

Arizona APPORTIONED REGISTRATION MANUAL



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Introduction

This manual explains how to obtain registration for interstate trucks, tractors and other commercial vehicles based in Arizona under the International Registration Plan (IRP). The basic information needed to submit an application is provided; however, the contents will not cover every unique situation or answer all questions that may arise. Questions can be directed to the Motor Carrier Licensing office.

To speed up the registration process, please carefully read and follow the written instructions. Same day service will not always be available for all applications.

Arizona Registration (IRP) Offices

Motor Carrier Licensing Office*

Phoenix Office

Telephone/Email		Hours	
Telephone	602-712-6775	Mon – Fri	* In addition to the Motor Vehicle Division office listed, some third parties are authorized to issue IRP credentials.
Email	mvdmcsl@azdot.gov	8:00 am – 5:00 pm	

Applications and supporting documents may be submitted via email at mvdmcsl@azdot.gov or by mail at:

MAIL DROP 527M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

Note: Supporting documents that include a Certificate of Title **must** be mailed.

1.0 What is IRP?

The International Registration Plan (IRP), commonly referred to as “Apportion”, is an agreement for registering vehicles that travel in two or more member jurisdictions. The IRP provides for payment of licensing fees based on distance traveled. The unique feature of the IRP is that although license fees are charged by the various jurisdictions in which fleet vehicles are operated, only one payment is made to the carrier’s base state, and one license plate and one cab card is issued for each fleet vehicle.

IRP Member Jurisdictions

– Includes all 48 contiguous states, the District of Columbia and 10 Canadian provinces

Alabama	AL	Maine	ME	Ohio	OH	Canada:	
Arizona	AZ	Maryland	MD	Oklahoma	OK	Alberta	AB
Arkansas	AR	Massachusetts	MA	Oregon	OR	British Columbia	BC
California	CA	Michigan	MI	Pennsylvania	PA	Manitoba	MB
Colorado	CO	Minnesota	MN	Rhode Island	RI	New Brunswick	NB
Connecticut	CT	Mississippi	MS	South Carolina	SC	Newfoundland	NL
Dist. of Columbia	DC	Missouri	MO	South Dakota	SD	Nova Scotia	NS
Delaware	DE	Montana	MT	Tennessee	TN	Ontario	ON
Florida	FL	Nebraska	NE	Texas	TX	Prince Edward Is.	PE
Georgia	GA	Nevada	NV	Utah	UT	Quebec	QC
Iowa	IA	New Hampshire	NH	Vermont	VT	Saskatchewan	SK
Idaho	ID	New Jersey	NJ	Virginia	VA		
Illinois	IL	New Mexico	NM	Washington	WA		
Indiana	IN	New York	NY	West Virginia	WV		
Kansas	KS	North Carolina	NC	Wisconsin	WI		
Kentucky	KY	North Dakota	ND	Wyoming	WY		
Louisiana	LA						

2.0 How IRP Works

Under IRP, interstate carriers must file an application with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. Arizona intrastate carriers must meet the requirements for operating in Arizona only. Registration fees are calculated according to each jurisdiction's specific registration schedules.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- Percentage of distance traveled in each jurisdiction
- Vehicle identification information
- Maximum gross vehicle weight (GVW)

Under the IRP, all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card)
- Allow registrants to travel both interstate and intrastate. Intrastate travel is subject to the terms of the operating authority issued by each member jurisdiction.

Apportioned Registration Does Not:

- Waive or exempt a truck operator from obtaining operating authority from any jurisdiction in which the apportioned vehicle travels
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA)
- Allow registrants to exceed the maximum length, width, height or axle limitations established by each jurisdiction or the federal government
- Waive or exempt carriers from tax reporting requirements or paying Federal Heavy Vehicle Use Tax
- Exempt a carrier from filing the necessary proof of liability coverage in each member jurisdiction as required

3.0 When to Apportion a Vehicle

Apportionable Vehicle

Any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms). A Recreational Vehicle, a Vehicle displaying Restricted Plates or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, nevertheless may be registered under the Plan at the option of the Registrant.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, these vehicles require other types of Arizona registration:

- Vehicles operating under separate reciprocity agreements that the IRP has not superseded –or–
- Recreational vehicles used for personal pleasure or travel by an individual or family –or–
- Commercial vehicles displaying restrictive plates that have geographic area, mileage or commodity restrictions

Vehicles exempt from IRP include vehicles with a GVW of 26,000 lbs. or less (most common are 10,000-26,000). Although these vehicles are exempt from IRP, Arizona requires vehicle registration or trip permit to legally travel into or through this state.

Base Jurisdiction

“Base Jurisdiction” means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Established Place of Business

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Examples of an established place of business:

- Office Building
- Industrial Property
- Warehouses
- Distribution Centers

Established Residency

An applicant that does not have an Established Place of Business in any jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where records of the Fleet are maintained or can be made available.

To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:

- If the Applicant is an individual, that his or her driver’s license is issued by that Jurisdiction
- If the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction
- If the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction
- That the Applicant’s federal income tax returns have been filed from an address in that Jurisdiction
- That the Applicant has paid personal income taxes to that Jurisdiction,
- That the Applicant has paid real estate or personal property taxes to that Jurisdiction,
- That the Applicant receives utility bills in that Jurisdiction in its name,
- That the Applicant has a Vehicle titled in that Jurisdiction in its name, or

- That other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.
 - Examples of an established place of residency:
 - House
 - Apartment

4.0 Types of Operations

For-Hire Carriers

Motor Carriers who receive compensation for transporting passengers, FMCSA-regulated goods, or household goods that are owned by others.

