



INTERNATIONAL REGISTRATION PLAN (IRP) RENEWAL INSTRUCTIONS

To avoid errors and delays, please carefully read the following instructions:

ONLINE INTERSTATE CARRIER FILING SYSTEM (ICFS) RENEWALS

Using ICFS is the fastest way to process an IRP renewal. Please go to <https://icfs.flhsmv.gov/FLEnterprise/> to sign in and submit the renewal transaction as well as upload any necessary documents for the transaction. When the renewal is approved, you will be notified by email to go online and pay electronically.

MANUAL RENEWALS

A preprinted IRP Renewal Application Form will be emailed to registrants up to three months prior to the registration expiration. If wanting to submit my mail or through a walk-in, please make all needed updates to this form (**typing or printing neatly in ink**) and attach supporting documents.

If any information is incorrect or missing from the renewal application form or supporting documents, this will delay review and approval of the renewal. Please review the renewal package carefully to ensure it is complete, signed (if using paper form), and that all supporting documents are included.

STEP BY STEP RENEWAL PROCESS

1. REVIEW AND UPDATE CURRENT INFORMATION (ON RENEWAL FORM OR AS DISPLAYED ONLINE)

- Verify that all social data (name, address, contact numbers, email, etc.) is correct and current.
- Verify and/or update the US DOT Number and FEIN of the motor carrier responsible for the safety of each vehicle.
- Verify that all vehicle information, including the Gross Vehicle Weight (GVW) for each jurisdiction, is accurate. **Note: Our system does NOT roll over weights over 80,000 pounds. If you are renewing vehicles with excess weight, please be sure to update your GVW information.**
- Ensure the total number of axles for both the power unit and trailer has been entered for each vehicle. The province of Quebec requires axles to be printed on cab cards rather than gross vehicle weight. All jurisdictions are printed on the cab card regardless of whether you intend to travel in them; if you were to travel to Quebec and your cab card did not reflect the correct number of axles, you would be subject to fines.
- When processing the renewal online, you must verify the weights for each jurisdiction and in each weight group and make any necessary modifications.**

2. DELETING VEHICLES

- Manual Process:** Delete vehicles by crossing out preprinted vehicle information with a red pen.
- Online Process:** Refer to FLHSMV IRP User Guide External at <https://www.flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/international-registration-plan/forms-and-manuals/>

3. ADDING VEHICLES

- **Manual Process:** Add vehicles by completing a new IRP Application (HSMV 85900) and attaching it to your renewal. A copy can be found at: <https://www.flhsmv.gov/pdf/forms/85900.pdf>
- **Online Process:** If you need to add a vehicle that has already been issued a temporary tag, you must do so first before completing the renewal transaction. However, if you are adding a vehicle(s) starting with the new registration year, you must first complete the online renewal transaction (without adding vehicles). After the renewal is approved/completed, you can sign in again and complete an “Add Vehicle” transaction. You will be asked to submit a Non-Use Affidavit that will be sent to you. Note: Check that all title information on the new vehicle(s) is correct before attempting to add a vehicle online. Also, refer to the E-Filing Quick Reference Guide on Renewals.

4. COMPLETING THE MILEAGE SCHEDULE

- Enter actual miles traveled in each jurisdiction for the period of **July 1, 2021, through June 30, 2022**, if your renewal month is any month except October. If your renewal month is October, enter actual miles in each jurisdiction for the period of **July 1, 2022, through June 30, 2023, mileage year**.
 - ✓ In accordance with the IRP, you will only be billed for those jurisdictions where actual miles were accrued during the reporting period.
 - ✓ If you had no actual miles, Florida miles only, or miles that did not include Florida, you must provide a detailed explanation. Send your explanation and any supporting documents with your renewal package. Your transaction cannot be processed without this information.
 - ✓ In accordance with IRP provisions, all jurisdictions will be listed on every cab card.

E-File Users: Never enter estimated miles. Make sure your miles are designated “Actual”.

5. GATHER THE DOCUMENTATION REQUIRED TO SUPPORT YOUR RENEWAL

□ **Proof of Address for New Physical Location (if applicable)**

If you are changing your physical location, you must provide three proofs of the new address. All documents **must** be in the name of the registrant and display the new physical location address.

