



IRP/Apportioned Vehicle Registration Manual

MOTOR CARRIER DIVISION
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NOTE

The following words are used interchangeably in this manual:

- “IRP,” “Apportioned” Registration,
- “Applicant” or “Registrant” and
- “State,” “Jurisdiction” or “Province”
- 26,000 lbs. is equivalent to 11,793.401 kg.

Definitions are available in the “Glossary” section of this manual

Web Links:

Nevada Department of Motor Vehicles – Motor Carrier Forms Link

<https://dmvnm.com/mcforms.htm>

Nevada Department of Motor Vehicles – Authorized Permit Vendors

<https://dmvnm.com/mcpermits.htm>

**Nevada Department of Motor Vehicles
Registration and Gov. Services Tax Rate Table**

https://dmvnm.com/pdfforms/mc_gst_2020.pdf

Nevada Revised Statutes (NRS):

<http://leg.state.nv.us/NRS/Index.cfm>

Nevada Administrative Code (NAC):

<http://leg.state.nv.us/NAC/CHAPTERS.HTM>

International Registration Plan, Inc. (IRP)

<http://www.irponline.org/>

International Fuel Tax Association INC.

<http://www.iftach.org/>

Internal Revenue Service (IRS)

<http://www.irs.gov/>

Unified Carrier Registrations (UCR)

<https://www.ucr.gov/>

Federal Motor Carrier Safety Administration

<https://www.fmcsa.dot.gov/registration/fmcsa-registration-website-updates>

Nevada Commercial Online Registration System (NCORS)

<https://dmvintrn.nv.gov/DMV/MC/NCORS/Default/Login.aspx>

Motor Carrier Online User Access Request

<https://dmvnm.com/pdfforms/mc106.pdf>

Introduction

This manual explains how to obtain “apportioned” registration for interstate trucks, tractors and other commercial vehicles based in Nevada according to the International Registration Plan in Chapter 1.0. **“What is IRP” or visit their website for additional information. (See link on page four).**

The basic information needed to prepare applications is provided; however, the contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone 775-684-4711 option 1.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely. (Same day service is not always available).

Send all applications to:

**Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, Nevada 89711-0600**

Motor Carrier Division Registration Offices	
Open 8am - 5pm: Monday thru Friday	
Carson City Office	Elko Office
555 Wright Way	3920 E Idaho Street
Carson City, NV 89711	Elko, Nevada 89801
Telephone (775) 684-4711	
Fax (775) 684-4619	
Sparks CDL Office	Las Vegas Office
810 E Greg St	4110 Donovan Way
Sparks, Nevada 89431	North Las Vegas, Nevada 89030

1.0 What is the International Registration Plan (IRP)?

Members of IRP

IRP is an abbreviation for the International Registration Plan, a cooperative agreement for registering commercial vehicles traveling into two or more **jurisdictions**. The IRP provides for payment of licensing fees based on **fleet** miles operated. The unique feature of the IRP is that although license fees are paid to the various jurisdictions in which fleet vehicles are operated, only one (2) license plates and one (1) **cab card (credential)** is issued for each fleet vehicle.

Note: Pursuant to provisions found in Nevada Revised Statute (NRS) 706.826, Nevada is a participating jurisdiction in the International Registration Plan.

Note: Pursuant to provisions found in Nevada Revised Statute (NRS) 706.171, Nevada may audit for the purposes of administration of NRS Chapter 706 and NAC

2.0 How IRP Works

Under IRP, interstate **carriers** must file an application(s) with the jurisdiction in which they are based. The **base jurisdiction** issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate(s), stickers, and cab card are registration credentials you need to operate on an **interstate** and **intrastate** basis in member jurisdictions (Intrastate operations require meeting the operating authority of the individual jurisdictions). Registration fees are calculated according to each jurisdiction's specific registration schedules.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- percentage of distance traveled in each jurisdiction
- vehicle identification information
- maximum weight

The fees you pay for your base apportioned plate and cab card are the only license plate and registration fees due for the jurisdictions printed on your cab card.

IRP does not include the following:

- Motor fuel taxes or fuel permit fees
- Permits to exceed the maximum length, width, height, or axle limitations
- Any operating authority required by any state or province
- Registration or license fees of states or provinces that are not IRP members

Unified Carrier Registrations (UCR): Nevada is a non-participating state and does not offer this service. However, Nevada-based carriers must comply with UCR. You must register with a participating state. **(See link on page four).**

Appportioned Registration does not:

- Waive or exempt a truck operator from obtaining operating authority from any State/Province in which the appportioned vehicle travels.
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA)
- Allow **registrants** to exceed the maximum length, width, height or **axle** limitations
- Waive or exempt the payment of tax reporting requirements or **Federal Heavy Vehicle Use Tax**.
- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required

How Fees Are Appportioned:

Registration fees for apportionable vehicles shall be determined as follows:

The apportionment percentage for each such Member Jurisdiction is the distance attributed to that Member Jurisdiction divided by the amount determined of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.

Under the IRP all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card)
- Allow registrants to travel both interstate and intrastate jurisdictionally if registered for those jurisdictions (intrastate travel is subject to the terms of the operating authority issued by each member State/Province)

3.0 When to Apportion Your Vehicle

Apportionable Vehicle

“Apportionable Vehicle” means (except as provided below) any **power unit** that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- Has two axles and a **gross vehicle weight** or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms)
- Has three or more axles, regardless of weight
- Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms)

A **recreational vehicle**, a vehicle displaying **restricted plates**, a **bus** used in the transportation of chartered parties or a government-owned vehicle, is not an

apportionable vehicle; except that a truck or **truck-tractor**, or the power unit in a **combination of vehicles** having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the registrant.

Certain types of vehicles or combinations of vehicles that travel or are intended to travel in two or more member jurisdictions, but are not otherwise within the definition of apportionable vehicle may be apportioned if the registrant so chooses. Vehicles not apportioned are subject to registration and fee payment in accordance with each base jurisdiction's general registration statutes. These non-apportionable vehicles may be entitled to **reciprocity** in other jurisdictions under applicable reciprocity agreements.

Established Place of Business

"Established Place of Business" means a physical structure located within the base jurisdiction that is owned or **leased** by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. **Operational records** concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1000). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, a base registration plate must be obtained and displayed on:

- Government owned vehicles
- Vehicles used for pickup and delivery within cities
- Vehicles operating under separate reciprocity agreements that the IRP has not superseded
- Recreational vehicles used for personal pleasure or travel by an individual or family
- Commercial vehicles displaying restrictive plates that have geographic area, mileage or commodity restrictions
- Trailers

4.0 Types of Operations

For-Hire Carriers

For-hire carriers are defined as any person who engages in the transportation of passengers or property by motor vehicle for compensation.

Private Carriers

Private carriers are defined as a person, firm, or a corporation that uses its own trucks to transport its own freight.

Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of registered fleets. The allocation of fees shall be according to the operational records of such owner-operator. The identification plates and cab card shall be the property of the **lessor** and may reflect both the owner-operator's name and that of the carrier as **lessee**.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of registered fleets. The allocation of fees shall be according to the records of the carrier. The identification plates and cab card shall be the property of the lessee.

Insurance Requirements:

Acceptable Proof of Nevada Insurance:

A copy of the Nevada Evidence of Motor Vehicle Liability Insurance card issued by an insurance company authorized to do business in the State of Nevada, showing the **Vehicle Identification Number** (VIN) or "Fleet Insured" and the registrant's name.

Evidence of insurance for all motor vehicles being registered for the first time with the division may be in the form of:

- A card issued pursuant to NRS 690B.023
- A certificate of self-insurance issued by the Department
- A certificate of insurance approved by the Commissioner of Insurance
- Evidence of insurance may be presented on an electronic mobile device

Note: Please reference NRS 706.291 through NRS 706.306 in regards to specific Motor Carrier Insurance requirements and coverages.

If the minimum amount of insurance required to be maintained pursuant to Title 49 of the Code of Federal Regulations is increased above the amount listed above, the common or contract motor carrier of property or the private motor carrier shall, at all times, maintain insurance in an amount that is equal to or greater than the federally required minimum amount.

Buses

Regular routes

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

Private

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Household Goods Carriers

Equipment Leased From Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base such equipment in the base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined distance records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction
- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined distance records of the carrier and those of the service representative which must include intra-jurisdiction miles or kilometers operated by those vehicles applicable under the IRP agreement. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier as lessee, with the apportionment of fees according to the records of the carrier.

5.0 Nevada Requirements

Base Jurisdiction

“Base Jurisdiction” means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 315 of the IRP Manual. Before a vehicle may be registered with **apportioned registration** in the state of Nevada, the carrier must have an established place of business in the state. An “Established Place of Business” means a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant’s or registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1000 of the IRP Manual). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction

Proof of Residency must be provided upon initial registration, a change of address, or upon request from the Department. Acceptable documents proving residency must include a verifiable physical address. Examples include (but are not necessarily limited to); a utility bill such as a gas bill or power bill or a real-estate lease/mortgage wherein the property address is clearly indicated. Established place of business does not include a service agent, CPA or accounting firm.

Vehicle Title/Ownership

Acceptable proofs of ownership are listed below:

- Nevada Dealer’s Report of Sale
- Original title or Nevada title receipt
- Copy of front and back of Nevada or out-of-state title in the owner’s name (if the title is not in the owner’s name, the original title is required)
- Lease agreement
- Bank security agreement

Emission Control Information

Nevada Revised Statute 445B.795 requires an Emission Control Inspection for all vehicles based in Washoe or Clark Counties that are gasoline powered regardless of

weight and diesel powered weighing 14,000 lbs. or less. Vehicles within two years of their year of manufacture are exempt from an emission control inspection. An emission control inspection is required for gasoline-powered vehicles 1968 and newer.

