



IRP RENEWAL PACKET

This is your renewal instruction packet for the upcoming IRP registration year. **Please read all instructions completely and carefully before you return your application. We cannot process IRP renewals on a walk-in basis.**

To process your renewal online, visit www.oscar.ny.gov

Note: Follow-up documentation must be submitted to complete the online renewal process.

The following deadlines have been established to ensure that your account will be processed by the expiration date of your current credentials.

APPLICATION DEADLINE

- ◆ To avoid a lapse in registration, all renewal applications and **REQUIRED PROOF OF CURRENT OVERWEIGHT PERMITS** must be received in our office at least 45 days before the expiration date of your current registrations.

PAYMENT DEADLINE

- ◆ Payments and all other required documentation must be received in our office at least 20 days before the expiration date of your current registrations.

MAIL SERVICE

A. Express Mail:

To mail items to IRB by express mail (Federal Express, Post Office Express, UPS Next Day Air, etc.), you must use the following address:

Department of Motor Vehicles
International Registration Bureau
6 Empire State Plaza
Swan Street Building Room 136
Albany NY 12228

If you would like your registration credentials returned to you by an overnight delivery service, you must provide a completed prepaid mailing air bill and/or prepaid envelope to IRB. Incomplete air bills and/or insufficient postage-paid envelopes will be returned to you with your credentials by routine mail. Please keep a record of your tracking number in the event your mail has to be traced.

B. First-Class Mail:

For regular first-class delivery service to IRB, you must use our Post Office box address:

International Registration Bureau
PO Box 2850 ESP
Albany NY 12220-0850

IRB OFFICE LOCATION

- ◆ Carriers who want to drop off their renewal application in person may do so between the hours of 8:00 a.m. and 3:30 p.m. (Monday - Friday) at our office:

International Registration Bureau
Department of Motor Vehicles
6 Empire State Plaza, Swan St. Bldg.
Room 136 (Core 3, First Floor)
Albany New York 12228

Renewal applications WILL NOT be processed while you wait. All renewal applications are assigned and processed in **ORDER OF DATE RECEIVED**. Your renewal invoice will be mailed to you.

RENEWAL FEES

- ◆ All renewals will be invoiced for a full renewal period, regardless of when you send your renewal application or pay your renewal invoice. If a vehicle is not going to be used for a period of time after the registration expires, the license plates and original cab card **MUST** be turned in to our office **immediately** after the expiration date. If the plates are not turned in, you must pay the full renewal fee for the vehicle(s) if you renew at a later date.

CHANGES TO YOUR ACCOUNT AFTER YOUR RENEWAL INVOICE IS ISSUED

- ◆ Notify the IRP office of any changes before you pay your invoice.

SCHEDULE A & C FORMS

- ◆ A separate Schedule A & C (form IRP-6) must be completed only if you make one of the following changes with your renewal application:
 - ◆ Add a vehicle that does not appear on your renewal printout.
 - ◆ Transfer plates to a new vehicle.

CHANGING THE NAME ON AN ACCOUNT AT RENEWAL TIME

If your business has changed in one of the following ways during the registration year:

- ◆ From a sole proprietorship to a corporation
- ◆ From a corporation to a sole proprietorship
- ◆ From a sole proprietorship to a different sole proprietorship

and you want to change the name on your account, you are required to open a new account.

You must mail the following items ***with*** your current renewal application:

- ◆ A completed Schedule A & C (form IRP-6) that has the new account information.
- ◆ A completed Schedule B (form IRP-5) that provides the actual DISTANCE the vehicles have traveled during the previous reporting period.
- ◆ A scannable bar-coded NYS Insurance Identification Card in the new name.
- ◆ Proof of established place of business in the new name.
- ◆ Proof of incorporation, if applicable.
- ◆ Proof of identity for the registrant or person who signs the application forms.
- ◆ Proof of ownership of the vehicles and authorization to register if required.
- ◆ Proof of payment of Federal Heavy Vehicle Use Tax (IRS Form 2290).
- ◆ An overweight permit if required.

We will enter the new account information and mail an invoice to you. The effective date of the new account can be the beginning of the new registration period so that you can continue to use your current registered vehicles to the end of the registration period.

Once the new account is paid and you have the new cab cards and license plates, you must turn in the old license plates to us within 30 days. Failure to do so may result in your new account being suspended.

We ***will not*** process these types of transactions on a walk-in basis. Carriers may mail or drop off their application. The application will be processed in the order of date received and an invoice will be mailed to you.

