



# IRP Minnesota Presence Affidavit

## IMPORTANT: READ BEFORE YOU COMPLETE THIS FORM

### 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.

**Minnesota Department of Public Safety Driver and Vehicle Services Division**

**445 Minnesota Street Saint Paul, Minnesota 55101-5188 Office: (651) 205-4141 or TTY: (651) 282-6555**

**PS2230-03 Rev. 11/2008**



# IRP Minnesota Presence Affidavit

\_\_\_\_\_  
(Print Registrant/Company Name)

\_\_\_\_\_  
(Print 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 1 or item 2 (mark only one box).

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

- Physical structure located within Minnesota (building or office) owned or leased by the registrant
- Street address (*not* a post office box) \_\_\_\_\_
- Open for business. List business hours: \_\_\_\_\_
- Vehicles will accrue miles in Minnesota
- \* And located within the physical structure:*
- Permanent employee(s) of the registrant conducting the registrant's trucking-related business
- The operational records of the fleet (or records will be made available to the state when requested)
- \* 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 in employment by the registrant

2. The registrant is a Minnesota resident and does not have an established place of business.

*Shall be presented with this affidavit (three items from Column A or B required):*

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

**All documents shall be *current* and list registrant name and Minnesota address**

Column A:  **Individual**

- Minnesota driver's license card
- Federal income tax return (filed)
- Minnesota personal income tax records (paid)
- Minnesota property/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)

Column B:  **Business Entity**

- Minnesota driver's license card  
(principle 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/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)

*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. The Base Jurisdiction may accept information or use other evidential factors it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business or residency within the Base Jurisdiction.*

Registrant/Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Power of Attorney form required for authorized third party/service bureau)*

Minnesota driver's license number \_\_\_\_\_

*(Required if one has been issued to the registrant/authorized signer)*

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