Private Carriers

A company that transports its own cargo, usually as a part of a business that produces, uses, sells, and/or buys the cargo that is being hauled.

Owner-Operators

Owner-operators who lease their vehicles may register in either of two ways:

1. The owner-operator may be the registrant. The vehicles will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of the vehicles and for establishing and maintaining records required of proportionally registered fleets. –or–
2. The carrier (lessee) may be the registrant. The vehicles will be registered in the name of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of the vehicles and for establishing and maintaining records required of proportionally registered fleets.

Buses

Regular Routes

Apportionment is a requirement for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

“Chartered Party” means a group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Private

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Household Goods Carriers

Equipment Leased from Service Representative

A Household Goods Carrier using an Apportionable Vehicle Leased from a Service Representative may elect that the Base Jurisdiction for such Vehicle be either that of the Service Representative or that of the Household Goods Carrier.

Registration in Base of Service Representative

When a Household Goods Carrier elects under Section 700 to base an Apportionable Vehicle in the Base Jurisdiction of a Service Representative, the Vehicle shall be registered in the name of the Service

Representative, with the name of the Household Good Carrier shown as the Lessee, and the fees for the Vehicle shall be apportioned according to the combined records of the Service Representative and the Household Goods Carrier. All of the records pertaining to the Vehicle shall be available in the Base Jurisdiction of the Service Representative. A Vehicle registered under this Section shall be deemed fully registered for operations under the authority of the Service Representative as well as that of the Household Goods Carrier.

Registration in Base of Carrier

If a Household Goods Carrier elects under Section 700 of the IRP Plan to base an Apportionable Vehicle in the Base Jurisdiction of the Household Goods Carrier, the Vehicle shall be registered in the name of the Household Goods Carrier as well as the name of the Service Representative, as Lessor, and the fees for the Vehicle shall be apportioned according to the combined records of the Household Goods Carrier and the Service Representative. Such records shall be made available in the Base Jurisdiction of the Household Goods Carrier. A vehicle registered under this Section shall be deemed fully registered for operations under the authority of the Service Representative as well as that of the Household Goods Carrier.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives and used exclusively to transport cargo for the Household Goods Carrier, the equipment must be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier as lessee, with the apportionment of fees according to the records of the carrier.

5.0 Arizona Requirements

Base Jurisdiction

To register an apportioned vehicle in Arizona, the carrier must:

- Have an established place of business in Arizona or established place of residency in Arizona. An "established place of business" or "established place of residency" is defined on page 3 and 4.
- Have mileage accrued in Arizona by the fleet.
- Have operational records of the fleet maintained or made available in Arizona.

Vehicle Documentation

The vehicle must have a valid Arizona title or a record on MVD's title and registration database. If the database does not indicate a record for the vehicle being registered, we will require sufficient documentation to determine ownership to issue an Arizona title or to create an Arizona Registration Only (ARO) record. The following documentation must be submitted:

1. A title properly endorsed, Manufacturer Certificate of Origin (MCO) or a copy of the out-of-state title (a copy will allow us to create an ARO record).
2. A completed current version of the Application for Title and Registration (form # 96-0236) provided by MVD. Since the application also serves as a data entry document, it is important that the information contained is typed or printed in black ink only and is accurate and legible.

IRP Exemptions

1. IRP vehicles are exempt from Arizona's vehicle emissions tests.
2. IRP vehicles are exempt from Arizona's vehicle identification number (VIN) inspection.

Insurance

Proof of insurance is not required at the time of registration. The MVD Insurance Unit will contact the carrier within 30 days to verify compliance with Arizona financial responsibility requirements. Every

person owning or operating a motor vehicle or vehicle combination in a commercial enterprise in Arizona must maintain single limit liability coverage on the following:

- For vehicles with a declared GVW of 20,001 to 26,000 lbs. and no hazardous materials, the minimum amount is \$300,000
- For vehicles with a declared GVW over 26,000 lbs., the minimum amount is \$750,000
- For passenger-carrying motor vehicles for hire designed to carry:
 - ◆ 16 or more occupants.\$5,000,000
 - ◆ 7-15 occupants.....\$750,000
 - ◆ Less than 7 occupants ..\$300,000

For assistance, please contact MVD: azdot.gov/contactmvd or Call 602.255.0072 (TDD 602.712.3222).

International Fuel Tax Agreement – IFTA

The International Fuel Tax Agreement (IFTA) is an agreement among the states and Canadian provinces to simplify the licensing, credentialing, and reporting of fuel use taxes by interstate motor carriers. A carrier may apply through the base jurisdiction if one or more "qualified motor vehicles" are being operated in two or more member jurisdictions. The advantages of IFTA include:

- A single fuel tax license
- A single quarterly tax return, which is submitted to the carrier's base jurisdiction
- Fuel tax audits are generally performed only by the base jurisdiction

The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions.

For more information, a carrier can request an IFTA/IRP Application (form # 70-0508) by contacting the Motor Carrier Licensing Unit at 602-712-6775 or by visiting www.azdot.gov (and following the links under Motor Vehicle Division, Commercial Services).

USDOT Number

You are required to obtain a USDOT number 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 passengers, including the driver, and is not used to transport passengers for compensation;

AND is involved in Interstate commerce:

Trade, traffic, or transportation in the United States—

- Between a place in a State and a place outside of 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 or the United States.

You are required by FMCSA to obtain a USDOT Number and comply with the Federal Regulations.

Operating Authority:

Any carrier listed above that is operating for-hire (for compensation) must have operating authority from FMCSA, except when hauling exempt commodities. *Also applies to arranged transportation of property (e.g., broker/freight forwarder).