RENEWAL APPLICATION INSTRUCTIONS

REGISTRANT INFORMATION

Verify all registrant/carrier information on the top portion of the renewal application. Make any necessary changes or corrections neatly on the renewal application (including contact person, address, fax, email address, and telephone numbers).

PRISM

New York is a member of the Performance Registration Information Systems and Management (PRISM) program. PRISM is a federal/state partnership that identifies motor carriers with deficient safety records, and ties a motor carrier's safety fitness to the ability to register trucks. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process.

As a result, IRB requires additional information for the registrant/carrier. In the registrant information section of your renewal application, you must provide the Taxpayer Identification Number (FEIN or SSN); you must also provide the USDOT number of the registrant in this section. If the registrant does not have a USDOT number, you must enter "Registrant Only" in this section.

Additional information is also required for each vehicle. In the vehicle information section, the Safety USDOT number must be entered. This USDOT number must be for the carrier responsible for the safety of the vehicle's operation. If the carrier responsible for safe operation of the vehicle will change during the registration year, check yes or no in the box "Will vehicle safety responsibility change during the year?" The name of the person responsible for the safety of the vehicle must be provided along with his/her Taxpayer Identification Number (FEIN or SSN).

If this information is not complete, your renewal application will not be processed.

In order to obtain a USDOT number or update form MCS-150 on the FMCSA web site, go to:
www.fmcsa.dot.gov/registration/form-mcs-150-and-instructions-motor-carrier-identification-report

NOTE: PRISM REQUIREMENT - MOTOR CARRIER RESPONSIBLE FOR SAFETY (MCRS)

All account holders (carriers) must notify the IRB office within 10 calendar days if the Motor Carrier Responsible for Safety (MCRS) changes. To apply for the change submit a completed Schedule A & C (form IRP-6). In Part 1 of the form select the box "SAFETY USDOT # CHANGE." In Part 4, provide the vehicle information and the new motor carrier responsible for safety information.

WEIGHT INFORMATION

If your vehicle has a different weight for a jurisdiction(s), that jurisdiction along with the vehicle's weight will appear above the vehicle information.

If you need to change the weight for a jurisdiction, complete the Weight Information in Part 3 of Schedule A & C (form IRP-6), and write "See Attached Schedule" in this section. Please verify that this information is correct.

****IMPORTANT REMINDER****

We are mandated by the NYS Department of Transportation (DOT) to get a copy of the overweight permit(s) from all IRP carriers that register vehicles at excess weights in New York.

- ◆ Excess weights are as follows:
 - ◆ a tractor that exceeds 80,000 lbs. combined gross weight (CGW)
 - ◆ trucks that exceed their maximum gross weight or bridge formula

The only acceptable permits to register at excess weights are as follows:

- ◆ **TRACTORS** (excess weight is anything over 80,000 lbs. CGW)
 - ◆ a current Special Hauling, Divisible Load or Non-Divisible Load Permit
 - ◆ a current Certification to Increase Registered Weight for Overweight Permit(s) (Perm 65). This permit is acceptable only if it was not previously presented to IRB for the vehicle in question, **OR** if you submit it with an expired overweight permit.

- ◆ **TRUCKS**

An overweight permit is required when:

- ◆ the weight of the vehicle is increased to exceed its bridge formula,
- OR**
- ◆ a vehicle is to be renewed at a weight that exceeds its bridge formula.

The weight listed under the first column of the overweight permit chart (next page) is the maximum gross weight at which you may register the vehicle **without** an overweight permit. If you want to **exceed** this weight, you must provide one of the following permits with your renewal application:

- ◆ a current Special Hauling, Divisible Load or Non-Divisible Load Permit
- ◆ a current Certification to Increase Registered Weight for Overweight Permit(s) (Perm 65). This permit is acceptable only if it was not previously presented to IRB for the vehicle in question, **OR** if you submit it with an expired overweight permit.

If you have questions about overweight permits, or if you would like additional information, visit the NYS DOT web site at <https://www.dot.ny.gov>, or contact DOT at:

NYS Department of Transportation
Oversize/Overweight
50 Wolf Rd., 1st Floor
Albany NY 12232-0455
Telephone: (518) 485-2999 or (888) 783-1685

*****PLEASE NOTE THE FOLLOWING*****

To comply with New York State Department of Transportation and/or US Department of Transportation mandates, we will not register a vehicle at a higher weight than is listed on a valid overweight permit.