If you have any questions regarding emission control inspections, please contact the Compliance Enforcement Division in Reno at (775) 684-3580 or in Las Vegas at (702) 486-4981.

Sales Tax Information:

The Department will collect sales tax on any purchased new or used vehicle unless one of the following occurs:

- A Nevada Dealer's Report of Sale indicates tax paid
- Vehicle was registered to you in a state that charges sales tax for more than 90 days
- Proof of sales tax paid to an out-of-state dealer at a rate higher or equal to the amount that would have been paid in Nevada, based on the county rate where the vehicle is to be registered
- A lease document shows proof sales tax is paid in the lease
- Vehicle was purchased from a private party

Federal Heavy Vehicle Use Tax (IRS FORM 2290)

The U.S. Internal Revenue Service requires all states to verify proof of payment or exemption from the Heavy Vehicle Use Tax before registering vehicles at 54,999 pounds or more. Agricultural and special equipment are NOT exempt from this requirement. **(See link on page four).**

To register, renew, or increase the weight, which changes your tax category, you must submit a copy of your validated Schedule 1 (IRS Form 2290) for the period of July 1 through June 30. A photocopy of this document is acceptable and will be kept by the Motor Carrier Division.

Acceptable proofs of IRS Heavy Vehicle Use Tax are listed below:

- Copy of the receipted Schedule 1 from IRS Form 2290
- Copy of the Schedule 1 from the IRS Form 2290 and copies of your certified check payment or both sides of your cancelled check
- Copy of a bill of sale if the purchase date is not over 60 days from the application date

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE REQUIRED PROOF OF PAYMENT OR EXEMPTION FROM THE HEAVY VEHICLE USE TAX.

If you have any questions about the Heavy Vehicle Use Tax, contact a local Internal Revenue Service office or visit their website. **(See link on page four).**

Enforcement

Enforcement representatives look at the cab card for verification that vehicles are properly registered. The cab card may be carried either in the vehicle or an electronic copy made available at all times. Cab cards may not be altered in any way.

Commercial vehicles not displaying a current registration plate, cab card, a valid trip permit or temporary vehicle registration are in violation, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

6.0 New Registrations

In order for a new applicant to obtain Nevada apportioned registration, the following forms and documentation must be submitted, completed in full:

- **Motor Carrier Vehicle Registration Application Checklist**
- **Proof of Ownership**
- **Vehicle Inspection Certificate (VIN Inspection)** – If applicable
- **Proof of Sales Tax** – If applicable
- **Proof of Residency**
- **Licensing Application** – Schedule A
- **Vehicle Application** – Schedule B
- **Proof of USDOT Number**
- **Mileage and Weight Application** – Schedule C – If applicable
- **Average Per Vehicle Distance Chart (APVD)** – If applicable
- **Heavy Highway Vehicle Usage Tax Form 2290** – If applicable
- **SMOG Check** – If applicable
- **Copy of License issued by the Secretary of State**
- **Proof of FEIN**
- **Proof of Nevada Insurance**
- **Registrant / Taxpayer Responsibilities**
- **IRP Registration Certification**
- **Farmer / Rancher Affidavit** – If applicable
- **Copy of current base registration** – If applicable
- **Power of Attorney** – If applicable
- **Weight Slip from certified public weighmaster** – If applicable
- **UCR Registration (Unified Carrier Registration)** – Registrant must partake in the UCR Registration if they wish to run their vehicle Interstate. Nevada is a non-participant, in the sense that, Nevada does not collect the fees for this registration therefor; the registrant must register with a participating state that borders Nevada, such as Utah or California. Failure to obtain UCR Registration can result in large penalties. For more information regarding Unified Carrier Registration, registrant may visit their website directly. **(See link on page four).**
- **Lease Agreements** – If applicable

- **Motor Carrier Online User Access Request** –Required document to obtain access to the Nevada Commercial Online Registration System for online renewals through the Web.

7.0 Payments

After your application is processed you will be sent an invoice. The total amount due is shown on the invoice. Payment can be remitted in person at any Motor Carrier Office*, or mail, or by fax. In order to remit payment via fax, a Payment Authorization Form must be completed. This form is available on the Nevada DMV website. **(See link on page four)**. If submitting payment via mail, please use the following mailing address:

**Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711**

***Note: The Carson City Motor Carrier Office is appointment only.**

Please make checks payable to: **“Department of Motor Vehicles.” All payments should include the invoice or payment coupon in order to expedite service.**

Do not remit payment with any applications. Once the application(s) have been processed, an invoice referencing the balance due will be sent to the registrant.

Receiving Credentials

Your new cab card and plates (if applicable) will be sent to you upon receipt of your payment.

Installments

Nevada Revised Statute 482.482.2 allows you to make installment payments at time of renewal (on or before December 31) on power units over 26,000 pounds. The installment payment is for the Nevada fees only, the other IRP jurisdictional fees must be paid in full on the first installment. **If you make installment payments, you are legally responsible for the subsequent payments due on or before the due date.** Payment is required unless the vehicle has been deleted and the plates have been returned to the Motor Carrier Offices for adjustment of the bill. If you do not pay an installment timely, penalty and interest will be added and you may be subject to possible sanctions, including but not limited to: suspension of registration, payment of the remaining balance due, the denial of installment payments on future renewals, and administrative fines. Subsequent supplements are required to be paid in full.

It is the carrier's responsibility to submit payment timely. The Department does not send out courtesy installment invoices. All carriers must maintain a personal record of when installment payments are required. Nevada has no grace period.

8.0 Renewals

During your renewal cycle, you will be sent a computer generated renewal application for each fleet and account number registered in your name. You are responsible for your renewal being submitted by the due date regardless of whether or not you received your renewal application. Renewal Application

The renewal application will contain the following documentation:

- **Fleet information:** This page will reference your account information (Account Number, Federal Employer Identification Number (FEIN), US DOT number, Account Name, mailing address, physical address, and contact information)
- **Vehicle information:** This section references the vehicle information for the units that are registered in the fleet (unit number, VIN, year, make, model, etc.). *This page will also list each jurisdiction that a unit is registered in with a weight exception and what the specific weight exception is.*
- **Mileage Schedule:** This page references each jurisdiction, Wyoming Intrastate Authority, Renewal payment options, and the number of International Fuel Tax Agreement (IFTA) decals being requested. (This schedule must reflect the actual mileage traveled for all units during any portion of the reporting period, July 1 through June 30.) You must list actual miles traveled within this time period per jurisdiction.
- **IRP Registration Certification**
- **Registrant / Taxpayer Responsibilities**

Note: If the vehicle is first registered for a given jurisdiction for the period of April 1 through June 30, the taxpayer would use the Average Per Vehicle Distance (APVD) Chart.

**UPON RECEIPT OF THE RENEWAL APPLICATION,
REVIEW ALL INFORMATION FOR ACCURACY.**

IT IS ESSENTIAL AND YOUR RESPONSIBILITY THAT YOU REVIEW THE APPLICATION FOR ACCURACY OR OMISSION OF PERTINENT INFORMATION. FAILURE TO REPORT OR INCLUDE FACTUAL DATA COULD RESULT IN PROCESSING DELAYS, ASSESSMENT OF INCORRECT FEES, SUSPENSION OR CANCELATION OF YOUR REGISTRATION.

Corrections

Updates or corrections to any information will be completed by drawing a single line through the invalid information and printing the correct information next to the correction.

If any vehicle information has changed a “C” must be printed next to the vehicle information on the renewal.

If the vehicle ownership has changed, a “C” must be printed next to the vehicle information on the renewal, the information must be corrected and a copy of the title must be submitted with the renewal documentation.

Note: Pursuant to NRS 482.245 the name of the registered owner on the title must match that of the registered owner on the certificate of registration.

Addition(s)

Vehicles that were added after the renewal print date will not be listed on the computer generated renewal application and must be listed on a Vehicle Application –Schedule B.

Deletion(s)

Deletions of any vehicles that are no longer in your fleet can be completed by printing a “D” for delete next to the information and drawing a single line through the vehicle information. This applies to all units being deleted from the fleet. For any units not listed on the renewal, you will need to write the vehicle information on the renewal documents and mark the unit with a “D” for delete. **Credentials for vehicles being deleted from a renewal must be surrendered to a Motor Carrier office no later than 10 days after they expire in order to avoid additional billing.**

Submission of Renewal Application

The Renewal Application must be completed in full with all supporting documents and returned to the Motor Carrier Division. If any units are registered at a **Gross Vehicle Weight (GVW) greater than 54,999 pounds**, proof of IRS Heavy Vehicle Use Tax payment (Form 2290) must be submitted. A **Power of Attorney** must be submitted if any party other than the registrant is acting on the registrant’s behalf. Renewal applications can be submitted in person at any Motor Carrier Office if less than 25 vehicles. Fleets larger than 25 vehicle must be submitted to the Carson City Motor Carrier Office for processing either by fax, mail or email.

Nevada has no grace period for payments or renewal documents. Renewal documents, tax returns, and payments must be submitted on or before the due date **regardless** of any maintenance to the system rendering the system unavailable.

Note: The Motor Carrier Division will not issue a temporary apportionment authorization for vehicles being renewed.

Note: For Online Renewal Instructions, see Chapter 13.

