64 (E.W.) = 1050 miles

North Dakota: I-29 (N.S.) = 435 miles; I-94 (E.W.) = 705 miles

Ohio: I-70 (E.W. Southern OH) = 451 miles; I-71 = 495 miles; I-75 (N.S.) = 423 miles; I-80 (E.W. Northern OH) = 474 miles

Oklahoma: I-35 (N.S.) = 472 miles; I-40 (E.W.) = 662 miles; I-44 = 657 miles

Oregon: I-5 (N.S.) = 617 miles; I-84 (E.W.) = 750 miles

Pennsylvania: I-76 = 703 miles; I-79 (N.S.) = 367 miles; I-80 (E.W.) = 622 miles; I-81 = 467 miles

Rhode Island: I-95 = 87 miles; U.S. 6 (E.W.) = 50 miles; 98+102+95+112 (N.S.) = 105 miles

South Carolina: I-26 = 442 miles; I-85 = 212 miles; I-95 (N.S.) = 398 miles; 20+76 (E.W.) = 380 miles

South Dakota: I-29 (N.S.) = 505 miles; I-90 (E.W.) = 826 miles

Tennessee: I-40 (E.W.) = 911 miles; I-65 (N.S.) = 243 miles; I-75 = 323 miles; I-81 = 150 miles

Texas: I-10 (E.W. Southern TX) = 1761 miles; I-20 = 1272 miles; I-35 (N.S.) = 1008 miles; I-40 (E.W. Northern TX) = 354 miles; I-45 = 570 miles

Utah: I-15 (N.S.) = 811 miles; I-70 = 462 miles; I-80 (E.W.) = 395 miles

Vermont: I-89 = 261 miles; I-91 (N.S.) = 355 miles; I-93 = 22 miles; U.S. 4 (E.W.) = 110 miles

Virginia: I-64 (E.W.) = 598 miles; I-77 = 126 miles; I-81 = 648 miles; I-95 (N.S.) = 349 miles

Washington: I-5 (N.S.) = 553 miles; I-82 = 265 miles; I-90 (E.W.) = 594 miles

West Virginia: I-64 (E.W.) = 374 miles; I-77 (N.S.) = 374 miles; I-79 = 321 miles

Wisconsin: I-90 = 374 miles; I-94 = 696 miles; U.S. 18 (E.W.) = 360 miles; U.S. 51 (N.S.) = 550 miles

Wyoming: I-25 = 602 miles; I-80 (E.W.) = 806 miles; I-90 = 418 miles; 25+90 (N.S.) = 700 miles

Canada

Alberta: TCH 1 = 570 miles; PH 2 = 1750 miles; PH 16 = 820 miles

British Columbia: TCH 1 = 1590 miles; PH 97 = 1590 miles

Manitoba: TCH 1 = 590 miles

New Brunswick: TCH 2 = 630 miles

Newfoundland: TCH = 1590 miles

Nova Scotia: TCH 104 = 330 miles; PH 102 = 120 miles

Ontario: TCH 17 = 1092 miles; TCH 69 = 470 miles

Prince Edward Island: TCH 1 = 130 miles

Quebec: CAR 20 = 546 miles; PH 155 = 280 miles

Saskatchewan: TCH 1 = 856 miles

Yukon: PH 1 = 950 miles



**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES**

445 Minnesota Street, Suite 188, St. Paul, MN 55101-5188
Phone: (651) 205-4141 TTY: (651) 282-6555 Fax: (651) 215-0027
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IRP Minnesota Presence Affidavit - Information

Why are you being asked to share this information and how will it be used?

An International Registration Plan (IRP) registrant who declares Minnesota as the base jurisdiction must provide evidence of a Minnesota presence (an established place of business or residence).

The Department of Public Safety (DPS) will use the information to identify you as a registrant or authorized agent of the registrant, to create or identify your Minnesota prorated account, to determine your eligibility for Minnesota prorated registration, to access your record for any future service transactions and/or inquiries, and to comply with state and federal laws.

State law authorizes collection of this information:

The International Registration Plan (IRP) entered into under the authority of Minnesota Statutes, section 168.187, subdivision 7, requires this information. Minnesota Rules, part 7410.0400, requires proof of identity for vehicle registration and title transactions.