If your vehicle exceeds the bridge formula, or if a valid overweight permit is not provided with your renewal application, we will decrease the New York weight of the vehicle to the maximum weight allowed. We will not call you before making these changes.

OVERWEIGHT PERMIT CHART

	MAX WT. WITHOUT PERMIT	MAX WT. WITH PERMIT
TRACTOR	80,000	N/A
TRUCK (2 AXLES)	44,800	N/A
TRUCK WHEELBASE (3 OR MORE AXLES)		
15	49,000	73,280
16	50,000	84,000
17	51,000	84,000
18	52,000	84,000
19	53,000	84,000
20	54,000	84,000
21	55,000	84,000
22	56,000	84,000
23	57,000	84,000
24	58,000	84,000
25	59,000	84,000
26	60,000	84,000
27	61,000	84,000
28	62,000	84,000
29	63,000	84,000
30	64,000	84,000*
31	65,000	84,000*

*The maximum weight with permit for a vehicle with 5 or more axles and a wheelbase of at least 30 feet is 93,000 lbs.

NOTE: Wheelbase is measured from the center of the front-most axle to the center of the rear-most axle. Wheelbase distance is rounded to the nearest foot. Six inches or more is rounded up; less than six inches is rounded down.

VEHICLE INFORMATION

- ◆ To renew a vehicle exactly as it is listed on the printout, do not make any changes.
- ◆ To add a vehicle not listed on the printout, you must complete a separate Schedule A & C (form IRP-6). You must provide proof of ownership, proof of insurance, and proof of taxes paid (if applicable). If these documents are not submitted, we will not be able to add the vehicle to your account.
- ◆ To replace plates from one vehicle, write "replace plates" next to the plate number area.
- ◆ To delete a vehicle, cross off the vehicle information but leave the vehicle information visible. For deleted vehicles, you must return the IRP plates to our office **immediately** following the expiration date of your registration.
- ◆ To change the maximum gross weight of the vehicle in NY, cross out the weight of the vehicle on the renewal application and write in the new weight. If you change the maximum gross weight of the vehicle in jurisdictions besides NY, you must complete a Schedule A & C (form IRP-6) and provide the new weight of the vehicle for those jurisdictions.
- ◆ To change the insurance company code shown on your printout, cross out the current or incorrect 3-digit insurance company code and enter the new or correct 3-digit insurance company code. You must provide a **scannable, bar-coded NYS Insurance Identification Card** with this change request.
- ◆ If the word "Pending" appears in the "Title Doc Jur" field on your application, please do one of the following:
 - ◆ If the owner of the vehicle and the name on the IRP account are exactly the same person, company, etc., change the word "Pending" to "**Same**".
 - ◆ If the owner of the vehicle and the name on the IRP account are different, change the word "Pending" to the **document number on the NYS certificate of title for the vehicle**, located in the upper right corner of the title document. You must provide a copy of this title certificate with your renewal application.
 - ◆ If the Safety Carrier USDOT number and the Taxpayer Identification number (TIN) are incorrect or need to be updated, cross out the incorrect information and enter the correct information on the renewal application.
- ◆ To change any other vehicle information, you must complete a separate Schedule A & C (form IRP-6). Identify the change to be made on the line marked OTHER in Part 1, and provide any required documents that are needed to make the necessary changes.

Make sure all entries are accurate and printed legibly in ink, because this is the information that will appear on your new cab card. If you make changes that require you to complete a separate Schedule A & C (form IRP-6), write "**See attached Schedule A & C**" on the renewal application.

DISTANCE INFORMATION - SCHEDULE B (FORM IRP-5)

- ◆ **ACTUAL DISTANCE** - All actual distance that was accrued for the apportioned fleet from July 1 through June 30 of the previous reporting year, **as printed on your renewal, must** be reported. This information must be entered in the "Actual Distance" column to the right of the jurisdiction being reported. If you have not accrued actual distance during the reporting period indicated on the mileage sheet of your renewal application, check the box at the top to indicate there is no actual distance accrued. The Average Per Vehicle Distance Chart will be used for fee calculation.

Actual Distance cannot be used in conjunction with the Average Per Vehicle Distance Chart.