IF YOUR ACCOUNT IS DELINQUENT YOUR CREDENTIALS AND/OR APPLICATIONS WILL NOT BE PROCESSED.

To Add a Vehicle to a Fleet

A vehicle may be added to an existing fleet anytime during the **registration year**. Distance information provided with your original application will be used to calculate the fees due.

The following documentation will be required to add a vehicle to an existing fleet:

- **Vehicle Application** – Schedule B
- **Proof of Ownership**
- **Vehicle Inspection Certificate (VIN Inspection)** – If applicable
- **Proof of Sales Tax** – If applicable
- **Heavy Highway Vehicle Usage Tax Form 2290** – If applicable
- **SMOG Check** – If applicable
- **Proof of Nevada Insurance**

Applications (Schedule B) are available at any Motor Carrier Office or via the internet. (See link on page four).

Processing

Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be mailed to the registrant.

To Delete a Vehicle from a Fleet

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle from an existing fleet, a Credential Return Receipt must be completed in full and submitted with license plates for the referenced vehicle. Both license plates for a power unit must be surrendered to the Motor Carrier Division.

Note: Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund possibility.

IRP Jurisdictions

Application for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the Nevada-based carrier and the individual jurisdictions in accordance with their statutes.

To Replace Vehicles - Fee Transfer

Vehicles may be added or removed from an existing fleet anytime during the registration year. In order to apply the credit from a deletion of one vehicle to the addition of another

vehicle, the deletion and addition must be provided on the same Vehicle Application – Schedule B.

Note: No credit or refund is given for the transfer of any power units with a GVW of 26,000 pounds or less; or any trailers.

Credit can only be applied when deleting a power unit and adding an additional power unit within the **same day**. Not all jurisdictions allow fee transfers. You will be charged full fees on the new vehicle for those jurisdictions

Note: Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund possibility.

Nevada Refund Policy

Nevada will refund unused Nevada fees in the amount of \$5.00 or more for all vehicles deleted from a fleet, with a GVW of 26,001 pounds or greater. Nevada does not refund fees paid to other jurisdictions. You must apply for refunds from individual jurisdictions.

The following documentation will be required when applying for a refund:

- Credential Return Receipt; check the box marked “refund”
- Plates must be surrendered to the Motor Carrier Division

Note: In order to obtain a refund the Motor Carrier Account cannot be in a delinquent status.

Updating Vehicle Information

In order to update any vehicle information, a Vehicle Application – Schedule B must be completed in full and submitted to the Motor Carrier Division.

To Increase/Decrease Vehicle Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year. If the GVW is increased, you will be billed for any difference in registration fees. Weight decreases can occur only in specified circumstances; for more information, contact the Motor Carrier Division.

To increase the weight of a vehicle or fleet of vehicles, the following documentation must be completed in full and submitted to the Motor Carrier Division:

- **Vehicle Application – Schedule B**
 - This form must be completed to indicate the increase in weight for the referenced vehicle(s).
- **Heavy Highway Vehicle Usage Tax Form 2290 – If applicable**

- This form is required if the increase in weight results in any vehicle(s) weighing 54,999 pounds or greater.

Note: A Mileage and Weight Application – Schedule C will be required for any vehicle(s) that result in a weight increase in excess of 80,000 pounds.

Note: Over-dimensional vehicles may require the purchase of an oversize permit, contact the applicable jurisdictions. For a listing of each jurisdiction's size allowances, access the Jurisdiction Information on the International Registration Plan, Inc. (IRP) website. **(See link on page four).**

Replacement of Credentials

In order to obtain replacement credentials, a Lost, Stolen, or Mutilated License Plate Affidavit must be completed in full and submitted to the Motor Carrier Division with the applicable fees.

Replacement credential fees

Credential Type	Credential Fee
Replacement cab card/decal	\$5.00
Replacement license plate	\$2.75 Trailers require 1 replacement plate
	\$2.75 Power Units require 2 replacement plates

9.0 Fees

All Nevada-based and apportioned vehicles are subject to yearly registration fees

Registration Fees

Payment for registration fees must be received prior to issuance of credentials. Applications received without payment will be processed, fees will be calculated, and an invoice will be generated and forwarded to the registrant. Upon receipt of payment, credentials will be issued. The most recent version of the Nevada weight fees is available on the DMV website. **(See link on page four).**

All **IRP vehicles** are licensed by the calendar year. Registration fees for a motor-truck, truck, tractor, bus or combination of vehicles having a declared GVW of 10,001 pounds or more that are registered on the basis of a calendar year will be reduced by one twelfth for each calendar month, which has elapsed from the beginning of the year. Interstate prorate motor vehicle registration fees are multiplied by the Nevada mileage percentage.

Additional Fees Table

Fee Type	Fee Amount
Replacement cab card	\$5.00
New License plate or Replacement license Plate	\$2.25 Trailers require 1 replacement plate
	\$5.00 Power Units require 2 replacement plates
VIN Inspection	\$1.00

Governmental Services Tax Rate Tables

The most recent version of the Governmental Services Tax Rate Table is available on the DMV website. **(See link on page four)**. All apportioned vehicles are licensed by the calendar year. Governmental Services Tax fees for motor vehicles with a declared GVW in excess of 26,000 pounds or traveling interstate, added after the beginning of the registration year are reduced by one twelfth for each month which has elapsed from the beginning of the registration year.

10.0 Temporary Registrations

Temporary Vehicle Registration (TVR)

Temporary apportionment authorizations (temporary authority) are available if for some reason the plate, sticker and cab card cannot be issued. Temporaries will not be issued for vehicles being renewed. The temporaries are valid for 30 days and invoices must be paid to ensure credentials can be processed and sent/received before the temporaries expire. The Motor Carrier Division will not issue any extensions on temporaries.

Commercial Trip Permit

You may be required to have a trip permit before entering a jurisdiction.

For Nevada, trip permits must be obtained from an authorized vendor or from a Motor Carrier Branch office prior to entering Nevada. For a listing of authorized permit vendors please see link on page 4.

Nevada Permits are good for a 24-hour period (120 hour period for buses), or one trip in and one trip out of the state, whichever occurs first, and are valid for Nevada intra-jurisdictional movement only.

Fees are \$0.15 per mile plus a \$5.00 administrative fee. Those purchasers who have not paid IFTA fees (as evidenced by a current IFTA license) are required to pay an additional \$30 fee for a fuel permit.

Additional information regarding IFTA (International Fuel Tax Agreement) is available on their website **and the DMV Motor Carrier website. (See links on page four).**

Unladen Weight Permit (also known as a “Hunter’s Permit”)

An unladen weight permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job.

The unladen weight permit is valid for vehicles operating at unladen weight only, and is non-transferable.

The Nevada unladen weight permit is valid for 15 days at a cost of \$10.00. The unladen weight permit is valid for the power unit or power unit and trailer (unladen). Vehicles over 26,000 lbs. will also need to obtain a temporary pass for weight-mile tax purposes and/or a fuel trip permit.

Note: Copies of all trip permits obtained for operations by prorated vehicles must be available on file.

Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in Nevada laws must have an oversize or overweight permit. These special transportation permits may be obtained from the Motor Carrier Division.

- Required for combinations of vehicles over 70' and reducible load vehicles operating between 80,001 and 129,000 lbs.
- A \$10.00 processing fee per over-length permit is required or a fee of \$60.00 per thousand pounds in excess of 80,000 lbs.

Note: For vehicles exceeding the above requirements, you must contact the Nevada Department of Transportation (NDOT), 1263 South Stewart Street, Room 201, Carson City, NV 89712, (775) 888-7410.

11.0 Mileage/Operational Records

Every registrant with IRP registration must maintain records to substantiate the actual distance traveled and other information used to determine the registration fees for all vehicles in the IRP fleets. These records are in addition to any other record keeping requirements.

Records Retention Period

All operational and distance records that support the application and supplements must be kept for four years after the close of the registration year. For example, records for registration year 2015 (mileage year 7/1/13 - 6/30/14) must be retained through December 2019.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for four years after the close of the registration year.

Driver's Trip Records

An acceptable document to record distances is an "Individual Vehicle Distance Record" (IVDR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common vehicle trip records are the driver's trip sheets and driver's log. These and other records are acceptable provided they contain the following basic information:

- Carrier's name
- Vehicle unit number or VIN
- Vehicle fleet number
- Date of trip (starting and ending)
- Trip origin and destination (city and state/province)
- Beginning odometer reading (for each state being entered)
- Ending odometer reading (for each state exited)
- Route of travel (highway used for travel)
- Total miles traveled for each state for each trip
- Grand total of miles traveled for each trip
- Total off road miles traveled

Trip Permits

Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

Monthly Summaries

The vehicle trip record information must be summarized monthly and/or quarterly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance, separated by month for each jurisdiction.

12.0 Audits - IRP

Authority to Audit

The Plan Article X, requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. IRP audits on Nevada carriers will be performed by DMV Motor Carrier Division, Audit Team.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to Nevada and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Audit Procedures

In conducting the IRP audit, auditors will use the source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVDRs, on the monthly and yearly summaries and on the forms used for IRP registration. The registrant will be subject to audit on the actual distance traveled during the preceding year, which corresponds to the registration year regardless of the number of months operated. Any registrant failing to maintain adequate records from which true liability can be determined is subject to an assessment based on Section 1015 of The Plan, application of penalty and interest as prescribed by the laws of the base jurisdiction, and/or the cancellation of registration.