**Exempt and non-exempt commodities are listed in Administrative Ruling 119 and 49 CFR 372.115, which can be found on FMCSA's Web site.*

USDOT forms can be found at <https://www.fmcsa.dot.gov/registration/unified-registration-system>.

Name Change

If the carrier is changing the name of the company, but not changing ownership or Federal Employer Identification Number (FEIN), the following documents are required:

- Current version IFTA/IRP Application (form # 70-0508)
- Schedule C on the FRP Apportioned Registration Application (form # 70-0502) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

New registration credentials will be issued reflecting the new name. The fee is \$4.00 per vehicle.

If the ownership of the company is changing (e.g., individual or partnership to a corporation, partnership to an individual) or the FEIN is changing, the following documents are required:

- Current version IFTA/IRP Application (70-0508)
- Schedule C on the FRP Apportioned Registration Application (70-0502) listing all currently apportioned registered vehicles
- Arizona title documentation to transfer title into new name
- Affidavits of Lease, if the registrant and the vehicle owner are different

If a review of documentation determines that a new entity exists, a new account will be required. IRP fees will be recalculated and collected based on new information received. A new registration plate, tab and cab card reflecting the new name and new account number will be issued. The previous entity may request a refund/credit for any unexpired registration fees paid for the State of Arizona.

- Arizona-based carriers applying for a refund of apportioned registration fees from other IRP jurisdictions must do so directly with the individual jurisdictions, in accordance with the laws of those jurisdictions.

Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 lbs. or more combined or loaded gross weight. **Proof is not required on new or used units registered within 60 days of the date shown on the bill of sale.** A copy of this bill of sale must be submitted with the application.

Acceptable proof of payment:

- A copy of a receipted or validated Internal Revenue Service (IRS) Schedule 1 (Form 2290) listing vehicle identification numbers
 - In lieu of a receipted IRS Schedule 1 (Form 2290), Arizona will accept copies of the Form 2290 (with Schedule 1) and a copy of proof of payment document (e.g., canceled check front and back).
- It is the applicant's responsibility to fully comply with all requirements listed in the Form 2290. For additional information, contact the Internal Revenue Service at 800-829-1040 or visit www.irs.gov.

Enforcement

Law enforcement will verify that a vehicle is properly registered by checking the original cab card or electronic (fax) transmitted cab card. The cab card must always be carried in the vehicle. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration.

A commercial vehicle not displaying a current registration plate, tab and cab card, or valid trip permit or temporary vehicle registration is operating in violation of the law. The registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

6.0 Applications and Forms

Incomplete Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under the apportioned registration agreement. Incorrect or partial completion of an application will delay processing.

The registrant's signature attests to the accuracy of the application. Information on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information.

Where to Obtain

Forms and additional information are available from the IRP registration office or you can obtain the forms by visiting www.azdot.gov and going to Motor Vehicle Division, Forms and Publications. Applications can be mailed or dropped off at the locations listed on page 1 of this manual.

To avoid delay in processing your application, be sure to complete all requested information on each form. A sample application and detailed instructions are included in pages 20-24- of this manual.

7.0 New Fleets

The establishment of a new Fleet by an Applicant does not in itself qualify the Applicant to have the apportioned fees for the new Fleet calculated using the average per-vehicle distance specified in Section 320. An Applicant may not use average per-vehicle distance when the new fleet is composed entirely or primarily of Vehicles which the Applicant operated or over which the Applicant exercised control during the Reporting Period and these vehicles accrued actual distance in the Member Jurisdictions for which the Applicant seeks apportioned registration.

When a Vehicle that has been (i) operated under long-term Lease that includes the Vehicle driver and

(ii) registered as part of a Fleet of Apportioned Vehicles is sought to be registered under the Plan as a Fleet of a single Vehicle, the actual distance accrued by the Vehicle during the Reporting Period shall be used to calculate the Apportionable Fees of the Fleet, but only if the operation will reflect the operating under the long term lease.

New carriers must prepare an IFTA/IRP Application (form # 70-0508) and an FRP Apportioned Registration Application (form # 70-0502). Instructions for completing the registration application are contained in pages 19-24- of this manual.

All mileage estimation must indicate travel in contiguous jurisdictions. If any jurisdictions to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation. In addition to these completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another state by the same owner.

Applications are processed in the order in which they are received. Once an application has been processed, a billing will be provided to the carrier.

8.0 Renewals

Arizona has staggered, one year expiration periods for apportioned fleet or vehicle registration. Expiration dates are March 31, June 30, September 30 and December 31. Arizona initially determined the month of expiration, but the carrier may elect to change their expiration month, after a three year period.

Because the renewal is printed and issued before expiration, any supplemental activity that takes place after the renewal distribution will not appear on the renewal notice including additions/deletions, or other changes to the fleet/vehicle information. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

- An additional filing fee will be assessed each time a carrier requests an amendment to an application which has had fees calculated and invoiced. This includes adding or deleting vehicles or jurisdictions.
- Applications with incorrect or incomplete information could incur processing delays, assessment of incorrect fees or inaccurate records.
- Carriers with vehicles powered by alternative fuels must submit an Alternative Fuel Certificate (form # 48-1303) with their renewal application to be eligible for the vehicle license tax reduction. If you have any questions, please contact the Arizona Department of Environmental Quality in Phoenix at 602-771-3954 or Tucson at 520-628-5630 or visit www.azdeq.gov.
- Return renewal applications to the Motor Carrier Licensing Office or Authorized Third Party office for processing.
- Submit a Plate Notice (form # 48-3302), for the IRP plates that will not be renewed.
- Any renewal not paid by the registration expiration date will be assessed an \$8.00 penalty for the first month for each unit. An additional \$4.00 penalty will be assessed for each month thereafter if the registration fee is not paid.

