













# VEHICLE TYPES

## TRUCK-TRACTOR (TT)

A motor vehicle designed and used for pulling other vehicles but constructed to carry a load other than part of the vehicle being pulled and its load.



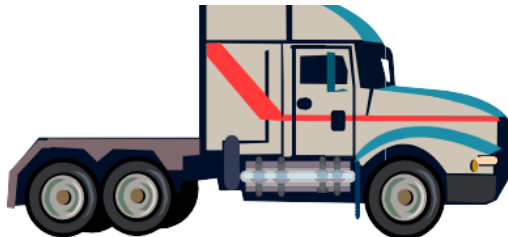
## TRUCK (TK)

A motor vehicle designed and used for the transportation of property and generally not designed and used to pull other vehicles.



## TRACTOR (TR)

A motor vehicle designed and used primarily for pulling other vehicles but not so constructed as to carry a load other than part of the weight of the pulled vehicle and its load.



## BUS (BS)

A bus is any motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons, and any motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation.



## ADDITIONAL INFORMATION THAT MAY PERTAIN TO YOUR APPLICATION

- ✓ NO REFUNDS will be issued for IRP plates after the beginning of the renewal period.
- ✓ When a vehicle is deleted or retired from service, the issued IRP plate belongs to the registrant and is not to be returned to the state. If the plate is unexpired, it may be used later during the same registration year if the registrant OBTAINS A REPLACEMENT VEHICLE for registration under the IRP.
- ✓ Plates cannot be transferred between different registrants.

### **PRISM**

The Performance and Registration Information Systems Management (PRISM) program developed by the Federal Motor Carrier Safety Administration (FMCSA) links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

- Determine the fitness level of the motor carrier responsible for the safety of the registered vehicles prior to issuing the registration.
- Influence motor carriers to improve their safety performance through an improvement process and, where necessary, imposing registration sanctions.

The PRISM program includes two major processes – the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

### **How does PRISM affect the Florida IRP Registration Process?**

The U.S. DOT Number and Taxpayer Identification Number (TIN) of the MCRS of every vehicle registered must be provided by the applicant as part of the registration or registration renewal process and will be validated prior to issuing the IRP registration.

Owner/Operators who never operate their trucks under their own U.S. DOT Number or Operating Authority and companies that own and register their trucks for the sole purpose of renting or leasing those trucks to motor carriers who are responsible for safety are not required to obtain a U.S. DOT number classified as a "Vehicle Registrant Only" to register their vehicles in Florida. In other words, the individual or company that is listed on the vehicle registration, and to whom license plates are issued, will never operate the CMV under its own assigned U.S. DOT Number or Operating Authority. If you operate or plan to operate as a MCRS, you must update your status to Motor Carrier.

### **FOR MORE SPECIFIC INFORMATION REGARDING U.S. DOT SAFETY REGULATIONS, PLEASE CONTACT THE FOLLOWING OFFICE:**

U.S. Department of Transportation  
Florida Division of the Federal Motor Carrier  
Safety Administration  
Tallahassee, Florida  
Telephone (850) 942-9338  
Or contact  
U.S. DOT located in Washington, D.C.  
Telephone 800-832-5660  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

### **INFORMATION ON THE UNIFIED CARRIER REGISTRATION (UCR)**

Florida is not currently a participant in the online registration program. If Florida is your base state for IRP, you should register and pay for UCR on-line at the State of Indiana website, [www.ucr.in.gov](http://www.ucr.in.gov). Your IRP account will remain in Florida.

### **FLORIDA MAXIMUM SIZE AND WEIGHT LIMITS**

For more detailed information regarding Florida's Maximum Size and Weight Limits, and to obtain necessary permits, contact:

Florida Department of Transportation 605 Suwannee Street, MS-62  
Tallahassee, Florida 32399  
Telephone: (850) 410-5777  
FAX: (850) 410-5779  
[www.dot.state.fl.us](http://www.dot.state.fl.us)



## DOCUMENTS YOU MAY NEED TO SUBMIT WITH YOUR IRP APPLICATION

**PROOF OF OWNERSHIP** – When registering vehicles titled in Florida, you must list the Florida title number on Schedule A of the IRP application and provide one of the following:

- A copy of the Florida title; or
- A copy of the previous Florida registration; or
- A copy of the Florida title receipt, Form HSMV 82041.

**PROOF OF OUT-OF-STATE OWNERSHIP** – All out-of-state titled vehicles require a verification of vehicle identification number (VIN), form HSMV 82042, as well as ONE of the following:

- A copy of the front and back of the out-of-state title; AND if there is an outstanding lien, a statement on letterhead stationery from the lien holder stating there is an outstanding lien on the described vehicle; OR
- A copy of the front and back of the out-of-state title, AND if the title does not have an outstanding lien, a copy of the lease agreement indicating the vehicle is leased to a Florida-based motor carrier.
- If the out-of-state title is electronic, the lien holder must state this in the letter.

**PROOF OF CURRENT PAYMENT OF FEDERAL HEAVY VEHICLE USE TAX (Federal Form 2290, Schedule 1)** – Heavy Vehicle Use Tax is a tax imposed by the Federal government on all highway vehicles having a gross or combined gross weight of 55,000 pounds or more. The weight category on the Form 2290, Schedule 1, will be verified to ensure appropriate fees were collected for the weight that the vehicle is being registered for IRP.