If the new physical location is an established place of business in Florida (as defined by IRP):

- **Required:**
 - Documentation that the business employs at least one person. The documents must display the business FEIN. Examples include:
 - Bank statement for a payroll tax withholding account (issued within the last 90 days).
 - An employee pay stub (issued within the last 90 days).
 - W-2 form business provided to the IRS for the last tax year. Staff cannot be independent contractors; therefore, an IRS Form 1099 is not acceptable.
- **Any two of the following are also required:**
 - Copy of a Florida Department of State/Division of Corporations document showing carrier company is an active Florida corporation, limited liability company (LLC), etc.; registrant is principal owner of an active Florida corporation, LLC, etc.; or registrant’s carrier company is currently registered to conduct business as a foreign corporation in Florida.
 - Receipt issued by Florida Department of Revenue for filing/paying corporate taxes in most current tax year.
 - Active business or occupational license issued by a Florida municipality or county.
 - Property tax assessment issued to the business for the most current tax quarter or year.
 - Utility bill and/or a bank statement issued to the business within the last 90 days.

If your new physical location is not an established place of business in Florida, it must be a Florida residence, and you must submit proof as outlined below:

- **Required:**
 - Registrant’s Florida driver’s license (unexpired).
- **Any two of the following are also required:**
 - Receipt issued by the IRS for filing/paying personal income taxes in the most current tax year.
 - Bank statement issued to the registrant within last 90 days.
 - Utility bill issued to the registrant within the last 90 days.
 - Real estate or property tax bill issued to the registrant in the most current tax year.
 - The registrant’s Florida vehicle title or Florida vehicle registration is implementing a new financial management system and will be consolidating customer records from many different sources. To keep the central database manageable, we are trying to limit the number of duplicate entries in our customer database. TIN/EIN will serve to uniquely identify a business entity when the precise name of a business entity is unknown or when it is difficult to distinguish it from other businesses with similar names.

□ **Proof of ownership**

If adding a new vehicle that is titled in Florida, please submit a copy of the current Florida registration or a copy of the Florida Title Receipt from the local tax collector office where the vehicle was titled (Form HSMV 82041).

If renewing any vehicle(s) titled out of state (vehicles on your pre-printed renewal form that do not have a current Florida title number) you must re-submit proof of ownership each renewal year. For vehicles not titled in Florida, please submit all the following:

- ✓ A copy of the front and back of the out-of-state title (or of the receipt for an electronic title).
- ✓ A completed Florida form HSMV 82042 (VIN Verification); and one of the following:
 - A copy of the current lease for the vehicle from the out-of-state titled owner.
 - A letter, on the lien holder’s letterhead, stating there is an outstanding lien on the vehicle. The letter should state the year, make and vehicle identification number (VIN) of the vehicle and, whether the out-of-state title is electronic.

□ **Proof of insurance**

All proofs of insurance must include:

- ✓ Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes; and
- ✓ The following minimum levels of combined bodily liability insurance and property damage liability insurance:
 - Vehicles registered “For Hire” – minimum \$750,000
 - Buses with seating capacity less than 16 - \$1,500,000
 - Buses with seating capacity of 16 or more – \$5,000,000
 - Vehicles registered as “Private” with a Gross Vehicle Weight of:
 - 26,000 to 34,999 ----- \$50,000 per occurrence
 - 35,000 to 43,999 ----- \$100,000 per occurrence
 - 44,000 and over ----- \$300,000 per occurrence

Reminder: Throughout the registration year, you must re-submit new proof of coverage upon expiration of current coverage. The Department **will suspend** your registration as of the expiration date on the policy we have on file, until new proof of valid coverage is provided.

- Certificates of Insurance submitted as proof must show the Department of Highway Safety and Motor Vehicles as the certificate holder.
- Bob-tail or Non-Trucking Insurance are not acceptable proofs of insurance.

Proof of Lease Agreement (if applicable)

If any supporting documents are in the name of the company you are leased to, ***a copy of the lease agreement*** must be provided. Additionally, please send a copy of the complete lease document (do not send excerpts) and that it clearly includes the following:

- Lessor Name and Signature
- Lessee Name and Signature
- Date of the Lease
- Period/Term of the Lease
- Vehicle/Equipment Identifying information
- Who is responsible for the Insurance
- Who is responsible for Vehicle Safety

Proof of the assigned FEIN number/or Employer Identification Number (EIN) assigned to the account holder.