9.0 Supplemental Applications

An FRP Apportioned Registration Application is submitted by the carrier after the original/renewal application has been filed and paid. Retain copies of any correspondence or documentation submitted.

An FRP Apportioned Registration Application will be required for the following transactions (See Appendix A pages 19-24 for instructions.):

Add a Vehicle

Vehicles may be added to an existing fleet anytime during the registration year. Mileage information provided on the original application will be used to calculate the fees due.

Delete a Vehicle

If an Apportionable Vehicle is withdrawn from a Fleet during the Registration Year because the Vehicle has been sold, destroyed, or otherwise removed from the service of the Registrant, the Base Jurisdiction may require the Registrant to return the Plate issued for the Vehicle or certify that the plate has been destroyed, lost, stolen or held for re-use.

The Base Jurisdiction may reassign the Plate to the Registrant's replacement vehicle, if there is one.

When requesting deletion of a vehicle, the registrant **must advise** The Motor Carrier Licensing Office if they will be requesting a refund of unexpired Arizona registration fees or if they will be retaining the credit for future use on vehicles added to their account.

The carrier should retain the IRP plates from a deleted vehicle if the carrier plans to retain credit for future use.

Replace a Vehicle and Transfer License Plates

A fleet vehicle may be replaced anytime during the registration year. To apply the credits and transfer an IRP plate from a previously deleted vehicle to a newly added IRP vehicle in the registrant's account, the information must be provided on the same application (e.g., deletion of a vehicle and replacement can be done at the same time). The application should also note the plate number if a retained plate and credit from a deleted vehicle is to be used. The registrant pays any fees and taxes required to register the vehicle, less any amount credited from a deleted vehicle that was on the registrant's account.

Change Vehicle Weight in a Jurisdiction

If the GVW is increased, the carrier will be billed for any difference in registration fees.

Variance of Registered Weights

If an Applicant requests registration weights for a Vehicle in Member Jurisdictions that register according to gross Vehicle weight that differ by more than 10 percent between such Member Jurisdictions, the Base Jurisdiction may require the Applicant to provide documentation concerning the actual operations of the Vehicle. The Base Jurisdiction may deny registration for such a Vehicle if the Base Jurisdiction determines that the requested variance does not reflect actual operations.

Replace Lost/Stolen Credentials

The carrier must complete an FRP Apportioned Registration Application (form # 70-0502) Schedule C to request a replacement credential. The Schedule C must provide the unit number, VIN, make and year of the vehicle. By signing the application, the carrier affirms that the credential has been lost, stolen or destroyed.

10.0 Fees

Registration Fees

All Arizona-based and apportioned vehicles are subject to annual registration fees based on the following:

- Factory List Price of the vehicle
- Model Year of the vehicle
- Declared Gross Vehicle Weight (GVW) of the vehicle combination

Reduced Rate

Upon application and based on a carrier's operations, the following commercially registered vehicles may qualify for a Reduced Rate Motor Carrier Fee (MCF).

One-Way Hauling	At least 45% of the vehicle mileage during the registration year is without a load
Route Truck	GVW over 26,000, begins and ends a trip at the same point, without adding to the load, and the load is less than 45% of the full load capacity at the midway point
Agricultural Use	The vehicle is used only for transporting agricultural products, such as crops, machinery, supplies or livestock used or produced in farming operations. The products, crops or livestock must be unmanufactured or unprocessed.

Farm Vehicles

ARS 28-2514.E.2, defines a "farm vehicle" as a vehicle or vehicle combination that is **all** of the following:

- Used for commercial farming * or commercial stock raising ** –and–
- Controlled and operated by the farm vehicle owner or the owner's family member or employee –and–
- Used to transport agricultural products, machinery or supplies to or from a commercial farming or a commercial stock raising operation –and–
- Not used in the operation of a common or contract motor carrier –and–
- Not exempt from registration per ARS 28-2153 (registration requirements/exceptions by vehicle type)

* "Commercial farming" is defined as the intensive cultivation of arable land by raising agricultural or horticultural products as a principal source of the owner's livelihood.

** "Commercial stock raising" is breeding, raising and caring for domestic animals as a principal source of the owner's livelihood.

Farm Vehicles, for registration purposes:

- Are exempt from the Use Fee
- Pay one half of the Gross Weight Fees
- Pay a reduced Motor Carrier Fee if the vehicle qualifies under agricultural reduced rate. A Motor Carrier Fee Certificate (form # 96-0141) must be completed and submitted.

Credential Replacement Fees

- Replacement plate with tab and cab card \$5.00
- Replacement tab and cab card.....\$5.00
- Replacement cab card.....\$4.00
- **NOTE: Administrative fees will be charged in addition to the fees above**

11.0 Billing Invoice

When processing each application, the fees are calculated for all IRP jurisdictions for which apportionment has been requested. Every jurisdiction may base its fees on criteria different from Arizona, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy. All fees are inclusive within the breakdown for each jurisdiction on the notice.

The billing notice is sent to the carrier's mailing address as shown on the application. The billing notice consists of:

- Total fees due for each jurisdiction apportioned
- Credential fees due (plate fees, cab card fees, tab fees)

Payment

The total amount due is shown on the front summary page of the invoice. Do not remit funds for any amounts listed on any other pages of the billing. These are subtotals only and have already been included in the total amount due.