SIGNATURE

We cannot process your renewal application without an original signature. The renewal application must be signed by one of the following individuals:

- ◆ registrant
 - ◆ officer of the corporation or company
 - ◆ Power of Attorney (form IRP-1POA, original required)
 - ◆ one member of a partnership or an LLC
1. An appropriate signature from an officer of a company is the signature of a CEO, President, Vice-President, Secretary, Treasurer or Comptroller. The title of the person who signs the application for a corporation must appear under his or her signature.
 2. If any person signs the forms on behalf of a corporation (not an officer), registrant or partnership, that person **must send an original notarized** Power of Attorney. The Power of Attorney must contain the name of the grantee and the name and notarized signature of the grantor. Additionally, it must contain the title of the grantor (who must be an officer of the company - see #1 above).

Photocopies and/or fax copies of the Power of Attorney **are not** acceptable. If you currently have a Power of Attorney on file, a new one **must** be provided for the new registration year.

Registrations will not be issued unless proper signatures are provided. Renewal forms without signatures, or with incorrect signatures, will be returned.

PROOF OF IDENTITY

When you renew your account, we require proof of your identity.

- ◆ For individuals, we require a New York State driver license.
- ◆ For partners, we require a New York State driver license.
- ◆ If Power of Attorney is granted either by an individual, partnership or corporation, we require a NYS driver license or 6 points of identification for the person being granted Power of Attorney, as specified on form ID-82.
- ◆ For corporations, if an officer of the corporation signs the application, we require a copy of the officer's NYS driver license, NYS non-driver identification card or 6 points of identification, as specified on form ID-82.
- ◆ If a person other than the registrant physically brings the application to our office, that person must show his or her NYS driver license, permit or non-driver identification card, and provide a photocopy of the individual's, partner's or signor's photo driver license, permit or non-driver identification card.

Form ID-82 Proofs of Identity is available at dmv.ny.gov under the Forms section.

NYS INSURANCE IDENTIFICATION CARDS

- ◆ **Do not** send a current NYS Insurance ID card (form FS-20) **unless** you have changed insurance companies, currently have a 999 insurance company code or you amend the name of the registrant.
- ◆ Only scannable, bar-coded NYS Insurance ID cards are acceptable.
- ◆ All NYS Insurance ID cards must be in the **same name as the registrant**.
- ◆ All NYS Insurance ID cards must be current, have an effective date and expiration date, contain a complete and accurate vehicle description (include the vehicle identification number), and have a 3-digit Insurance ID code on the card.
- ◆ Under **NO** circumstances can a NYS Insurance ID card be altered.

Before sending us a NYS Insurance ID card, please check it for the above information. If information is incorrect, contact your insurance company or agent for a corrected Insurance ID card to return with your renewal application.

POWER OF ATTORNEY (FORM IRP-1POA)

If you provide a Power of Attorney with your application, remember that the Power of Attorney must be an **original notarized** document. Photocopies or fax copies of a Power of Attorney are **NOT ACCEPTABLE**. The Power of Attorney must state that the person named as attorney can register vehicles owned by the party granting the Power of Attorney. The Power of Attorney must contain all of the following information:

- ◆ date
- ◆ the name and address of the person designated to act as the Power of Attorney (must use the initials "PA" after his or her signature).
- ◆ the name (individual, corporation or partnership), address and signature (and title if signing for a corporation) of the person granting the Power of Attorney. An officer of a corporation must be the person who grants the Power of Attorney on the corporation's behalf. The only acceptable officers are CEO, President, Vice-President, Secretary, Treasurer or Comptroller.

HEAVY VEHICLE USE TAX (HVUT) - FEDERAL TAX FILED ON IRS FORM 2290

Renewal applications for vehicles with a combined or gross weight of 55,000 lbs. or more must be **accompanied by proof of payment, or by proof of exemption from the HVUT**. An altered IRS Form 2290 is not acceptable.

- ◆ For renewals that expire in August and September, you must provide an IRS Form 2290 for the previous reporting period.
- ◆ For renewals that expire from October - June, you must provide an IRS Form 2290 for the period of July 1 - June 30 of the current reporting period.

Acceptable proof is one of the following documents:

- ◆ A receipted photocopy (stamped by IRS) of IRS Form 2290, Schedule 1 (see Sample C below), that lists vehicle identification numbers and the category in which the tax was paid.
- ◆ An unreceipted photocopy of IRS Form 2290, Schedule 1, **with** a photocopy of the front and back of the canceled check that was used to pay the tax. If you send an unreceipted copy of IRS Form 2290, you must send all three documents.

If you have any questions about IRS Form 2290, or if you would like additional information, please contact the Internal Revenue Service: From the U.S. call 866-699-4096 (toll free), from Canada or Mexico call 859-669-5733 (not toll free), OR visit www.irs.gov/trucker.