Licensee (Principal) must provide a legible copy of the letter from the IRS showing where the FEIN number was assigned. The letter must say xxxxx number has been assigned to the Licensee (Principal).

A FEIN, also known as a "95 Number", "E.I.N. Number," or "Tax I.D. Number", all refer to the nine-digit number issued by the IRS. They are different names for the same number.

CVDS is implementing a new system June 2024 and will be consolidating customer records from many different sources. To keep the central database manageable, we are trying to limit the number of duplicate entries in our customer database. The FEIN will serve to uniquely identify a business entity when the precise name of a business entity is unknown or when it is difficult to distinguish it from other businesses with similar names.

Accounts set up with a Social Security Number will now require an FEIN.

Proof of payment of Federal Heavy Vehicle Use Tax (HVUT)

This applies to vehicles registered at 55,000 lbs. or greater.

You must submit acceptable proof that you paid the Heavy Vehicle Use Tax (HVUT) for 2022-2023 (October 2024 IRP Renewals will need to submit payment proof for 2023/2024):

- ✓ 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 cancelled check (front and back) showing payment was made to the IRS, **OR**
- ✓ The electronically filed Form 2290, Schedule 1, showing the watermark receipt.
- ✓ The FEIN on the 2290 must match the FEIN on the IRS letter showing where the FEIN was assigned.
- Proof must be in either the account holder (the IRP registrant) or the vehicle owner name (a valid lease agreement will be used to verify if the registrant is not the owner).
- Make sure tax was paid for the **appropriate weight category** of the renewing vehicle(s).

6. Sign and Date the Renewal Application (For Manual Process Only)

- Full signature of the registrant or company officer is required (no initials or abbreviations).
- ✓ **Print name legibly under the signature.**
 - If you sign as an officer of your company, you must include your title.

- If you sign as a service agent, you must indicate “agent” or “POA”.
- ✓ Provide us your **email address to expedite communication/invoicing** of the account.

7. **Submit Your Renewal Application**

- Online Process:** To file electronically, submit your renewal electronically at <https://icfs.flhsmv.gov/FLEnterprise/>
- Manual Process:** You must mail your entire renewal application package (application and supporting documents) to the **Bureau of Commercial Vehicle and Driver Services at 2900 Apalachee Parkway, MAIL STOP 62, Tallahassee, Florida 32399-0626**

Notice: The Walk-In Service Center in Tallahassee

For established accounts that have been renewed at least once or are a renewal being handled by a service agent, please note:

- The Walk-In Service Center in Tallahassee does not process renewals for accounts past their first renewals.
- Walk-In options for all renewals are available through IRP private license plate agencies located in certain parts of the states. These agencies should be contacted directly for information about their hours of operation, convenience fees, accepted forms of payment, and parking accommodations for commercial vehicles. The LPA contact information can be found at: <https://www.flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/international-registration-plan/obtaining-irp-services/>
- Renewals can be submitted via mail or through ICFS using the instructions included in this renewal packet. If a renewal is started through the mail or through ICFS, the entire transaction must be completed in that method.

NOTE: The following policies apply to the Tallahassee Walk-In Service Center:

- No cash transactions.
- No photocopies made for customers.
- Walk-In services will be available for the following transactions ONLY:
 - Original IRP and IFTA applications.
 - Miscellaneous IRP and IFTA transactions, such as
 - Add Vehicles.
 - License Plate Transfers.
 - Weight Increases.
 - Decal Orders.
 - Close Account.
 - The current tax return to facilitate IFTA transactions.
 - First time renewals for individual carriers (the account holder is handling).

8. **Receive and Pay Your Invoice**

- Online Process:** One the transaction is ready for payment, the invoice will be in the shopping cart in ICFS. Payments can be made through credit card, debit card, or ACH transfer in ICFS. Please keep in mind a paying by check through the mail will slow down the process.
- Manual Process:** Once your renewal transaction is approved, an invoice will be emailed to you. You may return payment by mail (to the above address), or the preferred method is through the ICFS shopping cart. Once payment is processed, your credentials will ship the next business day.