The Form 2290, Schedule 1, will be accepted as follows:  
A legible copy of Form 2290, Schedule 1, stamped RECEIVED by IRS.

...OR...

A legible copy of Form 2290, Schedule 1, (if not stamped RECEIVED by the IRS) with a copy of the cancelled check (front and back) showing payment made to the IRS for the Heavy Vehicle USE Tax.

...OR...

The electronically filed form 2290, Schedule 1 showing the water mark receipt.

**NOTE:** Carriers with 25 or more vehicles MUST file the 2290 electronically. If you have 25 or more vehicles, you can obtain information on how to file electronically at <http://www.irs.gov/efile/>.

### VERIFICATION OF ESTABLISHED PLACE OF BUSINESS

The International Registration Plan requires that motor carriers based in a state or jurisdiction must have an “established place of business” in that state or jurisdiction. An established place of business is defined as:

- a physical structure owned, leased, or rented by the registrant, which is open and staffed during normal business hours and has located within it:
- The operational records of the fleet, unless the records can otherwise be made available.
- Applicants who do not have an established place of business in Florida may base in Florida if they can demonstrate Florida residency.

However, if the applicant’s business does not meet the IRP requirements described above, the IRP allows selection of a base jurisdiction where the applicant is a resident. Applicants required to demonstrate residency to base in Florida may still register under a legal business name.

**DOCUMENTATION OF PHYSICAL ADDRESS** – You are required to provide documentation that verifies the physical location of your business or residence in Florida. You will also need to provide documentation any time you change your Florida physical address. Documentation must be in the form of three (3) relevant documents. For established place of business, one of these proofs must be a payroll-related document verifying that the applicant employs at least one person and displaying the business FEIN and address. Examples of other types of proof are:

#### Established Place of Business:

- Current copy of a document indicating your company is a Florida corporation or is registered as a foreign corporation in Florida.
- Current copy of a business license.

#### Residence:

- Current copy of a Florida driver’s license in your name.
- Current copy of a utility bill paid in your name for your Florida address.
- Copy of a current Florida vehicle title or registration in your name.

### GUARANTEED FUNDS ON ORIGINAL APPLICATIONS

Payment for all transactions processed for new IRP accounts and first year renewals must be in the form of guaranteed funds; i.e., cash, money order, cashier’s check, certified check, or ComChek.

- This policy remains in effect for the first two years of an account’s existence so that a consistent payment history can be established.
- Effective with the third year of an account, personal and business checks will be accepted, in addition to the other payment methods noted above.

## INSURANCE DOCUMENTS YOU MAY NEED TO SUBMIT WITH YOUR IRP APPLICATION

### PROOF OF CURRENT BODILY INJURY AND PROPERTY DAMAGE LIABILITY INSURANCE

Bodily injury and property liability insurance is referred to as Combined Single Limits (CSL). If you lease to a carrier that provides insurance coverage for your vehicle, you must submit a copy of the lease agreement along with the appropriate proof of insurance at the time of application. **Proof of valid insurance coverage may be the original or a photocopy of any one of the following:**

- A Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability; or
- A Certificate of Insurance issued on an insurance company form only, this form must reflect the policy number, levels of coverage. A Certificate of Self-Insurance issued by DHSMV, or
- A surety bond deposited with DHSMV by a surety company authorized to do business in Florida, or a combination of a surety bond and an insurance policy, which satisfies requirements of Section 627.7415, Florida Statutes.
- Must be issued by an Insurance Company authorized to do business in the State of Florida.

All proofs of insurance must include Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes.

#### INSURANCE REQUIREMENTS

The expiration date on ALL proof of insurance documents submitted must extend past the effective date of the carrier's new registration.

**\*\*\*FOR EXAMPLE\*\*\***

If the carrier's new registration effective date is September 1, and the proof of insurance document indicates an expiration date anytime in August, the carrier MUST obtain a new insurance policy.

#### CERTIFICATE HOLDER

All Certificates of Insurance (COI) must list this department as a Certificate Holder:

Department of Highway Safety and Motor Vehicles  
Bureau of Commercial Vehicle and Driver Services  
2900 Apalachee Parkway, **Mail Stop 62**  
Tallahassee, Florida 32399-6552

#### MINIMUM LEVELS OF CSL

\$50,000 PER OCCURRENCE for a private carrier with a GVW of 26,000 pounds or more, but less than 35,000 pounds

\$100,000 PER OCCURRENCE for a private carrier with a GVW of 35,000 pounds or more, but less than 44,000 pounds

\$300,000 PER OCCURRENCE for a private carrier with a GVW of 44,000 pounds or more.

ALL for-hire carriers must have a minimum of \$750,000 CSL; or  
the appropriate federal limit if transporting hazardous materials.

Buses with seating capacity less than 16 - \$1,500,000

Buses with seating capacity 16 or more - \$5,000,000

Additional information and assistance pertaining to the completion of the International Registration Plan Application (IRP) can be obtained by contacting the Bureau of Commercial Vehicle and Driver Services at the following telephone number:

**(850) 617-3711**

Completed applications (including all documentation) may be mailed to the address below:

Department of Highway Safety and Motor Vehicles Division of Motorist Services  
BUREAU OF COMMERCIAL VEHICLE AND DRIVER SERVICES  
2900 Apalachee Parkway, MS 62 Tallahassee, Florida 32399-6552