Consequences of supplying or refusing to supply requested information:

If you supply the requested information, the DPS will be able to determine whether to issue you Minnesota title and prorated registration.

If you don't provide the information requested, the DPS cannot issue you title or prorated registration and your eligibility for any current registration may be affected.

How is the requested information shared with other agencies?

The DPS releases this information to local, state, and federal government agencies only as authorized or required by state and federal law. This means that the information may be shared with the Federal Motor Carrier Safety Administration (FMCSA) and IRP member states. In addition, your personal information may also be disclosed as authorized in the United States Code, title 18, section 2721.

Permissible Uses of Motor Vehicle Data as provided in United States Code, title 18, section 2721:

1. For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
(A) to verify the accuracy of personal information submitted by the individual to the business or its agencies, employees, or contractors; and
(B) if such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the state has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing, or solicitations if the state has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the state that holds the record, if such use is related to the operation of a motor vehicle or public safety.



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IRP Minnesota Presence Affidavit

Registrant/Company Name

Authorized Signer's Name and Title

I, the undersigned, declare Minnesota as the base jurisdiction of the International Registration Plan (IRP) registrant named above. Minnesota presence is based on Item A or Item B and must meet the following requirements:

- Vehicles will accrue miles in Minnesota
The operational records of the fleet or records will be made available to the State when requested.

Select either Item A or Item B:

A. The registrant has an established place of business in Minnesota that meets all of the following conditions:

- Physical structure (building or office) owned, leased or rented by the registrant
Street address (not a post office box)
Open to the public for business. List Hours:

*Located within the physical structure:

- Permanent employee(s) of the registrant conducting the registrant's trucking-related business

*Shall be presented with this affidavit:

- Articles of Business Incorporation (including certificate) issued by authorized state agency
Minnesota Secretary of State Certificate of Authority (required for foreign state/province corporations)
Ownership documents or lease agreement records associated with the physical structure
List of permanent Minnesota employees that are currently employed by the Registrant

B. The registrant does not have an established place of business.

(Copies of at least three (3) items from the below list must be submitted with this affidavit. The documents must be current and list the Applicant name and Minnesota address.)

- Minnesota driver's license (principal owner must be a MN resident)
Minnesota Secretary of State Articles of Incorporation
Federal income tax return (filed)
Minnesota personal income tax records (paid)
Minnesota property tax records/estate tax records (paid)
Utility billing statement (i.e. phone, cable, gas, electric, water, etc.)
Minnesota motor vehicle title or registration (in Registrant's name)

1. How many IRP vehicles do you anticipate registering during the registration year?

4. Has any applicant on this application ever operated under an IFTA License and/or IRP Registration?

No Yes If yes, check all of the following that apply:

2. Has any applicant on this application ever been an owner, partner, and/or officer of another entity that has held or now holds and IFTA License or IRP Registration?

No Yes

- Owner-Operator
Resident of another jurisdiction
Other: (explain below)

3. If previously leased to a company or individual, please specify name, IRP account no., and address (must report actual miles if within 18 months).

I hereby affirm that I received all privacy warnings required by state and federal law. The information I provided is true and correct. The registrant is familiar with the record keeping and mileage recording requirements imposed by the International Registration Plan (IRP). The operational records and any other pertinent information required by the base jurisdiction (Minnesota) are available upon request. The registrant is in compliance with the laws requiring insurance while operating motor vehicles upon public roads and will maintain the required insurance coverage. Data Privacy Statement. Information collected to issue this vehicle permit is used to: 1) Identify the owner of the vehicle and 2) Identify the motor vehicle to which the permit is issued. You are not required to submit the information. However, if you do not submit the information the Department of Public Safety cannot issue a vehicle permit. Personal information (name and address of individuals) is classified as private data. The Department of Public Safety release this information only as authorized or required by state and federal law. Access to motor vehicle records is governed by: Minnesota Statutes, chapter 168.346 and United States code title 18, sections 2721-2725 and Minnesota Statutes, chapter 13.

Registrant's Signature: (Power of Attorney form required for authorized third party/service bureau)

Date:

Minnesota driver's license no.: (Required if one has been issued to the registrant signer)

Motor Carrier Glossary of Terms

The following is a glossary of common terms used in the IRP program.