13.0 Nevada Commercial Online Registration System (NCORS) Renewal Instructions

IRP/Apportioned Vehicle

Step 1. Enter IRP user login ID and password assigned by DMV, click submit.

Step 2. Click on Fleet Renewals box.

Step 3. Click on List Fleets. Fleets eligible to be renewed are listed in the fleet dropdown menu.

Step 4. Select a Fleet from the dropdown menu and select List Vehicles. The system displays active vehicles in the fleet.

CHECK TO DELETE VEHICLES	PLATES TURNED IN?	UNIT #	PLATE #	VIN	MODEL	YEAR	MAKE	TYPE	FLEET #	GROSS WEIGHT	MSRP	COUNTY
<input type="checkbox"/>	<input type="checkbox"/>	01	1E911A	1F7JY281P000000	FORD	2015	FORD	TRUCK PICKUP	0001	8000	91100.00	CLATSOP
<input type="checkbox"/>	<input type="checkbox"/>	02	8B017A	1XP000000000000	PETERBILT	2015	PETERBILT	TRUCK TRACTOR	0001	8000	91100.00	CLATSOP
<input type="checkbox"/>	<input type="checkbox"/>	03	1E911A	1XP000000000000	PETERBILT	2015	PETERBILT	TRUCK TRACTOR	0001	8000	91100.00	CLATSOP
<input type="checkbox"/>	<input type="checkbox"/>	04	8B017A	1XP000000000000	PETERBILT	2015	PETERBILT	TRUCK TRACTOR	0001	8000	91100.00	CLATSOP
<input type="checkbox"/>	<input type="checkbox"/>	05	8B017A	1XP000000000000	PETERBILT	2015	PETERBILT	TRUCK TRACTOR	0001	8000	91100.00	CLATSOP

Step 5. In this screen, the user can make changes to delete vehicles, unit numbers and/or gross weight. If you are changing the unit number and/or gross weight, change in each corresponding box. Click, Save and Next. A pop-up window will display a message “All renewals are final once you click the save button.” Click Ok, Next.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

BUS NAME: FEIN: ACCOUNT # BUS MAILING ADDRESS: BUS CONTACT NAME: BUS CONTACT PHONE: FLEET NUM: FLEET ID:

TESTING ACCOUNT: 12121212 43278 355 WRIGHT WAY, CARSON CITY, NV 89711 IRP001 38412

FLEET RENEWALS > FLEET RENEWAL

ACCOUNT NUMBER: 45278

SELECT A FLEET IN ACCOUNT 45278 AND CLICK ON "LIST VEHICLES" BUTTON.

IRP001 (2019-01-01 to 2019-12-31)

CHECK TO DELETE VEHICLES	PLATES TURNED IN?	UNIT #	PLATE #	VIN	MODEL	YEAR	MAKE	TYPE	FLEET #	GROSS WEIGHT	MSRP	COUNTY
<input type="checkbox"/>	<input type="checkbox"/>	151	60831A	1XPXD40XSHD417219	359	2017	PETERBILT MOTORS CO.	TRU-TRUCK TRACTOR (DIESEL)	IRP001	8000	191345.50	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	152	63707A	1XPXD40X73D473457	359	2018	PETERBILT MOTORS CO.	TRU-TRUCK TRACTOR (DIESEL)	IRP001	8000	194103.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	68	58201A	1NP5L40X06D0510				INVENTIONAL CAB	IRP001	5099	106267.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	70	58202A	1NP5L40X3G06510				INVENTIONAL CAB	IRP001	5099	106267.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	83	58203A	2NPLHD7X37M6700				INVENTIONAL CAB	IRP001	3800	107861.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	88	58204A	1XPAD40X17D7343				TRUCK TRACTOR	IRP001	8000	107861.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	90	58218A	1NPAL00X17D68941	TR	2007	PETERBILT MOTORS CO.	TRU-TANDEM	IRP001	5800	107861.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	93	58217A	1NPAL00X37D68942	CONVEY	2007	PETERBILT MOTORS CO.	TRU-TANDEM	IRP001	5099	143096.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	PU1	60777A	1FTWW31P16A23420	FORD SUPER DUTY	2006	FORD	TRU-CREW PICKUP	IRP001	10001	45000.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	PU5	58205A	1FD5X35R08A62750	FORD SUPER DUTY	2008	FORD	TRU-4 DR EXTENDED CAB/CHASSIS	IRP001	20000	39233.00	WASHOE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PU7	58248A	1GCCK19J47Z536246	CHEVROLET SILVERADO 1500	2007	CHEVROLET	TRU-4 DR EXTENDED CAB PICKUP	IRP001	10001	25665.00	WASHOE

<< Previous Next >> Save Add Comments

If you are deleting a vehicle, click in the box next to the vehicle and select, Next. A pop-up window will display a message “You are about to delete a vehicle from the fleet, please confirm by selecting an option” Cancel or Delete Vehicle! Click, Delete Vehicles box, Save and Next.

<input type="checkbox"/>	<input type="checkbox"/>	PU2	58221A	1FTSW38T9DEA23408	FORD SUPER DUTY	2013	FORD	TRU-CREW PICKUP	IRP001	11500	63381.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	PU4	57699A	1FTSW21P05EA29152	FORD SUPER DUTY	2005	FORD	TRU-CAB & CHASSIS	IRP001	20000	41658.00	WASHOE
<input type="checkbox"/>	<input type="checkbox"/>	PU6	58205A	1FD5X35R08A62750	FORD SUPER DUTY	2008	FORD	TRU-4 DR EXTENDED CAB/CHASSIS	IRP001	20000	39233.00	WASHOE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PU7	58248A	1GCCK19J47Z536246	CHEVROLET SILVERADO 1500	2007	CHEVROLET	TRU-4 DR EXTENDED CAB PICKUP	IRP001	10001	25665.00	WASHOE

<< Previous Next >> Save Add Comments

WARNING - TRANSACTION DELETE

**** WARNING **** WARNING ****

YOU ARE ABOUT TO DELETE A VEHICLE FROM THE FLEET, PLEASE CONFIRM BY SELECTING AN OPTION.

**** WARNING **** WARNING ****

CANCEL

If you are not deleting a vehicle, the Mileage Screen is next.

Step 6. Mileage Screen is displayed. Select checkbox in Mileage Type for Actual Miles (A) or Estimated miles (E). If Estimated miles checkbox is selected, system will auto fill current year's estimated miles from the table. If Actual miles checkbox is selected, enter actual miles for each jurisdiction. Click, Save.

Note: If you are registered in the state of Wyoming as an intra state carrier, click in the box below. If you are unsure you are registered with WY, contact them via email at MVS@WYO.gov

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmvnev.com

BUS NAME: FLEET ACCOUNT # BUS MAILING ADDRESS BUS CONTACT NAME BUS CONTACT PHONE FLEET NUM FLEET ID PERIOD
TESTING ACCOUNT 123212121 45278 555 WRIGHT WAY, CARSON CITY, NV 89711 KALYN

FLEET RENEWALS » MILEAGE SCREEN

DATE EFFECTIVE (UPDATE FLEET MILEAGE DATE): 2/8/2019

TOTAL VEHICLES USED:

ALL/ NONE	MILEAGE TYPE (A) (E)	JURISDICTION CODE/NAME	MILEAGE	TOTAL MILEAGE	APPORTION FACTOR	1ST YEAR EST	2ND YEAR EST	DATE ADDED
<input checked="" type="checkbox"/>	<input type="radio"/>	NV - NEVADA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	AB - ALBERTA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	AL - ALABAMA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	AR - ARKANSAS	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	AZ - ARIZONA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	BC - BRITISH COLUMBIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	CA - CALIFORNIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	CO - COLORADO	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	CT - CONNECTICUT	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	DC - DISTRICT OF COLUMBIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	DE - DELAWARE	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	FL - FLORIDA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	GA - GEORGIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	IA - IOWA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	ID - IDAHO	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	SK - SASKATCHEWAN	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	TN - TENNESSEE	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	TX - TEXAS	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	UT - UTAH	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	VA - VIRGINIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	VT - VERMONT	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	WA - WASHINGTON	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	WI - WISCONSIN	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	WV - WEST VIRGINIA	0				N	
<input checked="" type="checkbox"/>	<input type="radio"/>	WY - WYOMING	0				N	
			TOTAL MILES	0	0.000000 %			

WYOMING INTRA STATE AUTHORITY: ☐

« Previous Next » Save 0:00:00 minutes

Step 7. Mileage records are saved. A pop-up window appears stating the number of jurisdictions saved, "Saved 59 jurisdiction(s). Save successful" Click OK, Next.

<input checked="" type="checkbox"/>	<input type="radio"/>	OK - OKLAHOMA	54,083	1.698000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	ON - ONTARIO	37,383	1.018000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	...ACCESSING SERVER...	109,886	3.455000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	PLEASE WAIT	36,635	1.780000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>		10,105	0.318000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>			0.046000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	RI - RHODE ISLAND		0.099000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	SC - SOUTH CAROLINA		0.084000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	SD - SOUTH DAKOTA		0.442000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	SK - SASKATCHEWAN		0.604000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	TN - TENNESSEE		1.587000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	TX - TEXAS	125,813	3.958000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	UT - UTAH	89,065	2.800000 %	2019-02-06	N
<input checked="" type="checkbox"/>	<input type="radio"/>	VA - VIRGINIA	46,295	1.555000 %	2019-02-06	N

Message from webpage
Saved 59 jurisdiction(s). Save successful.
OK

« Previous » Next » Save 0:00:00 minutes

Step 8. Weight Screen is displayed. In this screen, the user has the option to increase the vehicle weight if it is at least 80,000lbs. Click the box next to the state you want to change and enter the new weight. Click, Save.