SAMPLE C

<p>SCHEDULE 1 (Form 2290) <small>(Rev. July 2017)</small> Department of the Treasury Internal Revenue Service</p>	<p>Schedule of Heavy Highway Vehicles For the period July 1, 2017, through June 30, 2018</p> <p>▶ Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.</p>	<p>OMB No. 1545-0143</p>
<p>Name</p>	<p>Employer identification number</p> <p style="text-align: center;">□□-□□□□□□</p>	
<p>Type or Print</p>	<p>Address (number, street, and room or suite no.)</p> <p>City or town, state or province, country, and ZIP or foreign postal code</p>	
Part I Vehicles You Are Reporting (enter VIN and category)		
1	□□□□□□□□□□□□□□□□	Category A through W (category W for suspended vehicles)
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	
6	□□□□□□□□□□□□□□□□	
7	□□□□□□□□□□□□□□□□	
8	□□□□□□□□□□□□□□□□	
9	□□□□□□□□□□□□□□□□	
10	□□□□□□□□□□□□□□□□	
11	□□□□□□□□□□□□□□□□	
12	□□□□□□□□□□□□□□□□	
13	□□□□□□□□□□□□□□□□	
14	□□□□□□□□□□□□□□□□	
15	□□□□□□□□□□□□□□□□	
16	□□□□□□□□□□□□□□□□	
17	□□□□□□□□□□□□□□□□	
18	□□□□□□□□□□□□□□□□	
19	□□□□□□□□□□□□□□□□	
20	□□□□□□□□□□□□□□□□	
21	□□□□□□□□□□□□□□□□	
22	□□□□□□□□□□□□□□□□	
23	□□□□□□□□□□□□□□□□	
24	□□□□□□□□□□□□□□□□	
Part II Summary of Reported Vehicles		
a	Total number of reported vehicles	a
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)	b
c	Total number of taxable vehicles. Subtract line b from line a	c
<p><small>For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2017)</small></p>		

SAMPLE

REQUIRED PROOFS

ESTABLISHED PLACE OF RESIDENCY/BUSINESS

(required for new accounts or existing accounts with a change of address)

INDIVIDUAL	BUSINESS
You must submit 3 proofs from the list below	
<p><i>NYS Driver License</i> If a NYS resident wants to register a vehicle with the NYS IRP in his or her name, the NYS resident must have a NYS driver license.</p>	<p><i>NYS Department of State Filing Receipt</i> If a company wants to register in a company or corporation name, the company must have a NYS Department of State Filing Receipt.</p>
<p>If you want to register a vehicle with NYS IRP in a “Doing Business As” (DBA) name, you must submit copies of the DBA papers that were filed with the County Clerk’s office for an individual DBA or filed with the NYS Department of State for a corporate DBA. In addition, review the list below and submit 2 proofs that show the name and address of the registrant.</p>	
Recent real estate or personal property tax bill or receipt from NYS in the registrant’s name and address.	Recent real estate or commercial property tax bill or receipt from NYS in the company’s name and address.
A recent utility bill in the registrant’s name with the NYS address. (You can submit only one utility bill.)	A recent utility bill in the company name with the NYS address. (You can submit only one utility bill.)
A current credit card statement showing activity within the last 90 days in the registrant’s name with the NYS address.	A current credit card statement showing activity within the last 90 days in the company name with the NYS address.
A current bank statement showing recent activity within the last 90 days in the registrant’s name with the NYS address.	A current bank statement showing recent activity within the last 90 days in the company name with the NYS address.
Property deed in the registrant’s name with the NYS address.	Property deed in the company name with the NYS address.
A recent mortgage document in the registrant’s name with the NYS address.	A recent mortgage document in the company name with the NYS address.
A recent homeowner insurance document in the registrant’s name with the NYS address.	A recent commercial property insurance document in the company name with the NYS address.
Certificate of Residency from your local municipality that shows the registrant’s name with the NYS address.	A NYS Certificate of Title in the company name with the NYS address.
A NYS Certificate of Title in the registrant’s name and address.	
<p>Please Note: A Post Office box number is not acceptable proof of established place of residence/business in New York. The proof you provide must show the street address where the residence/business is located.</p>	



Department of Motor Vehicles

POWER OF ATTORNEY AUTHORIZATION FOR INTERNATIONAL REGISTRATION PLAN BUSINESS

INTERNATION REGISTRATION BUREAU
PO Box 2850
Empire State Plaza
Albany NY 12220-0850