Please make checks payable to: Motor Vehicle Division. Mail check and copy of the billing to:

MAIL DROP 527M
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001-2100

12.0 Refunds

Arizona Refund/Credit Policy

Arizona statute allows credit for the unexpended portion of the fees paid on an apportioned vehicle that has been destroyed, sold or deleted from the registrant's fleet. A carrier who surrenders IRP license plates or submits a Plate Notice (form # 48-3302) is entitled to credit if the following criteria are met:

- The credit is limited to the fees paid for vehicle license tax, use fee, commercial registration fee, motor carrier fee, and special plate fees paid for the current registration year.
- Credit is applied on a vehicle-to-vehicle basis only. Similar or like fees are credited from a deleted vehicle to a replacement vehicle.
- Any available credit is reduced by 1/12 for each full month in the registration cycle that lapses from the date of deletion to replacement.
- Any unused credit may be refunded if the registrant submits a refund request at the same time the vehicle is deleted from the account.

The following restrictions apply:

- The Registration Fee is not a creditable fee.
- Credits are not allowed on a carrier-to-carrier transfer.

Foreign IRP Jurisdictions Refunds

- Arizona-based carriers applying for a refund of apportioned registration fees from other IRP jurisdictions must apply directly to the individual jurisdictions, in accordance with their laws. You may obtain other jurisdiction information at <https://www.irponline.org/>.
- When processing refund requests from carriers based in other jurisdictions, Arizona will not refund amounts under \$10.00, if carrier qualifies for a refund under Arizona law.

13.0 Temporary Registrations

Temporary Permit Authorization (TPA)

Article 7, Section 704 of the IRP authorizes the Base Jurisdiction Commissioner to issue a TPA to motor carriers registering under the IRP, to serve as a temporary registration credential for travel

within the IRP jurisdictions.

TPA's may be issued to motor carriers with existing fleets that are registered under this article. A TPA can be issued only if an IRP carrier is adding a vehicle to a new or existing fleet, but cannot complete the title transaction.

The cost of a TPA is \$1.00, in addition to the applicable apportioned registration fees, and the registration is valid for 60 days.

The authority to issue a TPA to an IRP carrier is extended to Authorized Third Parties and Title Service Companies.

The IRP carrier cannot request a TPA for a vehicle if the fleet's annual registration has expired. In addition, the carrier:

1. Must pay the prorated annual registration fee for the additional vehicle
2. Cannot be delinquent in any fees or taxes
3. Must be current in filing reports required by MVD

Commercial Vehicle Permits

The following is general permit information for permits issued by the Arizona Department of Transportation Enforcement and Compliance Office.

To get full details of each permit listed below, reference the link provided:

azdot.gov/motor-vehicles/enforcement/commercial-vehicle-permits/general-permit-information.

NOTE: A registration trip permit may be required prior to entering a jurisdiction.

Single Trip Permit

For lawful travel to a destination within or through the state, foreign-based interstate carriers entering Arizona are required to provide evidence of a valid Arizona registration or International Registration Plan (IRP) credential and fuel tax license.

Unladen Weight Permit (Hunters Permit)

Each Member Jurisdiction shall provide a means of temporary registration of unladen Apportionable Vehicles. Such registration shall be issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the Vehicle or Combination of Vehicles being registered. The evidence of registration issued under this Section shall be valid in all Member Jurisdictions.

Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load with a size or weight not provided for in Arizona law, must have an oversize or overweight permit. These special transportation permits may be obtained from MVD Commercial Permits Unit. For information, please call 602-771-2960 or visit www.azdot.gov.

14.0 Mileage/Operational Records – IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fees for all vehicles in the IRP fleets.

Source Documents

Driver Trip Records

An acceptable source document to record distances is an "Individual Vehicle Mileage Record" (IVMR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles.

The information recorded on the IVMR's must be accurate and readable. The mileage figures to be entered on IVMR's can be obtained from various sources such as odometer and/or hubometer readings, state maps, standard mileage guide, or a household goods mileage guide, as long as the method used is accurate and consistent.

These and other records are acceptable, provided they contain the following basic information:

- Registrant name
- Date of trip (beginning and end)
- Trip origin and destination
- Routes (highway numbers) traveled and/or odometer/hubometer readings
- Distance by jurisdiction
- Total trip distance
- Vehicle unit numbers for both power unit and trailers
- Fleet number (if registrant has more than one fleet)
- Driver name and signature

Trip Permits

Copies of all trip permits obtained for operations by apportioned vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

Monthly Summaries

The IVMR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each carrier's registration reporting period should show the total fleet distance, broken down by month for each jurisdiction.

Records Retention Period

All operational and mileage records that support the application and supplements must be kept for three years after the end of the registration year. For example, records for registration year ending December 2004 (Reporting period 7/1/2002 - 6/30/2003) must be retained through December 2007.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for three years after the end of the initial registration year.

15.0 Audits – IRP

Authority to Audit

Article XV, Section 1500 of the IRP agreement, requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. IRP audits of Arizona carriers are performed by the Arizona Department of Transportation, Office of Audit and Analysis.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing apportioned registration and proper payment of apportioned registration fees to Arizona and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Audit Procedures

In conducting the IRP audit, auditors will use source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

Appendix A – Apportioned Registration Application

Arizona Apportioned Registration Application Instructions

The Arizona FRP Apportioned Registration Application (form # 70-0502) must be completed in full for each fleet. If the information requested does not pertain to your operation, enter “N/A”.

