



INTERNATIONAL REGISTRATION PLAN (IRP) REQUIREMENTS

TO BE COMPLETED BY EACH NEW IRP REGISTRANT

CCD ACCOUNT NUMBER	REGISTRANT/LEGAL NAME	DOING BUSINESS AS
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To be eligible for vehicle registration under the International Registration Plan (IRP), the registrant must comply with all requirements of the Plan, including those listed below. The Plan may be viewed at <https://www.irponline.org/default.aspx>.

1. Base Jurisdiction – Select the requirement that qualifies the Registrant to base the Fleet in Oregon.

- Established Place of Business** – The Registrant maintains a physical structure in Oregon, owned, leased or rented by the Registrant, open for business and staffed during regular business hours by one or more persons employed by the Registrant for the purpose of the Registrant’s trucking-related business. The business must be listed with the Oregon Secretary of State, reflecting the physical location, and cannot be that of a licensing agent or reporting service.
- Residency** – The Registrant does not have an established place of business in another jurisdiction and is a resident of Oregon.
 - Complete [Schedule R- Oregon Proof of Residency](#)

2. Distance Reporting Requirements

- The distance Reporting Period is the previous July 1 through the most recently occurring June 30 calendar year. No other time frame may be used.
- Actual distance must be declared for the vehicle(s) registered in the Fleet during the Reporting Period, even if the vehicle only operated for a portion of the Reporting Period or is not being renewed.
- Actual distance operated during the Reporting Period must be declared if a vehicle was registered IRP under any account, in any IRP jurisdiction, while under the current ownership, including vehicles leased to a motor carrier as an owner/operator and vehicles changing base jurisdiction.
- Each vehicle in the Fleet must accrue actual distance in two or more IRP jurisdictions during the Reporting Period. One or more of the vehicles in the Fleet must accrue actual distance in Oregon each Reporting Period.

3. Recordkeeping

Distance records are subject to audit, they must be retained for the current Registration Year and three prior years, and provided upon request. The source documents must contain sufficient detail: date of trip (starting and ending); trip origin and destination; route of travel; beginning and ending odometer or hubodometer reading; total distance per vehicle, per jurisdiction; power unit number or vehicle identification number (VIN); fleet number; registrant name; trailer number; and driver’s signature and/or name.

SIGNATURE		TITLE		
PRINT NAME	DATE	ODOT USE ONLY	DATE COMPLETED	REVIEWED BY