Account: the account has a numerical identifier for any entity who establishes an IRP account with the Minnesota prorata office for IRP or IFTA (fuel tax licensing and reporting purposes)

Additional Fleet Vehicles: vehicles acquired by the carrier after the start of the registration year and added to their IRP fleet

Applicant: a person, firm or corporation in whose name the uniform application is filed with a base jurisdiction to apportion a fleet of vehicles

Apportionment: registration based on a proportional payment of registration fees, determined by each jurisdiction's unique fee structure and percentage of miles traveled in each member jurisdiction

Audit: the official examination of a carrier's records to determine if the correct IRP and IFTA fees were paid

Bob tail: the operation of a truck-tractor alone, not in combination with a trailer or semi-trailer

Bus: every motor vehicle designed for carrying more than 15 passengers (including the driver)

Cab card: an IRP registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base jurisdiction, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered

Carrier: An individual, partnership, or corporation engaged in the transportation of goods or persons. A motor carrier operator is responsible for the business requirements of the operation of the motor vehicles.

Charter buses: also known as tour buses, are buses, which do not operate on a fixed route or on a regular schedule. Charter buses also include private buses.

Combination of vehicles: a power unit used in combination with trailers and/or semi-trailers

Combined Gross Vehicle Weight (CGVW): the total unladen weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles for which registration fees have been paid

Common carrier: any motor carrier, which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation

Contract carrier: any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation

Converter gear: A set of axles with a fifth wheel designed to be towed by a power unit, and which is used to convert a semi-trailer to a full trailer. Converter gear may be used to connect two trailers in a twin trailer combination.

Commercial Vehicle Information System Networks (CVISN): An effort to design motor carrier systems in such a way as to provide for maximum utility and flexibility. CVISN includes such programs as electronic credentialing, safety management, pre-clearance programs, and IRP and IFTA Clearinghouse.

Empty Weight: see unladen weight

Enforcement date: the date a carrier is required by its base jurisdiction to display the new registration year's credentials

Federal Heavy Vehicle Use Tax (HVUT): a federal excise tax paid annually to the Internal Revenue Service on each motor vehicle with a GVW of 55,000 pounds or more

Fleet: one or more vehicles with the same jurisdiction profile, common mileage, and controlled by the same applicant

For-hire carrier: any person who engages in transportation by motor vehicle of passengers or property for compensation

Full trailer: every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle

Gross Vehicle Weight (GVW): the unladen weight of a vehicle plus the weight of the load which is carried by the vehicle

Household goods carrier: Carriers handling (1) personal effects and property used or to be used in a dwelling; or (2) furniture, fixture, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods; and shall include owned or leased equipment and associated service representatives.

Hunter's permit: A permit issued to owner-operators who terminate a lease with a Minnesota based carrier, which requires return of the plates, stickers and cab card to the carrier. The hunter's permit allows a vehicle or combination of vehicles to use the highways for the purpose of locating a new job. Permit is valid only for movement of an unloaded vehicle.

Individual Vehicle Mileage Record (I.V.M.R.): the original mileage record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's application and tax reports for accuracy

International Registration Plan (I.R.P): the abbreviation for the reciprocal registration agreement

Implementation period: A 120-day time period granted new IRP member jurisdictions to allow sufficient time to notify base registrants and non-IRP registrants of the new entry.

Inter-jurisdiction movement: vehicle movement between or through two or more jurisdictions

Intra-jurisdiction movement: vehicle movement from one point to another within the same jurisdiction

Jurisdiction: a state, territory or possession of the United States, the District of Columbia, a province or territory of the Dominion of Canada, or a state, province or territory of any other country

Lease: a written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time

Lessee: a person, firm, or corporation that has the legal possession and control of a vehicle owned by another under terms of a lease agreement

Lessor: a person, firm, or corporation that has the legal possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation

Manufacturer's Statement of Origin (M.S.O. or M.C.O.): original documentation from vehicles manufacturer that precisely describes a particular vehicle

Member jurisdiction: a jurisdiction that has applied for membership and has been accepted by all members of the International Registration Plan and/or the International Fuel Tax Agreement

Mileage: as recorded from IVMR's a compilation of the actual operation of apportioned fleets of vehicles

Mileage year: For IRP purposes, the last complete July to June prior to the registration year

Minnesota IRP Renewal/Supplement Application: The IRP application forms provided for making application for apportioned registration and for renewals and changes

Motor Carrier: An individual, partnership, or corporation engaged in the transportation of goods or persons. See Common Carrier, contract Carrier, or Private Carrier. A motor carrier operator is responsible for some or all of the business requirements of the operation of the motor vehicles.