Note: If the weight of the vehicle is less than 80,000lbs, go back to Step 5.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

Previous Next Save Add Comments

BUS NAME FEIN ACCOUNT # BUS MAILING ADDRESS BUS CONTACT NAME BUS CONTACT PHONE FLEET NUM FLEET ID
TESTING ACCOUNT 121212121 45278 555 WRIGHT WAY, CARSON CITY, NV 89711 KALYN 18P001 38412

FLEET RENEWALS » WEIGHT SCREEN

CHECK TO ENTER:	JURISDICTION CODE/NAME	TRAVEL AT MAX WEIGHT [MAX ALLOWED]:	REC IND
<input type="checkbox"/>	NV - NEVADA	0 [FROM 80,001 TO 129000 LBS]	
<input type="checkbox"/>	AB - ALBERTA	0 [FROM 80,001 TO 139992 LBS]	
<input type="checkbox"/>	AL - ALABAMA	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	BC - BRITISH COLUMBIA	0 [FROM 80,001 TO 139994 LBS]	
<input type="checkbox"/>	CT - CONNECTICUT	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	IA - IOWA	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	ID - IDAHO	0 [FROM 80,001 TO 129000 LBS]	
<input type="checkbox"/>	KS - KANSAS	0 [FROM 80,001 TO 85500 LBS]	
<input type="checkbox"/>	LA - LOUISIANA	0 [FROM 80,001 TO 88000 LBS]	
<input type="checkbox"/>	MA - MASSACHUSETTS	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	MB - MANITOBA	0 [FROM 80,001 TO 139993 LBS]	
<input type="checkbox"/>	ME - MAINE	0 [FROM 80,001 TO 100000 LBS]	
<input type="checkbox"/>	MI - MICHIGAN	0 [FROM 80,001 TO 160001 LBS]	
<input type="checkbox"/>	MN - MINNESOTA	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	MT - MONTANA	0 [FROM 80,001 TO 138000 LBS]	
<input type="checkbox"/>	NB - NEW BRUNSWICK	0 [FROM 80,001 TO 137500 LBS]	
<input type="checkbox"/>	ND - NORTH DAKOTA	0 [FROM 80,001 TO 105500 LBS]	
<input type="checkbox"/>	NE - NEBRASKA	0 [FROM 80,001 TO 94000 LBS]	
<input type="checkbox"/>	NJ - NEW JERSEY	0 [FROM 80,001 TO 82000 LBS]	
<input type="checkbox"/>	NL - NEWFOUNDLAND AND LABRADOR	0 [FROM 80,001 TO 137500 LBS]	
<input type="checkbox"/>	NS - NOVA SCOTIA	0 [FROM 80,001 TO 128700 LBS]	
<input type="checkbox"/>	NY - NEW YORK	0 [FROM 80,001 TO 999999 LBS]	
<input type="checkbox"/>	OK - OKLAHOMA	0 [FROM 80,001 TO 90000 LBS]	
<input type="checkbox"/>	ON - ONTARIO	0 [FROM 80,001 TO 139992 LBS]	
<input type="checkbox"/>	OR - OREGON	0 [FROM 80,001 TO 105500 LBS]	
<input type="checkbox"/>	PE - PRINCE EDWARD ISLAND	0 [FROM 80,001 TO 137788 LBS]	
<input type="checkbox"/>	QC - QUEBEC	0 [FROM 80,001 TO 137500 LBS]	
<input type="checkbox"/>	SD - SOUTH DAKOTA	0 [FROM 80,001 TO 170000 LBS]	
<input type="checkbox"/>	SK - SASKATCHEWAN	0 [FROM 80,001 TO 137787 LBS]	
<input type="checkbox"/>	WA - WASHINGTON	0 [FROM 80,001 TO 105500 LBS]	
<input type="checkbox"/>	WY - WYOMING	0 [FROM 80,001 TO 117000 LBS]	

A pop-up message displays, "Saved Exception (s)." Click Ok, Next.

SELECT	VIN	UNIT	YEAR	MAKE	TYPE	GVW	COUNTY	PURCH PRICE	TAXABLE PRICE	MSRP
SELECT	2NPXX40X2GM327262	145	2016	PETERBILT MOTORS CO.	TRU-TRUCK TRACTOR (DIESEL)	80,000	WASHOE	\$180,441.84	\$0.00	\$215,342.00
SELECT	2NPXX40X4GM327263	146	2016	PETERBILT MOTORS CO.	TRU-T	80,000	WASHOE	\$180,441.84	\$0.00	\$215,342.00
SELECT	2NPXL49X9GM329511	147	2016	PETERBILT MOTORS CO.	TRU-T	80,000	WASHOE	\$149,410.38	\$0.00	\$204,386.00
SELECT	2NPXL49X0GM329512	148	2016	PETERBILT MOTORS CO.	TRU-T	80,000	WASHOE	\$149,410.38	\$0.00	\$204,386.00
SELECT	1NPXL49X0HD411349	149	2017	PETERBILT MOTORS CO.	TRU-S	80,000	WASHOE	\$155,331.46	\$0.00	\$155,331.46
SELECT	1NPXL49X6HD411350	150	2017	PETERBILT MOTORS CO.	TRU-S	80,000	WASHOE	\$155,293.46	\$155,293.46	\$207,393.00
SELECT	1XPXD40X5HD417219	151	2017	PETERBILT MOTORS CO.	TRU-T	80,000	WASHOE	\$191,345.59	\$0.00	\$191,345.59
SELECT	1XPXD40X7D473457	152	2018	PETERBILT MOTORS CO.	TRU-TRUCK TRACTOR (DIESEL)	80,000	WASHOE	\$196,103.00	\$0.00	\$196,103.00

Previous Next Save Add Comments

If the weight is under 80,000lbs and no changes are needed, Click Next.

BUS NAME FEIN ACCOUNT # BUS MAILING ADDRESS BUS CONTACT NAME BUS CONTACT PHONE FLEET NUM FLEET ID PERIOD
TESTING ACCOUNT 121212121 45278 555 WRIGHT WAY, CARSON CITY, NV 89711 KALYN 18P001 38412

FLEET RENEWALS » WEIGHT SCREEN

VEHICLES ADDED DURING THIS TRANSACTION

SELECT	VIN	UNIT	YEAR	MAKE	TYPE	GVW	COUNTY	PURCH PRICE	TAXABLE PRICE	MSRP
SELECT	1XPXD40X19X56525	5525	2016	KENWORTH	TRU-DUMP	39,000	WASHOE	\$60,000.00	\$60,000.00	\$95,000.00

<< Previous Next >> Save Add Comments

Step 9. SMOG information screen is displayed. No changes allowed, but can view the information. Click, Next.

STATE OF NEVADA DMV NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)										DMV dmv.nv.com	
BUS NAME	FEIN	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE	FLEET NUM	FLEET ID				
TESTING ACCOUNT	121212121	45278	555 WRIGHT WAY, CARSON CITY, NV 89711			IRP001	38412				

FLEET RENEWALS » SMOG INFORMATION

EMISID:	VIN#:	UNIT NUM:	PLATE:	RESULT:	CERT NUM:	TEST DATE:	STATE	EXEMPT.DTL:
499500	1FTWW31P16EA23420	PU1		PASS	0401685	11/30/2018	NV	
408730	1FT8W3B19DEA23408	PU2		PASS	0400463	11/26/2018	NV	
18701131	1GCEK19J47Z536246	PU7		PASS	G16670732	12/3/2018	NV	

Step 10. Electronic Signature page is displayed. Read Signature Certification document and click, OK to proceed. If the Cancel option is selected, it will leave the transaction in pending status.

STATE OF NEVADA DMV NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)										DMV dmv.nv.com	
BUS NAME	FEIN	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE	FLEET NUM	FLEET ID				
TESTING ACCOUNT	121212121	45278	555 WRIGHT WAY, CARSON CITY, NV 89711			IRP001	38412				

FLEET RENEWALS » ELECTRONIC SIGNATURE

SIGNATURE CERTIFICATION

YOU ARE HEREBY ELECTRONICALLY SIGNING THIS DOCUMENT. YOUR ELECTRONIC SIGNATURE INDICATES YOU HAVE ENTERED ACCURATE AND COMPLETE INFORMATION.

NEITHER PARTY SHALL CONTEST THE VALIDITY OR ENFORCEABILITY OF THE FILINGS COMMUNICATED IN ELECTRONIC FORM ACCORDING TO THIS AGREEMENT ON GROUNDS RELATED TO THE ABSENCE OF PAPER-BASED WRITINGS, SIGNINGS OR ORIGINALS. TO THE EXTENT THAT A TAX FILING COMMUNICATED IN ELECTRONIC FORM UNDER THIS AGREEMENT CONTAINS THE REQUIRED INFORMATION AND IS IN A FORM THAT CAN BE READ BY THE DEPARTMENT, IT SHALL BE CONSIDERED TO BE "IN WRITING" AND "WRITTEN" TO AN EXTENT NO LESS THAN AS IF IN PAPER, TO BE "SIGNED" AND TO BE AN "ORIGINAL". THE IDENTIFICATION CODE AND PASSWORD TRANSMITTED IN EACH FILE RECEIVED BY THE DEPARTMENT SHALL REPRESENT THE SIGNATURE OF THE REGISTRANT OR AN AUTHORIZED AGENT WHO AFFIXED THEIR SIGNATURE TO THIS AGREEMENT AND WITH RESPECT TO EACH ELECTRONIC FILING TRANSMITTED WITH THE IDENTIFICATION CODE AND PASSWORD, SHALL HAVE THE SAME EFFECT AS IF THE REGISTRANT ACTUALLY SIGNED THE ELECTRONIC FILE.