Company Name	Name of company or individual
Doing Business As (DBA)	Name under which applicant does business, if different from applicant
Primary Person Name And Phone	Name and phone number of person who will answer questions concerning this application
Physical Location	Arizona physical address: city, state, zip code and county of applicant
Mailing Address	Mailing address, if different from street address: city, state and zip
Reporting Period	Period for which actual mileage is being reported. See Registration Renewal Chart at the end of the application instructions.
Primary E-mail Address	Email of Primary Contact Name
1. Tran Type	Check the transaction type that applies
2. Unit #	Unit or Equipment number assigned by the company. Each vehicle listed must have a unique unit number.
3. Vehicle Identification Number (VIN)	Complete VIN as listed on Manufacturer’s Statement of Origin or current title
4. Year	Model year of the vehicle
5. Make	Trade name of the vehicle (e.g., Peterbilt, Kenworth)

6. Veh Type	Use the following abbreviation to identify vehicle type: TT - Truck Tractor, TK - straight Truck, TE - Tow Truck or BS - Bus
7. Axles/Seats	Number of axles for each power unit or number of seats for each bus
8. Combined Axles	Power unit axles + trailer or semi-trailer axles.
9. Fuel	Type of fuel used
10. Unladen Weight	Weight of vehicle fully equipped for service, excluding weight of load
11. Combined Gross Vehicle Weight (GVW)	Maximum combined weight of the vehicle and load to be carried
12. Purchase Price	Purchase price paid by the current owner including accessories, but excluding trade-in value or taxes
13. Factory List Price	Manufacturer list price excluding trade-in and sales tax (will be verified)
Transaction Types	Indicate the type of transaction: A - Add vehicle, C - Correction, D - Delete, T - Transfer or R - Renew
IFTA Decal Required?	If Yes, complete form# 96-0430
Fuel Types	Indicate fuel type used
Schedule B Original Mileage	List the mileage for each jurisdiction in which you traveled during the Reporting Period.
Jurisdiction/Weight	Show weight for each jurisdiction where you will operate at a weight other than GVW shown above
Comments	List any special instructional changes such as: duplicate plates/tabs, the transfer of plate/fee to new vehicle, unit number changes, weight increases, etc.
Application Type	Indicate type of application
Registration Year	The year registration will expire
Tax ID Number (TIN)	A federal Employer Identification Number is required. To obtain an EIN, contact the IRS at 800-829-1040 or visit www.irs.gov .
TIN Type	Indicate EIN or SSN
Applicant USDOT #	A USDOT number is required. You may obtain a number by contacting FMCSA at 800-832-5660 or at www.fmcsa.dot.gov .
MVD Account #	The account number issued by Motor Carrier Licensing Unit. If unknown, leave blank.
Fleet #	Fleets must be identified using three digits only 001, 002, etc. When registering multiple fleets, assure that vehicles are being placed into the appropriate fleet. Vehicles must be identified to the correct fleet.

14. Purchase/Lease Date	Month and year the vehicle was purchased/leased by the applicant
15. Effective Date	Date temporary permit authorization was issued, if applicable, or current date
16. Horsepower	For buses only
17. Lessor Name	Name of Person/Company that owns the USDOT/Operating MC Authority. Lease Agreement Certificate (70-0901) must be attached if vehicle is subject to use fuel tax reporting.
18. Leased USDOT Number.	USDOT number of the entity responsible for the vehicle's safety. If not assigned, please contact FMCSA website at www.fmcsa.dot.gov .
19. Leased Taxpayer ID Number	Federal Employer Identification Number of the entity responsible for the vehicles safety.
20. Safety Change?	Enter "Yes", if the control and responsibility for safety of this vehicle will be assigned to a different motor carrier during the registration year by lease. Otherwise, enter "No".
21. Plate Number	Current Arizona apportioned plate number, if applicable
Operation Type	Check the applicable operation type for your company
Indicators	Check Yes or No where it applies to the vehicle
Schedule B Original Mileage	List the mileage for each jurisdiction in which you traveled during the Reporting Period.
Total Mileage	<ul style="list-style-type: none"> • Total Fleet Mileage – enter total mileage
Signature, Title And Date	Signature of person authorized to apply for apportioned registration, title and date. If signer is not an employee of the applicant, a Power of Attorney must be attached, see form# 96-0441.

Appendix A (cont) – Apportioned Registration Application



70-0502 R05/25 azdot.gov

Mail Drop 527M
Specialized Registration Unit
PO Box 2100
Phoenix AZ 85001-2100
mvdms@azdot.gov

FRP APPORTIONED REGISTRATION APPLICATION

Arizona – Schedule A or C and B

The Full Reciprocity Plan (FRP) which went into effect on January 1, 2015, changes the Plan to be more efficient, more equitable and more flexible for its member jurisdictions and registrants by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions and removing from the Plan any provisions related to estimated distance.

To prevent processing delays, please review these guidelines and check your application carefully for completeness.

For assistance please contact MVD: azdot.gov/contactmvd or call 602.255.0072 (TDD 602.712.3222).

New application:

- Complete schedules A and B

If adding vehicles or making changes:

- Complete schedule C

Renewal Applicants:

- Renewal invitations are automatically sent to active carriers 60 days prior to the expiration date. To obtain a copy of your renewal invitation, please contact Motor Carrier Services.