One-way rental vehicle: a truck having a Declared Gross Vehicle Weight of 26,000 pounds or less and rented or offered for rental by a Rental Company, for a specified period of time

Operating Authority: authority granted by the Interstate Commerce commission, its successor, or a jurisdiction's Regulatory Commission to a carrier to operate for-hire in interstate and/or intrastate commerce

Owner: any person, firm, or corporation, other than a lien holder, holding legal title to a vehicle

Owner-operator: someone who owns a truck, but who leases the motor vehicle with driver to a motor carrier. The carrier generally is responsible for some or all of the legal and business requirements for the vehicle. In the IRP, a motor vehicle may be registered by either the motor carrier or the owner- operator.

Operational records: source documents that support miles traveled in each jurisdiction including fuel report trip sheets, logs, and Individual Vehicle Mileage Reports

Power unit: see bus, truck, truck-tractor, or tractor

Private Carrier: the person, firm, or corporation that utilizes its own trucks to transport its own freight

Performance Registration Information System Management (PRISM): a federal-state motor carrier safety program that ties a carrier's safety rating to their ability to register trucks

Properly registered vehicle: a vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to be operated

Purchase price (vehicle):

Original Purchase Price – For purposes of apportioned registration, the actual purchase price of the vehicle when new, excluding trade-in and excise tax, including accessories or modifications attached to the vehicle

Factory List Price – The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle

Latest Purchase Price – The actual purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle

Reciprocity: the reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration

Reciprocity miles: miles traveled by apportionable vehicles in jurisdictions that require no apportionment and grant reciprocity

Recreational vehicle: Vehicles used for personal pleasure and not in connection with any commercial or business enterprise. Recreational vehicles include such vehicles as campers and motor homes

Registered weight: the weight for which a vehicle is licensed or registered within a particular jurisdiction

Registrant: The person, firm, or corporation in whose name a vehicle is properly registered with IRP registration

Registration Fee: for apportionable vehicles, shall be the total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the registration year

Restricted plates: Registration plates with a geographic, time or commodity restriction and are exempt from the IRP and are subject to reciprocity agreements

Sales tax: Sales tax on the purchase price of motor vehicles by Minnesota resident's is due at time of vehicle registration. The tax is determined by multiplying the Minnesota mileage percentage times the purchase price times the Minnesota sales tax rate of 6.5%

Semi-trailer: a vehicle without motive power designed to be pulled or towed by a motor vehicle in which part of the trailer's load is supported by the power unit

Service representative: someone who furnishes facilities and services including sales, warehousing, management equipment and drivers under contract or by other arrangement to a household goods carrier

State: For the purpose of this manual, unless the context clearly indicates otherwise, "State" has the same meaning as "Jurisdiction"

Temporary vehicle registration: a credential valid for up to 60 days to allow a vehicle to be operated while annual registration credentials are being processed (also known as Temporary Authority [TA's])

Total fleet miles: the total number of miles operated by a registrant's apportioned vehicles in all jurisdictions during the preceding year

Tractor: every motor vehicle designed and used primarily for drawing other vehicles in all jurisdictions during the preceding year

Trailer: a vehicle without motor power designed to be pulled or towed by a truck in which no part of the vehicle's load is supported by the power unit (see semi-trailer)

Trip permit: A temporary permit issued by a jurisdiction in lieu of regular registration, reciprocity, or fuel tax licensing. The Minnesota trip permit is valid for interstate and intrastate movement

Truck: every motor vehicle designed, used, or maintained primarily for the transportation of property

Truck tractor: every motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn

Unlade vehicle weight: the weight of a vehicle fully equipped for service excluding the weight of any load

USDOT Number: carrier-specific number issued by the Federal DOT's Federal Highway Administration to be used as a census number in the tracking of motor safety compliance issues.

Vehicle: every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon rails or tracks

Vehicle Identification Number (V.I.N.): the numbers and letters generally assigned to a vehicle by the manufacturer for the purpose of titling and registration