

IRP Section  
P.O. Box 327620  
Montgomery, AL 36132-7620

Applications sent by express mail or some other type of overnight service should be sent to:

IRP Section  
Gordon Persons Building  
Room 1239  
50 N. Ripley Street  
Montgomery, AL 36104

### Alabama Motor Carriers Can Now Pay Vehicle and Fuel Registration Fees at ADOR Service Centers

State Revenue Commissioner Tom Surtees announced 4/26/05 that shorter trips may be in store for many Alabama motor carriers who choose to pay their International Registration Plan (IRP) vehicle registration and International Fuel Tax Agreement (IFTA) fuel registration fees in person rather than through the mail.

Once motor carriers receive their billing invoices from the Alabama Department of Revenue, they can pay their IRP license plate fees and IFTA fuel registration fees at the nearest Alabama Department of Revenue Taxpayer Service Center and avoid travel to the department's central office in Montgomery.

"All ADOR Taxpayer Service Centers now have the online capability to access IRP and IFTA records and post carriers' fee payments to the department's computerized payment system. Once the payments are processed, the carriers may be issued temporary 60-day IRP vehicle registrations and temporary 30-day 1FT A decals for their use until their new license plates and decals are mailed to them from the central office in Montgomery," explained Surtees.

The new IRP and IFTA payment procedures in place at the department's Taxpayer Service Centers make it more convenient for carriers wishing to handle their payment transactions in person to transfer license plates from vehicle to vehicle, increase the registered weight of their vehicles, request additional 1FT A decals, or add any new vehicles to a carrier's existing fleet of vehicles. Upon re-

ceiving notification of the billing invoice amount from the department's Motor Carrier Services Office, the carrier is welcomed to pay for this transaction at the nearest Taxpayer Service Center.

The department advises that payments for IRP and IFT A license renewals may also be processed at the service centers; however, temporaries may not be issued for renewal.

Business hours for all ADOR Taxpayer Service Centers are from 8 a.m. until 5 p.m., Monday through Friday. Addresses and telephone numbers are listed below:

Auburn  
3300 Skyway Drive (334) 887-9549

Birmingham  
2024 3rd Ave N (205) 323-6387

Dothan 3  
44 N. Oates St (334) 793-5803

Gadsden  
235 College St (256) 547-0554

Huntsville  
994 Explorer Blvd (256) 922-1082

Mobile  
857 Downtowner Blvd, Suite E (251) 344-4737

Montgomery  
1021 Madison Ave (334) 242-2677

Muscle Shoals  
3005 S. Wilson Dam Hwy (256) 383-4631

Tuscaloosa  
518 19th Ave (205) 759-2571

For more information concerning IRP or IFTA registration requirements, motor carriers should contact the Motor Vehicle Division, Motor Carrier Services Section at (334) 242-2999.

## Lee County Revenue Commissioners Office

# International Registration Plan (IRP) Info Guide



**OLINE W PRICE, ACTA  
LEE COUNTY REVENUE COMMISSIONER  
P.O. BOX 999  
OPELIKA, AL 36803-0999  
215 South 9th Street 36801  
Telephone (334) 737-3655  
Fax (334) 705-5081  
Toll Free (800) 239-4469**



**Smiths Station Satellite Office  
9063 Lee Road 246 Suite 4  
Smiths Station, AL 36877  
Telephone (334) 291-1326  
Fax (334) 448-3774**

## WHAT IS "IRP?"

"IRP" is an abbreviation for the **International Registration Plan**. The International Registration Plan is a commercial vehicle registration agreement that was entered into among the states of the United States (excluding Alaska and Hawaii), the District of Columbia, and various provinces of Canada. This agreement allows one IRP member (the base jurisdiction) to process commercial vehicle registrations and collect fees for other member jurisdictions. Total fees are based on the percentage of miles that are traveled or expected to be traveled by a registrant's fleet (one or more vehicles) in each member jurisdiction. Only one license plate and one registration receipt (cab card) are issued for each vehicle. All jurisdictions for which a vehicle is apportionally registered are listed on the vehicle's cab card.