The following are required:

- USDOT number (apply online at fmcsa.dot.gov)
- Proof of vehicle ownership (title, bill of sale, registration, etc.)
- International Fuel Tax Account number or apply for IFTA/IRP Application using form [70-0508](#)
- Federal Heavy Weight Vehicle Use Tax payment receipt (form # 2290) for vehicles registered as 55,000 lbs. and above (irs.gov or irs.gov/trucker)
- IRP Lease Agreement Certificate, form [70-0904](#) (for leased vehicles, USDOT, operating authority)
- Power of Attorney – Motor Carrier and Tax Services, form [96-0441](#) (when applicable)
- IFTA Account Changes Application form [96-0430](#), (to request changes to an existing International Fuel Tax Agreement account or requesting decals to the added vehicle)

To obtain a title, the following forms must be completed (available at azdot.gov):

- Title and Registration Application, form [96-0236](#)
- Original title/ MCO or copy of out of state title (for ARO)
- Power of Attorney – Motor Carrier, form [96-0441](#) (when applicable)
- Lessor Authorization, form [40-0207](#), (when applicable)

Clear

FRP APPORTIONED REGISTRATION APPLICATION

Company Name					Primary Person Name				
Doing Business As					Phone ()				
Physical Location				City	County		State	Zip	
Mailing Address (if different from above)				City			State	Zip	
Schedule A or C				Reporting Period July 1, to June 30,		Primary E-mail Address			

1	2	3	4	5	6	7	8	9	10	11	12	13
Tran Type	Unit #	Vehicle Identification Number	Year	Make	Veh Type	Axles/ Seats	Combined Axles	Fuel	Unladen Weight	Combined Gross Vehicle Weight (GVW)	Purchase Price	Factory List Price

Transaction Types
A— Add Vehicle C— Correction D— Delete T— Transfer R— Renew

Fuel Types
☐ Gasoline
 ☐ Diesel
 ☐ Gasohol
 ☐ Propane
 ☐ LNG
 ☐ CNG
 ☐ Ethanol
 ☐ Methanol
 ☐ E85
 ☐ M85
 ☐ A55

IFTA Decal Required? If yes, complete form [96-0430](#)

Schedule B Original Mileage List below the mileage for each jurisdiction in which you traveled during the Reporting Period above.

Jurisdiction	Mileage	Jurisdiction	Mileage
AL- Alabama		KY- Kentucky	
AK- Alaska		LA- Louisiana	
AZ- Arizona		ME- Maine	
AR- Arkansas		MD- Maryland	
CA- California		MA- Massachusetts	
CO- Colorado		MI- Michigan	
CT- Connecticut		MN- Minnesota	
DE- Delaware		MS- Mississippi	
DC- Dist. of Columbia		MO- Missouri	
FL- Florida		MT- Montana	
GA- Georgia		NE- Nebraska	
ID- Idaho		NV- Nevada	
IL- Illinois		NH- New Hampshire	
IN- Indiana		NJ- New Jersey	
IA- Iowa		NM- New Mexico	
KS- Kansas		NY- New York	

Jurisdiction/Weight (Show weight for each jurisdiction where you will operate at a weight other than GVW shown above.)

Comments

Application Type <input type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Supplemental			FRP APPORTIONED REGISTRATION APPLICATION			
Registration Year	Tax ID Number (TIN)	TIN Type <input type="checkbox"/> EIN <input type="checkbox"/> SSN	Applicant USDOT #	MVD Account #	Fleet #	

	14	15	16	17	18	19	20	21
	Purchase /Lease Date	Effective Date	Horse-power	Lessor Name (Name of Person/Company that owns the USDOT/Operating MC Authority)	Leased US DOT Number	Leased Taxpayer ID Number	* Safety Change?	Plate Number
1								
2								
3								
4								
5								
6								
7								

* Is the carrier responsible for safety expected to change? (Y/N)

Operation Type <input type="checkbox"/> Private Carrier <input type="checkbox"/> Haul For Hire <input type="checkbox"/> Household Goods (private) <input type="checkbox"/> Household Goods (for hire)			
ENTER 'Y' (YES) or 'N' (NO) WHERE IT APPLIES TO THIS VEHICLE: COLORADO < 10000 MILES ____ 45-DAY RENTAL ____ OREGON BUS LUGGAGE COMPARTMENT ____ UTAH SPECIAL VEHICLE (STE) ____			
Jurisdiction	Mileage	Jurisdiction	Mileage
NC- North Carolina		WI- Wisconsin	
ND- North Dakota		WY- Wyoming	
OH- Ohio		AB- Alberta	
OK- Oklahoma		BC- British Columbia	
OR- Oregon		MB- Manitoba	
PA- Pennsylvania		NB- New Brunswick	
RI- Rhode Island		NF- Newfoundland	
SC- South Carolina		NS- Nova Scotia	
SD- South Dakota		NT- Northwest Terr. Territory	
TN- Tennessee		NU- Nunavut	
TX- Texas		ON- Ontario	
UT- Utah		PE- Prince Edward Is	
VT- Vermont		PQ- Quebec	
VA- Virginia		SK- Saskatchewan	
WA- Washington		YT- Yukon	
WV- West Virginia		MX- Mexico	
			Total Fleet Mileage

I certify that I have knowledge of the federal and Arizona motor carrier safety and hazardous material laws and regulations and that the information on this application and its attachments is true and correct.

