



## **ADD/TRANSFER APPLICANT CHECKLIST**

### **IRP APPLICATION (HSMV 85900)**

Fully complete and sign the application using the Instruction Booklet for detailed guidance, any of your current Cab Cards will have a good majority of the information needed.

**ADD VEHICLE:** Fill out the first page of the application fully.

**TRANSFER REGISTRATION:** Fill out the first page of the application fully. When entering the truck information, on the first line enter “D” (delete) and enter all the information for the truck that you are removing from your account then on line two enter “A” (add) and enter all the information for the truck that you are adding to the account (transferring the plate to).

*NOTE: All applications must have a real signature to be accepted. Please be sure it is signed by either the applicant, authorized agent or Power of Attorney.*

### **A COPY OF YOUR DRIVER'S LICENSE**

Driver's License or Florida State ID, must be submitted with ALL applications. We are required to verify validity.

### **POWER OF ATTORNEY (HSMV 96440) *if applicable***

Applicants may designate up to three natural persons (not a company) to serve as their authorized representative (collecting information; completing and submitting forms and documents; receiving credentials on behalf of the IRP account holder, etc.). Before any agent(s) may transact on their behalf, applicants must file a properly signed, witnessed, and notarized Power of Attorney form.

**This form must be signed in the presence of a notary public.**

### **PROOF OF INSURANCE COVERAGE**

All applicants must provide an ACORD form as proof of insurance for Combined Bodily Injury Liability and Property Damage Liability (Combined Single Limits or CSL) and Personal Injury Protection (PIP) required by FL law. There is an example of the insurance form attached, please review the insurance and check that all the following requirements are met:

- The “insured” must be the carrier's name (*if you are operating under your own authority, it will be your name and if you are leasing onto another company, it will be their name*).

- If the “Any Auto” box is checked, you do not need your vehicle’s VIN listed on the form.
- If any box other than “Any Auto” is checked, your vehicle’s VIN must be listed on the form.
- The “Combined Single Limit” must meet a minimum of \$750,000 for vehicles registered by “For Hire” carriers (transporting goods that someone else owns).
- The “Combined Single Limit” must meet a minimum of \$300,000 for vehicles registered by “Private” carriers (transporting goods that you own).
- The “Combined Single Limit” for buses with a seating capacity *less* than 16 must meet a minimum of \$1,500,000.
- The “Combined Single Limit” for buses with a seating capacity *more* than 16 must meet a minimum of \$5,000,000.
- “Personal Injury Protection” must meet a minimum of \$10,000 and it has to be listed on the certificate of insurance. If the carrier does not provide PIP coverage or if the insurance company will not list PIP on the certificate, you must provide a Non-Trucking (bobtail) policy to fulfill the PIP requirements.
- The NAIC# or the Florida Co Code# must be on your Certificate of Insurance.
- The State Department must be listed as the certificate holder on all COI’s:

**HSMV-BCVDS 2900 Apalachee Parkway, Mail Stop 62 Tallahassee, Florida 32399-0626**

**PROOF OF VEHICLE OWNERSHIP**

All titles must be in the name of the owner (either you, the company you own or the company you are leasing the vehicle from) If you are leasing the vehicle either through an individual or finance company/bank, you must provide the lease agreement/finance contract to prove that you have the authority to license the vehicle.

If the title is “signed off on” (signatures on the title because you or someone else has bought the vehicle but the new title has not been issued) the title work **MUST** be completed through your local DMV before a license plate can be issued.

***For Florida titles:***

- List the FL Title # on your application, we can pull the vehicle up in our system so the title is not necessary.
- Provide us with any leases if applicable.

***For out-of-state titles:***

- A copy of the front and back of the title.
- A VIN Verification form.
- A current statement confirming there is an outstanding lien on the described vehicle and that the title will not be released until this lien is satisfied, on letterhead stationery from the lien holder; or a copy of the entire signed lease agreement that is currently in place.

**COPY OF SIGNED LEASE AGREEMENT**

This is required if someone other than the applicant is responsible for the insurance coverage and/or the safety of the vehicle(s) being registered. It is also required if the applicant and the vehicle owner are different. Each lease agreement must list the following:

- Lessor (owner-operator)
- Lessee (carrier)
- Date of lease
- Period/term of lease
- Vehicle(s) description and VIN(s)
- Who is responsible for safety
- Who is responsible for insurance
- Real signatures from both parties (Electronic signatures can only be done through DocuSign).

*NOTE: A full lease example is attached in this document for your convenience.*

**PROOF OF PAYMENT OF FEDERAL HEAVY VEHICLE USE TAX**

For vehicles registered at 55,000 lbs. or greater, you must provide one of the following acceptable proofs of current payment of the Heavy Vehicle Use Tax (HVUT):

- A legible copy of Form 2290, Schedule 1, stamped received by IRS;
- A copy of Form 2290, Schedule 1, not stamped received, with a copy of the canceled check (front and back) showing payment was made to the IRS; OR
- The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

*NOTE: The state provides you with a 60 day grace period on needing this document. If you have acquired the vehicle within this grace period, a 2290 is not needed.*

**PROOF OF PREVIOUS REGISTRATION**

**NEW VEHICLES:** Unless the vehicle being registered was purchased or acquired within the same month as the date of the IRP registration application, proof of previous registration is required.

*The following proofs are acceptable:*

- Previous registration from another jurisdiction which is valid for the period immediately preceding the effective date of the Florida IRP registration; or
- Previous Florida straight plate registration or vehicle information that can be verified on our database; or
- A non-use affidavit, on which the applicant certifies that the vehicle was not in use for the period from the previous registration (or purchase) until the effective date of the Florida IRP registration.

*NOTE: The title issued date and acquired date are not the same, we must go by the date that the vehicle was ACQUIRED.*

**TRANSFER REGISTRATION:** We will also need a copy of the cab card for the truck you are deleting.

***For any questions or concerns please do not hesitate to contact one of our offices, we would be happy to help!***