## WHEN SHOULD A VEHICLE BE APPORTIONALLY REGISTERED?

1. You will need to apportionally register or secure an IRP trip permit for any vehicle that will travel into two or more jurisdictions and is used for the transportation of persons for hire or is designed, used, or maintained primarily for the transportation of property, and:
2. Is a power unit having a gross weight or having a registered gross weight in excess of 26,000 pounds; or
3. Is a power unit having three or more axles regardless of weight; or
4. Is a power unit which is used to pull another unit and the weight of such combination exceeds 26,000 pounds.
5. Other vehicles that need to be apportionally registered include:
6. Full trailers and semi-trailers that will travel into California.
7. Converter gear that will be used in California.
8. Any truck, tractor, or truck-tractor, or combination vehicle in which the registrant plans to haul commercially intrastate in a jurisdiction other than the base jurisdiction.
9. Certain types of vehicles are exempted from securing

apportioned registration or trip permits.

## WHAT IS NECESSARY TO REGISTER WITH IRP FOR THE VERY FIRST TIME?

The registrant must:

1. Have an established place of business located in Alabama or be leased to a carrier that has an established place of business in Alabama;
2. Complete schedules A, B, and E;
3. Provide proof of compliance with Alabama Ad Valorem Tax laws (provided by your county courthouse);
4. Provide proof that Alabama sales or use Tax has been satisfied (satisfied by bill of sale from dealer showing sales tax paid or provided by your county courthouse);
5. Provide a copy of the Title or Title Application;
6. Provide proof of payment (or exemption) of Federal Heavy Vehicle Use Tax if the power unit will be registered at a weight of 55,000 pounds or more (receipt is provided by the IRS);
7. Provide proof of prior registration if the vehicle was registered by the same owner in another jurisdiction;
8. Provide any other documents that are deemed necessary according to Alabama law; and
9. Pay the bill in full to complete the registration.

## WHERE ARE APPLICATIONS AND FORMS AVAILABLE?

Applications and forms are available at:

1. Alabama County Courthouses,
2. Alabama Taxpayer Service Centers, and
3. The Alabama International Registration office. (Applications will be mailed to you upon request.)

Please note: Once your vehicle is apportionally registered, the IRP office will send you a renewal notice and application one month prior to the month you should re-register.

## HOW WILL MY APPORTIONED CAB CARD AND TAG BE SENT TO ME?

After all requirements for registration have been satisfied, including payment for the registration, all tags and cab cards will be shipped through United Parcel Service (UPS) or by U.S. Mail. Other shipping arrangements may be made upon request.

If you apply for registration in person at our office in Montgomery and have met all the registration requirements, you may pick up your tag(s) and cab card(s) as you leave the office.

## HOW AND WHEN DO I RENEW THE IRP REGISTRATION FOR MY VEHICLE?

You should receive an IRP renewal packet in the mail prior your renewal month/grace period. For example, if you have a renewal month of May, you should receive your renewal packet during the first week of April (If you have not received a printout by the middle of the month that precedes your renewal month, contact the IRP office at 334-242-2999). Once you receive your renewal packet, you should review and complete all the required information on the IRP printouts and return them to the IRP office as soon as possible. This will allow the IRP office to process your application more quickly. Once your application is processed, the IRP office will send a bill to your mailing address along with a form which will indicate what additional information is required before your license plate(s) can be shipped. **It is not necessary to obtain your ad valorem tax receipt, federal heavy vehicle use tax receipt or any other necessary document prior to your returning the completed application.** These required documents can be submitted at a later date with your payment for the vehicle(s) registration(s).

## WHERE SHOULD I SEND MY COMPLETED APPLICATION?

All applications returned through the U.S. Mail should be sent to:

Alabama Department of Revenue  
Motor Vehicle Division