PURSUANT TO NRS AND NAC 719 AND 720, THIS ELECTRONIC SIGNATURE CERTIFIES THE ACCURACY OF ALL DATA ENTERED. PURSUANT TO NRS AND NAC 719 AND 720, A BUSINESS THAT FALSIFIES THIS DATA OR CAUSES OR ATTEMPTS TO CAUSE ANOTHER BUSINESS TO FALSIFY INFORMATION MAY BE SUBJECT TO CIVIL ACTION AND/OR ADMINISTRATIVE FINES.

Step 11. Invoice Summary Screen is displayed. The system calculates the fees due based on fleet, vehicle information, and eligible plates to be reissued. At the bottom of the screen, user has the ability to click on Print Invoice Detail for their records before selecting either Pay Now or Pay Later. If the **Pay Later** option is chosen, the transaction will be put into pending status. **Print the Invoice Summary for verification.**

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

FLEET RENEWALS - INVOICE SUMMARY

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER DIVISION
555 WRIGHT WAY
CARSON CITY, NV 89711
775-684-4711

INVOICE DATE: 2/9/2019
INVOICE TYPE: FLEET RENEWALS
REGISTRATION YEAR: 2020
ACCOUNT NAME: TESTING ACCOUNT
MAILING ADDRESS: PO BOX 1341
VEHICLE: NV 584291341
NUMBER OF POWER UNITS: 47
INVOICE DUE DATE: 12/31/2019

INVOICE NO: 297294
LEGACY INVOICE ID:
NUMBER OF REG MONTHS: 12
ACCOUNT NUMBER: 00045278
FLEET NUMBER: 10001
SUPER TRAILER ID: 120004050
NUMBER OF TRAILERS: 0

ACCOUNT FEE	DESCRIPTION	AMOUNT
3008	MC NV 100% INTRA COUNTY REGISTRATION	151916.00
3421	MC NV 100% INTRA CNTY GOV SVCS TAX - WAS	112358.00
4106	TECHNOLOGY REF FOR MOTOR CARRIER	340.00
0	TOTAL AMOUNT DUE	244516.00
0	FEES PAID TO DATE	.00
0	REMAINING BALANCE	244516.00

View/Apply Credit Invoice Detail Refresh Overrides and Credits Print Invoice Summary Print Invoice Detail

<< Previous Pay Now Pay Later

Step 12. In the same screen as above, the user has the option to Pay Now or Pay Later. If the **Pay Later** option is selected, transaction is placed in pending status. The screen will display "Your Transaction is Complete. Thank you"...user has the option of sending in payment or resuming the transaction at a later date.

Note: The transaction will remain in pending status. If the transaction is not paid in the month the invoice is generated, invoice amounts can change.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

YOUR TRANSACTION IS COMPLETE. THANK YOU...

[START ANOTHER TRANSACTION](#)

View/Apply Credit Invoice Detail Refresh Overrides and Credits Print Invoice Summary Print Invoice Detail

<< Previous Pay Now Pay Later

If the **Pay Now** option is selected, the system opens the Payment Screen.

Step 13. Click on Add Row. A payment row is entered for Pay Type.


Step 14. In this screen, the user selects Pay type from the payment dropdown, which is either ACH debit (E-check) or Credit Card. **ACH/E-check payment** allows for installment payment or total amount due. **Credit card** option only allows an amount under \$10,000.00. Only one type of payment is allowed.

For ACH/E-check payment: In this screen, user fills in the banking information. The payment amount auto fills. Click, Authorize.

A/CH E-Check Transaction Record


Confirmation Number: 5494818620106169603011

The Payment Screen is displayed. Go to Step 15.



STATE OF NEVADA

NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)



BUS NAME	FIRM	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE	FLEET NUM	FLEET ID	PERIOD
1857ING ACCOUNT	12212121	43278	555 WRIGHT BLVD, CARSON CITY, NV 89711			43278	88	

FLEET RENEWALS » PAYMENT SCREEN

PAY TYPE	AMOUNT	EDIT	DELETE
SELECT ACHT-CHECK	3,099.00		
TOTAL	3,099.00		

FISCAL YEAR:

PAYMENT AMOUNT:

3,099.00

MINIMUM AMOUNT DUE:

\$ 1,000.00

TOTAL AMOUNT DUE:

\$ 2,099.00

AMOUNT COLLECTED:

\$ 3,099.00

BALANCE DUE:

\$ 0.00

CHANGE DUE:

\$ 0.00

CHECK NUMBER: 2521

ACCOUNT HOLDER NAME: TEST TEST

CONFIRMATION NUMBER: 5494018620106169603011

PAYMENT SUCCESSFUL. THE AMOUNT CHARGED IS \$3,099.00

CONFIRMATION NUMBER: 5494018620106169603011

Previous

Next

Save

For Credit Card payment: In this screen, user fills in the credit card information. The payment amount auto fills. Click, Authorize.

The system generates a Transaction Record PDF in a new internet tab which may be printed. Close the Transaction Record internet tab.

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
Motor Carrier Division
NCORS

Credit/Debit Card Transaction Record

Branch: VIRTUAL WEB
Technician: 2508
Date / Time: 2/7/2019 1:59:25 PM

Super Tran ID: 126804091
Transaction Type: FLEET RENEWALS
Account Number / Fleet: 45278 / NEV902
Name on the Card: Testing Account

The Payment Screen is displayed. Go to Step 15.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

BUS NAME: FIRM ACCOUNT # BUS MAILING ADDRESS BUS CONTACT NAME BUS CONTACT PHONE FLEET NUM FLEET ID PERIOD
TESTING ACCOUNT 12232323 45278 555 WRIGHT WAY, CARSON CITY, NV 89711 KALYN

FLEET RENEWALS » PAYMENT SCREEN

PAY TYPE	AMOUNT	EDIT	DELETE
SELECT ACH/E-CHECK	3089.08		
TOTAL	3,089.08		
FISCAL YEAR			

ADD ROW

PAYMENT AMOUNT: 3089.08
MINIMUM AMOUNT DUE: \$ 3,089.08
TOTAL AMOUNT DUE: \$ 3,089.08
AMOUNT COLLECTED: \$ 3,089.08
BALANCE DUE: \$ 0.00
CHARGE DUE: \$ 0.00

CHECK NUMBER: 3521
ACCOUNT HOLDER NAME: TEST TEST
CONFIRMATION NUMBER: 5494818620106159603011

PAYMENT SUCCESSFUL. THE AMOUNT CHARGED IS \$3,089.08
CONFIRMATION NUMBER: 5494818620106159603011

« Previous Save

Step 15. The Payment Screen is displayed showing payment successful, the amount charged and a confirmation number. Click, Save.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

BUS NAME: FIRM ACCOUNT # BUS MAILING ADDRESS BUS CONTACT NAME BUS CONTACT PHONE FLEET NUM FLEET ID PERIOD
TESTING ACCOUNT 12232323 45278 555 WRIGHT WAY, CARSON CITY, NV 89711 DNP62 45278 86

FLEET RENEWALS » PAYMENT SCREEN

PAY TYPE	AMOUNT	EDIT	DELETE
SELECT ACH/E-CHECK	3089.08		
TOTAL	3,089.08		
FISCAL YEAR			

ADD ROW

PAYMENT AMOUNT: 3089.08
MINIMUM AMOUNT DUE: \$ 3,089.08
TOTAL AMOUNT DUE: \$ 3,089.08
AMOUNT COLLECTED: \$ 3,089.08
BALANCE DUE: \$ 0.00
CHARGE DUE: \$ 0.00

CHECK NUMBER: 3521
ACCOUNT HOLDER NAME: TEST TEST
CONFIRMATION NUMBER: 5494818620106159603011

PAYMENT SUCCESSFUL. THE AMOUNT CHARGED IS \$3,089.08
CONFIRMATION NUMBER: 5494818620106159603011

« Previous Save

Step 16. The Fleet Renewals Receipt screen is displayed. Click on View/Print Receipt.

The system generates a Receipt PDF in a new internet tab which may be printed. Close the Receipt internet tab.

**STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
Motor Carrier Division
RECEIPT**

Per Nevada Revised Statute, if your payment to the Department is returned or dishonored by your financial institution, it may result in the suspension or cancellation of services received and the inability to conduct any future business with the Department until the outstanding amount is paid in full.

PRINTED BY: 8325
TRAN EMP ID: 2508
LOCATION: Virtual Web

Print Date: 2/21/2019
Print Time: 11:29:33 AM
Fiscal Year: 2019
Super Tran ID: 126804627

NEVADA ACCOUNT # 45278 FLEET NEV905
TESTING ACCOUNT
555 WRIGHT WAY
CARSON CITY, NV 89711

Contact Name & Phone: Kalyn
(775) 684-4711

The system takes you back to the Fleet Renewals>>Receipt Screen. Click, Next.

Step 17. The Temporary Authority screen is displayed. Click, the Print TAs box.

**STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)**

FLEET RENEWALS > TEMPORARY AUTHORITY

VIN	FEIN	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE	FLEET NUM	FLEET ID	PERIOD
121212121	45278	555 WRIGHT WAY, CARSON CITY, NV 89711	KALYN	7756844711	15P001	45375	65	

Print TAs

The system generates a Temporary Authority PDF in a new internet tab which may be printed. Beginning date of temporary corresponds to the beginning of the renewal period and is valid for 30 days. Close the Temporary Authority internet tab.

