

## International Registration Plan Applicant Requirements

\*\*\*\*\* **All documents will need to reflect the same name and tax ID number**

- \_\_\_\_\_ Three proofs of Delaware residency in the envelopes in the name of the applicant (state or federal income tax, property taxes, utility bills, legal property lease agreement, mortgage settlement documents)
- \_\_\_\_\_ Proof of Ownership ( Delaware title in your name or business name, Certificate of Origin or an Out of state title)
- \_\_\_\_\_ Dealer Bill of Sale to determine Delaware Documentation Fee 3.75% of purchase price / Private sales will be based on NADA book value or an appraisal from a certified dealer
- \_\_\_\_\_ Active Federal DOT number marked for INTERstate
- \_\_\_\_\_ SS-4 from the Internal Revenue Service to verify EIN and business name
- \_\_\_\_\_ Delaware corporation in good standing
- \_\_\_\_\_ Current Delaware Business License
- \_\_\_\_\_ Delaware Drivers License (only required if application is in personal name)
- \_\_\_\_\_ If you were previously registered in another jurisdiction you are required to provide previous actual miles; register for 12 months and provide current registration card.  
Odometer reading from June 30th \_\_\_\_\_  
(if you have not been registered in any jurisdiction in the last 18 months; you are considered a NEW applicant)
- \_\_\_\_\_ Original Insurance Card: DE address; DE issued policy; Expiration date <12 mos; NAIC; complete and accurate VIN; Name matches title
- \_\_\_\_\_ Lease Agreement (If insurance, DOT, or IFTA issued by leasing company); Signed by all parties
- \_\_\_\_\_ Delaware Division of Motor Vehicles Safety Inspection
- \_\_\_\_\_ HVUT ONLY if the vehicle title is already in the applicants name  
Paid stamped copy of Form 2990 if vehicle is registered 55,000 lbs or greater  
(The IRS requires you to pay Form 2290 the last day of the following month in which you receive registration)  
Current Year; VIN matches reg; Correct WGT category paid; Paid Stamp
- \_\_\_\_\_ Proof of Manufactures Vehicle Gross Weight Rating (DMV inspection report, photo of MGVWR plate from vehicle, DMV staff verification, Certificate of Orgin)
- \_\_\_\_\_ Unified Carrier Registration paid for current year (UCR)
- \_\_\_\_\_ All IRP and IFTA applications completed

### Useful Websites:

<http://www.deldot.gov/mfta/irp.shtml>

<http://www.deldot.gov/mfta/ifta.shtml>

<http://www.ucr.in.gov>

<http://www.irponline.org>

If you have any questions please contact our office at 302-744-2701 select option #2