



Motor Vehicle Division

96-0255 R04/23 azdot.gov

Mail Drop 527M
Motor Carrier Services
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NEW CARRIER CHECKLIST

The following are the forms and documentation required to apply for an International Registration Plan (IRP) and/or International Fuel Tax Agreement (IFTA) accounts. Missing items will prevent us from being able to process your application. (All forms are available on the Motor Vehicle Division website at azdot.gov.)

- ☐ Arizona IRP/IFTA Application (form [# 70-0508](#)); completed and signed. Physical address of the business must be in Arizona.
- ☐ FRP Apportioned Registration Application (form [# 70-0502](#)). When determining mileage, you must provide actual historical miles with respect to prior operations in other jurisdictions.
 - ☐ If reporting actual miles, complete Schedule B on the Apportioned Registration Application.
- ☐ Proof of ownership containing the vehicle identification number (VIN) for each vehicle.
- ☐ A current copy of IRS Form 2290, Heavy Highway Vehicle Use Tax Return, for each power unit with GVW of 55,000 pounds or greater (Internet confirmation records from the IRS are also acceptable.)
- ☐ USDOT required if you have a vehicle that:
 - Is used to transport the types and quantities of hazardous materials requiring a safety permit in intrastate commerce (see 49 CFR 385.403)OR
 - Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
 - Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - Is designed or used to transport more than 15 passenger (including the driver) and is not used to transport passengers for compensation;AND is involved in Interstate commerce:
Trade, traffic, or transportation to the United States.
 - Between a place in a State and a place outside of a such State (including a place outside of the United States);
 - Between two places in a State through another State or a place outside of the United States; or
 - Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State of the United States.You are required by FMCSA to obtain a USDOT Number and comply with the Federal Regulations.
- ☐ Record Keeping Agreement (form [# 96-0537](#)) signed by the licensee or an authorized officer of the business. No power of attorney or agent's signature will be accepted on this form.
- ☐ IRP Lease Agreement (form [# 70-0904](#)) is required if the owner of the vehicle is someone other than the owner of the IRP account.
- ☐ Power of Attorney - Motor Carrier and Tax Services (form [# 96-0441](#)) is required if someone is signing the application on the applicant's behalf.
- ☐ Proof of Established Place of Business or Established Place of Residence (must be current to date, cannot be expired, must be in the name of the carrier's Business Name or in the name of the carrier's owner name, must identify the business address). At least one of the following for Proof of Established Place of Business and three of the following for Established Proof of Residence:

Primary List

- Real-estate ownership document
- Real-estate lease agreement (cannot be a short term lease, must include dates for the length of the registration)
- Rent or mortgage payment receipt
- Current Utility bill
- Current Arizona driver license (if applicant is an individual)
- Paid personal income taxes to Arizona
- Paid real estate or personal property taxes to Arizona
- Copy of the Filed Federal Income Tax return
- Other factors with clear evidence of the Applicant's legal Business or Residence address

Secondary List (supports items in primary list, will require review and approval)

- Article of Incorporation in an Active Status, principal owner listed is a resident of AZ
- A vehicle title in AZ in the Business Name or principal owner name with residence address
- ☐ A bond will be required if you are an IFTA applicant and any of the following apply to you:
 - Not based in a jurisdiction that is a member of IFTA
 - Do not have a good standing status from another member jurisdiction as a result of a previous license
 - Do not have a verifiable history as a motor carrier in Arizona or any other member jurisdiction