Note: All required documents need to be submitted before the actual cab card will be

STATE OF NEVADA

THIS IS ONLY A SAMPLE TEMPORARY REGISTRATION AUTHORIZATION **THIS IS ONLY A SAMPLE**
If this vehicle is over 26,000 lbs, this also serves as your temporary IFTA/Special Fuel Permit

NAME OF REGISTRANT:
TESTING ACCOUNT
DOING BUSINESS AS:

BUSINESS ADDRESS:
555 WRIGHT WAY
CARSON CITY, NV 89711

NEVADA TA NUMBER: 521845
NEVADA ACCOUNT NUMBER:
00045278
NEVADA FLEET NUMBER: 1R0002

VEHICLE DESCRIPTION: 357
YEAR: 2016 MAKE: KNWT EQUIPMENT NUMBER: 5518
VEHICLE IDENTIFICATION NUMBER: 1FYUD662S0S56

mailed.

The system takes you back to the Temporary Authority screen. Click, Next.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

BUS NAME: FIRM: ACCOUNT #: BUS MAILING ADDRESS: BUS CONTACT NAME: BUS CONTACT PHONE: FLEET HORN: FLEET ID: PERIOD:

TESTING ACCOUNT: 121212121: 45278: 555 WRIGHT WAY, CARSON CITY, NV 89711: KALIN: 7756644211: 58P002: 45278: 1R

FLEET RENEWALS » TEMPORARY AUTHORITY

VIN	MODEL	MAKE	YEAR	UNIT#	PLATE#	QYR#	FLEET#	STATUS
1FYUD662S0S56	357	KNWT	2016	5518	551844	80000	1R0002	NEXT

<< Previous Next >> Print This

Step 18. Your Transaction is complete. Thank you.....is displayed.

STATE OF NEVADA DMV
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

DMV
dmv.nv.com

YOUR TRANSACTION IS COMPLETE. THANK YOU...

[START ANOTHER TRANSACTION](#)

Appendix A

Applications are available at any Motor Carrier Office or via the dmrvnv website. **(See link on page four).**

Note: Applications are processed in the order in which they are received. Once an application has been processed, a billing invoice will be mailed to the registrant.

Average Per Vehicle Distance Chart (APVD) Formula

The APVD Chart is to be used by registrant if registrant is:

- Applying for apportioned registration for the first time
- Expanding their operations by setting up a new fleet
- Renewing their fleet and had no actual mileage in the reporting period

New accounts and/or fleets where no actual miles were accrued during the reporting period in any jurisdiction must use the average per vehicle distance for all jurisdictions. Zero miles will not be accepted. If, at the time of audit, the fleet is found to have accrued actual miles during the reporting period, applicable fees will be assessed.

Note: The reporting period for registration is July 1st of the prior year to June 30th of the current year of registration.

If no actual mileage has been accrued during the reporting period, the figures on the APVD Chart must be used in correspondence with **Mileage and Weight Application: Schedule C** or the **Renewal Mileage Schedule**.

The **APVD Chart** must be completed and attached to the Mileage and Weight Application Schedule C or Renewal Mileage Schedule to meet the requirements for declaring average per vehicle distance.

Mileage and Weight Application: Schedule C

The following information must be completed on this application:

COMPLETE THE CARRIER INFORMATION SECTION OF THIS FORM	
Columns: A/E	Indicate if the mileage being used is Actual "A" or Estimated "E"
Columns: Y/N	Indicate Yes "Y" or No "N" for the IRP Jurisdictions with whom you desire the fleet to be registered
Columns: MILEAGE	Enter the mileage for the referenced jurisdiction; use the mileage from the APVD chart if estimated
Columns: WEIGHT	Enter the gross or combined gross weight that you will be traveling in each state that was marked with a 'Y' (yes).

Print Full Legal Name, Signature, Date, Telephone Number, and E-mail address section of the form

Licensing Application: Schedule A

The following information must be completed on this application:

SECTION A: LICENSING INFORMATION	
Company Name	Enter the company's full legal name
Secretary of State - Business License Number	Enter license number if company is an LLC or INC
Federal DOT Number	Enter company's US DOT Number. A Federal DOT # is required by all motor vehicles in excess of 10,000 lbs. traveling in interstate operations.
DBA	Enter company's DBA, if applicable
Enter company's FEIN	Enter company's FEIN
Principal's Address	Enter the Principal of the company's address
Indicate Types of Licensing Required	Check appropriate boxes
Indicate Types of Operation	Check appropriate box
Indicate Type of Application	Check appropriate box
Payment Option for Original or Renewal Only	Check appropriate box - Not available for first time registrants

Section B: General Information	
Physical Address	Enter the physical address of the company
Mailing Address	Enter the Mailing address for the company
Contact/Principals Full Legal Name and Title	Enter the contact/principals name and title
Contact/Principal's Address	Enter the contact/principal's address
Contact/Principal's Driver's License Number	Enter the contact/principal's Driver's License Number (a copy of the Driver's License must be submitted)

Contact/Principal's Email Address	Enter the contact/principal's email address
Contact/Principal's Telephone and Fax Numbers	Enter the contact/principal's telephone and fax numbers

SECTION C: ADDITIONAL INFORMATION

Question 1.	Check appropriate box and complete additional information if required
Question 2.	Enter physical address where records are located
Question 3.	Enter all owners, partners, and/or corporate officers and their titles
Question 4.	Check the appropriate box and complete additional information if required
Question 5.	Check the appropriate box and complete additional information if required
Question 6.	Check appropriate box or boxes
Question 7.	Check the appropriate box and complete additional information if required
Question 8.	Enter Licensing Agent/Reporting Service information, if applicable
Read the declaration at the bottom of the form	
Print Full Legal Name, Signature, Date, Telephone Number, and E-mail address section of the form	

Vehicle Application: Schedule B

The following information must be completed on this application:

COMPLETE THE CARRIER INFORMATION SECTION OF THIS FORM

Column 1. TRANS CODE	Enter the code applicable from the table on the top of the page. (Give a change or deleted reason: lost plate, adding state(s), vehicle no longer in service, etc.)
Column 2. NEVADA COUNTY	Enter the county where the vehicle is based
Column 3. PLATE NUMBER	Enter the previous plate number issued to the vehicle, if applicable
Column 4. OPERATORS Vehicle or UNIT NUMBER	Enter the unit or identification number assigned to the vehicle by the registrant
Column 5. YEAR and MAKE	Enter the Year and Make of the Vehicle

Column 6. SERIAL NUMBER or VIN	Enter the <i>Serial Number</i> or the VIN of the vehicle
Column 7. VEHICLE TYPE	Enter the vehicle code applicable from the table on the top of the page.
Column 8. FUEL TYPE	Enter the fuel code applicable from the table on the top of the page.
Column 9. NUMBER OF AXLES/SEATS	Enter the number of axles the vehicle has; If vehicle is a bus, enter the number of seats
Column 10. NUMBER OF COMBINED AXLES	Enter the number of combined axles the vehicle has
Column 11. UNLADEN WEIGHT	Enter the vehicles unladen weight
Column 12. COMBINED DECLARED GROSS WEIGHT	Enter the vehicles combined declared gross weight
Column 13. ACTUAL PURCHASE PRICE	Enter the vehicles actual purchase price
Column 14. NEVADA COUNTY	Enter the vehicles Original purchase price or the <i>factory price</i>
Column 15. PURCHASE DATE	Enter the date of purchase for the vehicle
Column 16. LEASE DATE	Enter the Lease date, if applicable
Column 17. LESSOR	Enter the name of the Lessor, if applicable
Column 18. STATE TITLED	Enter the state in which the vehicle currently is titled
Print Full Legal Name, Signature, Date, Telephone Number, and E-mail address section of the form	

Applications, Forms, and Documentation

Applications

- **Motor Carrier Vehicle Registration Application Checklist** – Sections A and B should be completed for IRP registration.
- **Licensing Application** – Schedule A
- **Vehicle Application** – Schedule B
- **Mileage and Weight Application** – Schedule C

Forms

- **Vehicle Inspection Certificate (VIN Inspection)** – If the vehicle has never been registered or titled in the State of Nevada, a VIN Inspection is required and must be done using the Nevada VIN Inspection Certificate Form. Any member of law enforcement can perform this inspection.
- **Average Per Vehicle Distance Chart (APVD)** – If registrant does not have reported mileage for the jurisdictions desired for registration for the 3rd & 4th quarters of the tax reporting period of the previous year AND 1st & 2nd quarters of the tax reporting period of the current year, the registrant must report distance for every jurisdiction by using the Average Per Vehicle Distance (APVD) Chart.
- **Heavy Highway Vehicle Usage Tax Form 2290** – This is an annual tax that is paid to the IRS for any vehicles that have a gross vehicle weight (GVW) of 55,000 LBS or more. We will need to see a copy of this form once it has been stamped “Received” by the IRS.
- **Registrant / Taxpayer Responsibilities** – This form is used to briefly explain the way the registrant is to maintain records and fuel logs. This form must be read and any additional required information must be completed.
- **IRP Registration Certification** – If registrant answers any of the questions with a “no”, a brief explanation must be supplied on the provided lines.
- **Farmer / Rancher Affidavit** – This form is needed if the registrant is registering Farmer / Rancher. The original form must be returned to the department; it does need to be notarized.
- **Power of Attorney** – If any party other than registrant is acting on behalf of the registrant.