Signature <div style="text-align: center; color: lightblue; font-style: italic;">MUST BE HAND SIGNED</div>	Title	Date
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Appendix B – Definitions

Ad Valorem	Tax charged by some states in proportion to the estimated vehicle value
Allocated Vehicle	Vehicle to which a particular jurisdiction's basic or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is allocated to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).
Applicant	Individual, firm or corporation in whose name or names a vehicle or fleet is registered
Apportionable Fee	Any periodic recurring fee required for license or registering vehicles, such as, but not limited to, registration fees, license and weight fees
Apportionable Vehicle	<p>Any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:</p> <ul style="list-style-type: none">(i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or(ii) has three or more Axles, regardless of weight, or(iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms). A Recreational Vehicle, a Vehicle displaying Restricted Plates or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, nevertheless may be registered under the Plan at the option of the Registrant.
Apportioned Registration	Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction, and to pay registration fees based on the percentage of operation in those jurisdictions
Audit	Physical examination of a carrier's records, including source documents, to verify fleet mileage and accuracy of record keeping
Axle	Supporting shaft or member upon which a wheel or wheels revolve
Axle Weight	Weight transmitted to the highway by an axle unit
Base Jurisdiction	Is the member jurisdiction to which an applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the plan.
Base Plate	Plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates must be identified by having the word

“APPORTIONED” and the jurisdiction’s name on the plate.

Bus (BS)	Motor vehicle designed to carry more than 10 passengers
Cab Card	Registration card issued for a vehicle of an apportioned fleet that identifies the specific vehicle for which issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered.
Carrier	Individual, partnership or corporation engaged in the business of transporting persons or property
Chartered Bus	Motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle
Combination of Vehicles	Two or more vehicles coupled together
Combined Gross Weight	Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles
Commercial Vehicle	Vehicle that is used for transportation of persons for compensation or profit; or is designed or used primarily for transportation of property
Converter Gear	Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semitrailer to a full trailer
Credentials	Registration, plate, cab card and sticker issued to reflect the apportioned registration of a vehicle
Dump Truck (DT)	Truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open
Empty Weight	Weight of a vehicle fully equipped for service, excluding weight of load
Established Place of Business	<p>Is a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant or registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Records concerning the fleet shall be maintained at this physical structure. The base Jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.</p> <p>Ex: Office building, Industrial Property, Warehouse, Distribution Centers</p>

Established Place of Residency	Is a living or dwelling in a certain place permanently or for a considerable length of time. The place where a person makes their home, or where they dwell permanently or for an extended period of time.
Factory List Price	Manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle
Federal Heavy Vehicle Use Tax	Tax paid to the US federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs. or more
Fifth Wheel Coupler	Device mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component
Fleet GVW	One or more commercial vehicles registered for operation in the same jurisdictions; weight is the sum of the weights on all the axles
ICC	US Interstate Commerce Commission
IRP	International Registration Plan
Identification	see Credentials
In Jurisdiction Miles	Total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year
International Registration Plan	Agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction
Interstate	Vehicle movement between or through two or more jurisdictions
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction
Jurisdiction	State or province of a country
Lease	Written document vesting exclusive possession, control and responsibility for vehicle operation to a lessee for a specific time period: <ul style="list-style-type: none"> • Long term – lease of 180 days and longer • Short term – lease of less than 180 days is considered a Rental in AZ
Lessee	Individual, partnership or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement
Lessor	Individual, partnership or corporation which under the terms of a lease, grants the legal right of possession, control and responsibility for the vehicle operation, to another individual, partnership or corporation
Loaded Weight	Weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded
Mileage Reporting Year	Twelve consecutive months immediately prior to the beginning of the registration or license year for which apportioned registration

	is requested (this period is July 1 through June 30)
Mobile Home Toter (MT)	Motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles
Operational Records	Documents supporting miles traveled in each jurisdiction and total miles traveled, such as vehicle trip records, fuel reports, trip sheets and logs
Owner	Individual, partnership or corporation other than a lienholder, holding legal title to a vehicle
Owner-Operator	Lessor (owner) who leases vehicles, with drivers, to a motor carrier
Power Unit	see Bus, Truck, Truck-Tractor, Road Tractor, Tractor, Dump Truck, Tow Truck or Mobile Home Toter
Private Carrier	Individual, partnership or corporation, which utilizes its own trucks to transport its own freight
Purchase Price	Actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.
Reciprocity	Reciprocal granting of rights and/or privileges to a carrier with vehicles properly registered under the IRP and vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings
Reciprocity Agreement	Agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles, which are parties to such an agreement, arrangement or understanding
Recreational Vehicle/Motor Home	Motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure: <ul style="list-style-type: none"> • Designed or used primarily for accommodation during travel or recreation, –and– • Designed or intended to be detachable
Registrant	see Applicant
Registration Card	see Cab Card
Registration Year	Twelve months during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction
Rental Fleet	Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers
Residence	Is the status of an applicant or a registrant as a resident of a member jurisdiction.
Restricted Plate	Registration that has time (less than a full year), geographic area, mileage or commodity restrictions (farm or dealer plate)
Road Tractor (RT)	Motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to

	carry only part of the weight of the vehicle being towed
Sublease	Lease made to another person or company by the person or company to whom a vehicle is leased
Tare Weight (Unladen Weight)	Actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load
Total Distance	Means all distance, including that accrued on trip permits, operated by a fleet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor's fleet.
Total Fleet Miles	Total number of miles (including nontaxable miles) operated by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period
Tow Dolly	see Converter Gear
Tractor (TR)	Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load
Trip Lease	Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state
Trip Permit	Temporary permit issued by a jurisdiction in lieu of regular registration
Trip Records	Records which are maintained on distances traveled for each unit on a monthly/quarterly basis and which accumulative totals annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions
Truck (TK)	Motor vehicle designed and used for the transportation of property – generally not designed and used to pull other vehicles
Truck-Tractor (TT)	Motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than a part of the vehicle being pulled and its load
Unladen Weight (Tare Weight)	Actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load
Vehicle Identification Number	Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration

Appendix C – IRP Jurisdictions Directory

The IRP Jurisdiction Directory can be found on the following link:

IRP Directory