INSTRUCTIONS:

- 1. Please provide all information and required documents, and check the applicable boxes.
2. This Power of Attorney (POA) form must be notarized and forwarded to IRB.
3. This POA must be signed by the PRINCIPAL (the person granting this POA - i.e., owner of a sole proprietorship, or general partner in a Partnership or Limited Liability Partnership, or a duly authorized corporate officer of a corporation, or a managing member of a Limited Liability Company (LLC)), AND must be signed by the AGENT (the person being given Power of Attorney).
4. If the Agent is a business organization, attach a separate notarized letter on company letterhead, signed by an authorized representative of the business, which indicates the name(s) of the individual(s) who is/are authorized to sign this POA on behalf of the business.
5. The motor carrier's business location address is required.
6. A new POA must be submitted to IRB annually as part of the IRB renewal process, and to indicate any changes in the information provided herewith.

This Power of Attorney can be revoked by the Principal at any time, upon written notification to IRB. If you are revoking a prior Power of Attorney by executing this Power of Attorney, or if you subsequently revoke this Power of Attorney, you should provide written notice of the revocation to your prior agent(s) and you must provide written notification to the IRB.

The undersigned PRINCIPAL hereby appoints the AGENT designated below, to act as an authorized IRP representative of the PRINCIPAL for the purpose of providing and receiving International Registration Plan (IRP) information, and for performing all acts the PRINCIPAL can perform as a New York State IRP registrant with respect to the IRP.

PRINCIPAL (IRB Account Holder):
Principal (Print name of motor carrier)
IRP Account Number
BY, (If Principal is a business organization, print name of person authorized to sign this POA on behalf of the organization) (Print Name Here)
Signature of Principal or person authorized to sign this POA on behalf of the business
X
Principal's Business Address
City State Zip Code
Title (check box) [] OWNER [] CORPORATE OFFICER [] PARTNER of PARTNERSHIP [] MANAGING MEMBER
Date (mm/dd/yyyy) Telephone Number Email Address
Corporate Seal:

AGENT (IRP Representative):
Agent (Print name)
Signature of Representative
X
Representative's Street Address
City State Zip Code
Title of Appointed Representative
Date (mm/dd/yyyy) Telephone Number Email Address

SAMPLE

STATE OF _____ }
} SS.:
COUNTY OF _____ }

On the _____ day of _____, in the year of 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, _____ (Title)

(Print name of PRINCIPAL or person authorized to sign this POA of behalf of the business)
personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY SEAL:

X _____
Notary Public

IRP-1POA (3/17)

IMPORTANT REMINDERS ABOUT THE RENEWAL PROCESS

- ◆ All renewal applications and necessary proofs must be received 45 days before the expiration date of your current registrations to ensure that your account will be processed before your current registrations expire.
- ◆ All renewal payments must be received in our office at least 20 days before the expiration date of your current registrations. Payments will not be processed until all required documents are received. All payments by mail must be made by certified check, money order, or bank drafts drawn on a US bank. Payments by credit card are accepted by phone or in person. Cash is accepted in person only.
- ◆ All PRISM information must be completed for the carrier/registrant and vehicle information. See page 4 for detailed information.
- ◆ Overweight permits and insurance cards must be provided with your renewal application, not with your payment. All other necessary proofs of taxes paid and ID **should** be provided with your renewal application to avoid processing delays, **but** will be accepted with payment.
- ◆ Schedule A & C (form IRP-6) must be completed only if you add a vehicle to your account or change certain vehicle/account information.
- ◆ If you delete a vehicle from your account, the license plates **must be** turned in to the IRB office immediately after the expiration date of your current registration.
- ◆ If you want to renew your vehicle at a time later than the current expiration date, you must provide a completed Schedule A & C (form IRP-6) with the license plates to the IRB office to remove the vehicle from your account. If this is not done and the vehicle is registered at a later time, you must pay the entire renewal fee for the vehicle, regardless of when the renewal transaction is processed.
- ◆ If your account name or address has changed, proof of established place of business must be submitted as described in Required Proofs on page 11.
- ◆ Photocopies or faxed copies of Powers of Attorney are **NOT ACCEPTABLE** under any circumstances.
- ◆ Proof of identity must be submitted as described on page 9.
- ◆ All actual distance must be reported on the mileage sheet of the renewal application.
- ◆ All renewal application forms must have the appropriate **original** signature.