Documentation

- **Proof of Ownership** – Title (if not yet in the name of registrant) or copy of title – front and back (if already in the name of registrant)
- **Proof of Sales Tax** – If title is not yet in the name of registrant and the vehicle was purchased through a dealer, the department will collect sales tax. If sales tax has already been collected, then proof of the sales tax collection or proof of the previous out of state registration, which was valid for more than 90 days, must be submitted. If your vehicle was purchased “private party”, this will not apply.

- **Proof of Residency** – The IRP requires registrants to provide, to the satisfaction of the jurisdiction, proof of residency. Nevada requires 3 acceptable proofs. Examples of acceptable proof of residency: property lease agreement, gas bill, power bill, phone bill (land line), and copy of property tax return. It is important that the name on these documents match the name that the registrant is going to use to open the account. Also, these items must list the PHYSICAL address, not the mailing address (PO Boxes are not accepted as a form of physical address).
- **Proof of USDOT Number** – All interstate operators of vehicles with a gross vehicle weight in excess of 10,000 lbs. must have a US DOT number and report that number to the Motor Carrier Division. The application to obtain a USDOT number can be found on their website. **(See link on page four)**. The Federal Motor Carrier Safety Administration (FMCSA) is responsible for this application process and contact information can be found on their web page.
- **SMOG Check** – SMOG checks are required in Clark County and Washoe County for all gasoline powered vehicles (new vehicles on their third registration; first and second registrations are exempted) and diesel vehicles that have a gross vehicle weight (GVW) of 14,000 lbs. and lower.
- **Secretary of State Listing** – If registrant is a Corporation or LLC, a copy of the Incorporation papers given to the registrant from the Secretary of the State.
- **Proof of FEIN** – A copy of the letter from the IRS that lists the registrant's FEIN (Federal Employer Identification Number).
- **Proof of Nevada Insurance** – A copy of the insurance card that the registrant keeps inside the vehicle. The insurance card must say Nevada.
- **Weight Slip from CERTIFIED PUBLIC WEIGHMASTER** – This is needed if registrant is registering **Farmer / Rancher**. As a Farmer / Rancher, the registration fees will be based on the **unladen weight** of the unit as opposed to the gross weight. The registrant will need to take the empty truck and heaviest trailer, also empty, to a Certified Public Weighmaster to get weighed. Registrant will want to leave the trailer attached to the truck when it gets weighed. Registrant will then be given a weight slip that must be submitted with all other documents.
- **UCR Registration (Unified Carrier Registration)** – Registrant must partake in the UCR Registration if they wish to run their vehicle Interstate. Nevada is a non-participant, in the sense that, Nevada does not collect the fees for this registration therefor; the registrant must register with a participating state that borders Nevada, such as Utah or California. Failure to obtain UCR Registration can result in large penalties. For more information regarding the Unified Carrier Registration, visit their website. **See link on page four**.
- **Lease Agreements** – If the registrant wishes to lease a vehicle to a company, all of the same documentation as listed above will be required. In addition, the division will need to see a copy of the lease agreement which will state the terms and responsibilities of the Lessee and Lessor. Example: Who will be responsible for the registration, tax returns, etc.? The important thing to remember is that all of the names on all of the documents **MUST** match.

- If registrant chooses to register the vehicle in their own name, the registrant **MUST** reside in the State of Nevada and must have their own FEIN. The lease agreement must address the US DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable).
- If registrant wishes to register the vehicle under the company's name that the registrant is leasing to, they **MUST** have a physical place of business in the State of Nevada and the registrant would need to register using their DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable). If the company the registrant is leasing to **DOES NOT** have a physical place of business in the State of Nevada, and wishes to register the vehicle using their Name, DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable), registrant **MUST** register the vehicle in the state in which the company **HAS** a physical place of business. This is per the rules of the International Registration Plan (IRP).

Glossary

Ad Valorem: A tax charged by some jurisdictions in proportion to the estimated value of the vehicle

Applicant: Person, firm, or corporation in whose name or names an application is filed with a base jurisdiction to apportion a fleet of vehicles, also referenced as a registrant

Apportionable Fee: Any periodic recurring fee required for registering vehicles, such as, but not limited to, registration, license and weight fees

Apportionable Vehicle: Any power unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- Has three or more axles, regardless of weight, or
- Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

Apportioned Registration: Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions

Audit: A physical examination of a registrant's operational records, including source documentation to verify fleet distance and accuracy of a registrant's record keeping system for that fleet. The examination will be of the records maintained for a fleet during the respective preceding year. This does not preclude an audit of multiple fleets for multiple years. The purpose of the audit is to determine the proper total distance traveled and the percentage of distance traveled in each jurisdiction. These percentages equate to the proper registration fees owed by the registrant for a particular fleet or the registration fees owed to the registrant for a particular fleet.

Axle: An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For the purposes of registration under the IRP, an “axle” is any such assembly whether or not it is load-bearing only part of the time. For example, a single-unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called “dummy,” “drag,” “tag,” or “pusher” type axle

Base Jurisdiction The member jurisdiction to which an applicant applies for apportioned registration under the International Registration Plan (IRP)

Base Plate: The plate issued by the Base Jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction.

Bus (BS): A motor vehicle designed to carry more than 10 passengers

Cab Card: A registration card issued by the base jurisdiction for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the registrant, the base jurisdiction of the fleet, the plate number, the registered weight of the vehicle in each apportioned jurisdiction and carried in or on the identified vehicle.

Carrier: Individual, partnership, or corporation engaged in the business of transporting persons or property

Chartered Party: A group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary

Combination of Vehicles: A power unit used in combination with one or more trailers, semi-trailers, and/or auxiliary axles.

Combined Gross Weight: Total empty weight (unladen weight) of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles

Commercial Vehicle: Vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property

Credentials: The registration, plate, cab card, and decals issued to reflect the apportioned registration of a vehicle

Dump Truck (DT): A truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open

Established Place of Business: a physical structure located within the Base Jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for

the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational Records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035 in the IRP Manual). The Base Jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an Established Place of Business within the Base Jurisdiction

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

Federal Heavy Vehicle Use Tax: Tax paid to the US Federal government by all carriers with vehicles having a gross weight of 55,000 lbs./24,947 kg or more

Fleet: One or more vehicles registered for operation in the same jurisdictions

Full Trailer: Any commercial vehicle without motive power, supported by front and rear axles and pulled by a drawbar

Gross Vehicle Weight: The number of pounds derived by adding the weights on all the axles of a commercial vehicle

IRP: International Registration Plan

International Registration Plan: An agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction

Interstate/Interjurisdiction Movement: Vehicle movement between or through two or more jurisdictions

Intrastate/Intrajurisdiction Movement: Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction

Jurisdiction: A country, state, province, territory, possession or federal district of a country

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

- Long term lease - a lease of 30 days and longer
- Short term lease - a lease of less than 30 days which is considered a "Rental" in Nevada

Lessee: Individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement

Lessor: Individual, partnership, or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation

Member Jurisdiction: A jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan

Mobile Home Toter (MT): A motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles

Operational Records: Documents supporting the total distance traveled in each jurisdiction and total miles or kilometers traveled, such as Vehicle Trip Record(s), fuel reports, trip sheets and logs

Owner: Any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle

Owner-Operator: A person, firm or corporation leasing an apportioned motor vehicle with driver to a carrier. The base jurisdiction shall verify that a lease exists between the owner-operator and the carrier

Permanent Trailer: A full or Semi-trailer that is based out of Nevada with registration that is valid until ownership is transferred.

Postmark: Pursuant to NRS 366.370, a postmark is a valid cancellation mark stamped by the United States Postal Service or the postal service of any other country upon an envelope which is properly addressed to the department.

Power Unit: See bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter

Private Carrier: Individual, partnership, or corporation which utilizes its own trucks to transport its own freight

Purchase Price: Actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price

Reciprocity: Reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations, or understandings

Recreational Vehicle/Motor Home: A motor vehicle used for personal pleasure or personal travel, not in connection with any commercial endeavor

Registrant: Person, firm, or corporation in whose name or names an application is filed with a base jurisdiction to apportion a fleet of vehicles, also referenced as applicant

Registration Card: A registration card issued by the base jurisdiction for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the

registrant, the base jurisdiction of the fleet, the plate number, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered and carried in or on the identified vehicle. Also known as a cab card

Registration Year: The twelve month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction

Reporting Period: A period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration or license year for which apportioned registration is requested. In Nevada this period is July 1 through June 30

Restricted Plate: A registration plate that has time (less than a registration year), geographic area, distance, or commodity restrictions (farm, log, or dealer plate)

Road Tractor (RT): A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed

Semi-trailer (ST): Every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle.

Serial Number: Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration

Service Representative: One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Total Fleet Distance: Total distance (including nontaxable distance and distance accrued under a trip permit) operated by a fleet of apportioned vehicles registered in all jurisdictions during the distance reporting period

Tractor (TR): Motor vehicle designed and used to pull other vehicles, NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load

Trip Permit: A temporary permit issued by a jurisdiction in lieu of regular registration

Trip Records: Records maintained on distances traveled for each unit on a monthly/quarterly basis and accumulate totals annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions

Truck (TK): A motor vehicle designed and used for the transportation of property -- generally not designed and used to pull other vehicles

Truck-Tractor (TT): A motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and its load

Unladen Weight (Tare Weight): The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load

Vehicle Identification Number: Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration