

Maine Bureau of Motor Vehicles



Motor Carrier Services Manual



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PART I

INTERNATIONAL REGISTRATION PLAN (IRP)

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WHAT IS THE IRP?

“IRP” stands for the International Registration Plan. The IRP is a plan for registering commercial vehicles traveling in two or more IRP jurisdictions. The IRP was developed by several states with the assistance of the trucking industry. IRP Inc. administers the plan with the advice of the motor carrier industry. Every state in the lower continental United States must join the IRP or forfeit the ability to register commercial motor vehicles used in interstate commerce. Ten Canadian provinces have also joined the IRP. See [Appendix A](#) for a list of the current IRP members.

Qualified registrants based in Maine who travel in another IRP jurisdiction must be in the IRP or have valid trip permits for the jurisdictions in which they wish to operate. Registrants based in another IRP jurisdiction must have Maine on their IRP registration cab card for the correct weight or have a valid Maine trip permit. Registrants are issued one registration credential (cab card) and registration plate(s) for each vehicle, and pay a registration fee determined by:

- The percentage of miles traveled in each IRP jurisdiction
- The registered gross vehicle weight (GVW) of each vehicle
- The number of vehicles in the registrant’s fleet

The IRP provides for the equitable sharing of registration revenue among member jurisdictions. Each jurisdiction receives a proportional share of its registration fee for each vehicle operating on its roadways. The base jurisdiction collects the appropriate registration fees and distributes these fees to other IRP jurisdictions.

Apportioned registration does **NOT** exempt the registrant from any jurisdictions:

- Operating authority requirements
- Fuel tax licensing and reporting requirements
- Truck size and weight requirements

IRP registrants may engage in intrastate or interstate operation in all jurisdictions for which vehicles have been apportioned and fees paid, or for which trip permits have been obtained. (See [Appendix A](#) for trip permit requirements.)

HOW THE IRP WORKS

Each IRP registrant is required to file an annual application with their base jurisdiction. The application lists the vehicles to be apportioned, the fleet mileage for each jurisdiction, and the declared gross weight for each jurisdiction. Once all fees are paid, the registrant is issued a cab card and registration plate for each vehicle. The cab card lists all the IRP jurisdictions for which the registrant has apportioned and the gross weight for each jurisdiction. Generally, only power units are required to be apportioned.

Maine has opted for a staggered registration system. IRP registrations typically will expire on the last day of the month, eleven months from the month of issue. Maine carriers may be required to consolidate their IRP fleets into a single expiration month. Separate fleets may be maintained only by permission. You must advise your town of your expiration month.

If you are adding a newly acquired vehicle to your account, you must add that vehicle to an existing fleet. This may require a registration of fewer than 12 months. Your town will prorate your vehicles' excise tax to the appropriate month.

Distance reporting and fee calculations are done on a fleet basis. A fleet is one or more apportionable vehicles with a common expiration date qualified for the same jurisdictions. Vehicles with registrations expiring in a particular month will be treated as a separate fleet. That is, all registrations that expire in January will be treated as one fleet. All of a registrant's registrations that expire in February will be treated as a second fleet, and so on.

The IRP Unit may restrict or deny the use of temporary registrations for cause. The registrant's failure to pay previous invoices on time may be considered sufficient cause to deny subsequent temporary registration.

WHEN TO APPORTION VEHICLES

You must register your vehicle(s) in the IRP if the vehicle(s) will be used, or intended for use, in two or more IRP jurisdictions, and

- Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- Is a power unit having three or more axles (including the steering axle), regardless of weight; or
- Is a power unit used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds?

IRP registration of vehicle(s) with two axles and a gross weight of 26,000 pounds or less is optional. These vehicles may be operated in interstate commerce without being placed in the IRP. Any vehicle with a gross weight of 26,000 pounds or less and two axles should be registered in the IRP if the vehicle is to be used in intrastate operation in another state or province. For example, it may be advantageous to register pick-up trucks used on construction projects in the IRP if the alternative is to obtain a full plate registration in other IRP jurisdictions. Trip permits are available for occasional intrastate operation for vehicles otherwise not required to be in the IRP.

EXEMPT VEHICLES

The following types of vehicles are not required to be registered in the IRP:

- Government-registered vehicles
- Recreational vehicles
- Vehicles with restricted plates.

Maine's restricted plates include:

- Farm plates (interstate operation only)
- Antique plates (no load may be carried)
- Wrecker plates (wrecker with commercial plates are **NOT** exempt)
- Dealer plates (no load may be carried)
- Transit plates (no load may be carried)
- Emergency vehicles
- Special mobile equipment (tractor plates-interstate operation only)
- Special equipment plates

Vehicles with restricted plates are subject to bilateral reciprocity agreements. The granting of reciprocity to a particular type of restricted plate is at the option of the host (granting) jurisdiction. The operators of vehicles with restricted plates should verify each jurisdiction's requirements.

HOW FEES ARE APPORTIONED

The total fee for each apportioned registration is determined by the percentage of distance traveled in each IRP jurisdiction and each jurisdiction's fee schedule. The following is an example of how the registration of a Maine-based truck tractor might be apportioned:

The truck tractor is operated in Maine, New Hampshire, and Vermont for a full year. Total distance for all three states is 75,000 miles. The registered gross weight for all three states is 80,000 pounds. The registrant may elect different gross weights in different jurisdictions.

JUR	DISTANCE	PERCENTAGE OF TOTAL	REGISTRATION FEE (FULL YR)	APPORTIONED FEE
Maine	50,000	66.667%	\$877.00	\$584.67
NH	12,500	16.667%	\$800.16	\$133.36
VT	12,500	16.667%	\$1,902.00	\$317.01
Total	75,000	100.001%		\$1,035.04

Example A

In Example A, Maine would collect \$1,035.04 in registration fees, plus a five-dollar (\$5.00) cab card fee for a total of \$1,040.04. Maine would keep \$589.67 and send the remaining money to the other states. Other IRP jurisdictions will be collecting fees from their registrants for Maine.

HOW TO DETERMINE A BASE JURISDICTION

Registrants who have an established place of business in more than one IRP jurisdiction may have some choice relative to where they may base their vehicles for IRP registration purposes.

A registrant may either base-register all vehicles in a single IRP jurisdiction or base-register a portion of their vehicles in each of several jurisdictions. Registrants may not, however, change their base state to avoid paying legitimate registration fees or other taxes.

To base in Maine, a registrant must:

- Have an established place of business in Maine, or be able to demonstrate residency in Maine, for example, three forms of documentation listing a physical address such as – utilities bills, property tax bills, driver’s license, income tax return, etc.
- Accrue miles in Maine; and
- Keep records in Maine or be able to make records available in Maine.

Maine residents must base-register in Maine unless they can meet the criteria for base registering in another jurisdiction. Maine resident owner-operators who are leased to an out-of-state motor carrier may base-register in the carrier’s state if the owner-operator’s vehicle is included as a part of the out-of-state carrier’s IRP fleet. See [Special Types of Operations: Owner-Operators](#), (page 12).

APPLICATION AND FORMS

Applications

Applicants are responsible for the proper completion of all forms necessary to register vehicles in the IRP. If required information is missing or unclear, the IRP Unit will attempt to obtain the information. If the attempt is unsuccessful, the application will be returned.

All IRP applications will be processed only through the Motor Carrier Services’ IRP Unit in Augusta. Applications for new accounts, new vehicles, or added jurisdictions will be accepted by mail or fax. **Renewal applications are accepted by mail or when hand-delivered (online users may fax, email or mail supporting renewal documents) to the IRP Unit.** Renewals are processed on a strict first-in, first-out basis. Renewal applications delivered in person will be treated as mail and may not be processed on the same day. Applications and forms are available from the bureau’s web site, <http://www.maine.gov/sos/bmv/forms/>, by fax, (207) 624-9086; by e-mail, meirp@maine.gov; or by calling the IRP Unit, (207) 624-9000 ext. 52135.

Merely filing an IRP application does not constitute authorization to operate an apportioned vehicle. Applicants must secure either an annual or temporary registration before operating any vehicle. The temporary, or annual registration, must be carried in the vehicle.

Renewal applications will have the registrants’ account and vehicle information preprinted based on existing information at the time of printing renewals. **Minor corrections may be made on the preprinted renewal application. To add or delete vehicles, please submit a separate Schedule C.**

A web-based system is available for carriers that are interested in processing renewals, increasing/decreasing gross weight, adding/deleting vehicles, ordering replacement plates/stickers, and adding jurisdictions. To request training and access to the on-line system, please contact the IRP Unit at (207) 624-9000 ext. 52135.

USDOT NUMBER: All motor carriers registering IRP vehicles are required to provide their USDOT Number as well as the USDOT Number of any motor carrier, other than the registrant, responsible for the safe operation of any IRP vehicle at the time of registration.

All motor carriers registering apportioned vehicles or assuming responsibility for the safe operation of any IRP vehicles must comply with FMCSA's biennial update requirement. Motor carriers must now update their USDOT Number census information online at <http://safer.fmcsa.dot.gov> by clicking on FMCSA Registrations and Updates.

ENFORCEMENT (Display of Credentials)

A valid annual registration, temporary registration, or trip permit must be carried in the vehicle at all times. **Photocopies of annual registrations are not acceptable documentation.** Maine will issue and will allow photocopies or faxed temporary registrations subject to verification. Original documents may not be altered or mutilated in any way. Duplicates of lost or damaged registrations must be obtained from the IRP Unit as soon as possible.

Before entering another IRP jurisdiction, the correct vehicle weight must be listed on the cab card for that jurisdiction. [Appendix A](#) contains a list of trip permit requirements.

An apportioned registration does not exempt a registrant from any jurisdiction's fuel tax, truck weight, or operating authority requirements. Registrants should learn the requirements of the jurisdictions in which they plan to operate. See Appendix A for a list of IRP jurisdictions' telephone numbers. See [Appendix G](#) for IFTA jurisdiction's telephone numbers.

Registration Plates: Truck tractors base-registered in Maine must display one registration plate on the front of the vehicle. Trucks and buses base-registered in Maine must display two plates, one on the front and one on the rear of the vehicle.

Any IRP-registered vehicle operating with a valid temporary registration may operate without displaying a registration plate provided that all other provisions of the IRP are met. Maine registrants operating on a temporary IRP registration may obtain a temporary plate from the IRP Unit.

NEW REGISTRATIONS

([See Supporting Documents, Page 9](#))

Before a vehicle may be registered in Maine in the IRP for the first time the applicant must:

1. Have an established place of business in Maine, demonstrate residency in Maine, or be leased to a carrier (who is registering the vehicle) who has a place of business in Maine;
2. Provide proof of payment of Maine's sales or use tax, or proof of exemption from sales or use tax;
3. Provide proof of payment of municipal excise tax. Maine residents must pay the tax to their municipality. Excise tax is prorated for the number of months in the registration.
4. Provide the title or Manufacturer's Statement of Origin (MSO), or a copy of the title application if an application has already been submitted in Maine or another jurisdiction, or proof that the vehicle is exempt from Maine title law (vehicles that are exempt from Maine title law are those 1994 or older, trailers with an unladen weight of 3,000 lbs. or less, special equipment, and special mobile equipment);
5. If previously registered by the same registrant in another jurisdiction, provide proof of the previous registration;
6. Provide proof of payment of the Federal Heavy Vehicle Use Tax for vehicles registered for a gross weight of 55,000 pounds or more;
7. Complete Schedule A (see [Appendix H](#));
8. Provide evidence of insurance;

9. Provide any other documents necessary under Maine law; and
10. Pay the invoice in full to complete the registration.

NOTE: All information listed will be reviewed and verified before any registrations are issued.

If you have ever been registered in Maine or any other jurisdiction or are currently registered in another jurisdiction you must notify the IRP Unit immediately. IRP requires that you are in good standing in Maine and all other jurisdictions to be issued an IRP registration. Any related entity suspensions may also affect your ability to register.

RENEWALS

IRP is a continuous registration; there is no grace period after the expiration date.

Steps to Follow to Renew: IRP renewal application will be mailed approximately two months prior to their fleet expiration date. **Registrants having multiple fleets with different expiration months will be mailed separate renewal packets.** Completed applications should be mailed to the IRP Unit in Augusta as soon as possible. Renewals are processed in the order received. The IRP Unit will not take late renewals out-of-turn. If the renewal packet is not received from the IRP Unit at least one month in advance of the renewal month, please call the IRP Unit.

Each registrant should verify that the name and address information on the preprinted renewal form is accurate; any corrections may be made directly on the renewal form. Equipment information should also be verified, including the gross weight information.

Any equipment corrections, additions, or deletions should be made utilizing the Schedule C. ([See Appendix H](#))

Renewal applications must be received by the IRP Unit by the 15th day of the expiration month to guarantee processing by the end of the month. Applications are processed in the order received, regardless of method of delivery.

The renewal packet will contain:

- A cover letter providing information to assist the registrant in processing the renewal registration;
- An IRP Registrant Renewal Certification;
- A Renewal Checklist for your convenience in verifying that all requested documentation which needs to be provided to the IRP Unit has been placed in your return IRP renewal packet;
- An Application for Changes (Schedule C). This will be preprinted with the registrant's current demographic and fleet information as maintained in the IRP system;

Any or all vehicles not renewed must be deleted from the fleet utilizing the Schedule C and return all plates immediately.

Registrants must attach the white copy of their excise tax receipt to their renewal form. Registrants are encouraged to keep the yellow copy for their records. Excise tax receipts are obtained only from the registrant's town office. The questions on the back of the receipt must be answered; current odometer reading must be listed; and the receipt must be signed. A registrant may send copies of the excise tax receipts with their renewal; however, no annual registration will be issued until the **original** excise tax receipt is received by the IRP Unit.

Registrants must provide proof of liability insurance. Proof may be a copy of the vehicles insurance card, a copy of the policy, or a binder listing the vehicles and the vehicle identification numbers (VIN). NOTE: Fleet insurance cards covering a fleet are exempt from listing VINs.

The registrant must provide proof of payment of the Federal Heavy Vehicle Use Tax for vehicles registered for 55,000 pounds or more. The receipt must list each vehicle's Vehicle Identification Number (VIN) on the Schedule 1 or attached statement.

Registrants will receive a temporary registration for each vehicle renewed and a copy of the invoice after submitting their completed application. Registrants must provide the following to the IRP Unit to obtain an annual registration:

- Payment in full (the account and fleet numbers should be noted on the check);
- Proof of HVUT payment, for vehicles registered for 55,000 pounds or more, if not already provided;
- Completed and signed original excise tax receipt (white), if not already provided.

Temporary registrations are valid for up to 45 days from the date of issuance. Temporary registrations will not be extended unless payment in full has been received.

Plates and/or validation stickers and annual cab cards (registrations) will be mailed when payment in full and all required documentation has been received by the IRP Unit.

A registrant may cancel an IRP invoice by notifying the IRP Unit in writing within seven days after receipt of the invoice, provided the registrant did not operate on the temporary registration. To cancel a bill for a renewal prior to the start of their registration year, a registrant must return the IRP plate(s) and a Schedule C. Cancellation after the start of the registration year requires a notarized statement of non-use in addition to returning the plate(s) and a completed Schedule C.

For more information go to: <http://www.maine.gov/sos/bmv/commercial/HVUT.pdf>

SUPPLEMENTAL APPLICATION (Schedule C)

A Schedule C must be used to submit all changes. Some changes may result in additional fees due to some jurisdictions. A Schedule C is used:

- To add a vehicle to a fleet
- To delete a vehicle
- To transfer a registration from one vehicle to another
- To increase/decrease gross weight
- To change classifications (private, for-hire, etc.)
- To close an IRP account

When transferring an existing registration from one vehicle to another, the registrant must clearly state where the registration credit is coming from. If possible, vehicles should be deleted and added on the same supplement. If the credit is to come from a previous supplement, registrants should reference that supplement by supplement number.

Registration credit may be transferred from one vehicle to a newly acquired vehicle if the first vehicle is sold, junked, or otherwise permanently removed from the registrant's possession.

The IRP Unit will issue a 45 day temporary registration for a vehicle being added. Upon receipt of payment and all required documentation, the IRP Unit will issue the annual registration.

If a vehicle is deleted without transferring the registration plate to a replacement vehicle, then the registrant must return the registration plate to the IRP Unit. If the registration plate is transferred to a replacement vehicle, then the cab card must be returned to the IRP Unit.

Added Vehicles: If a vehicle is added to a registrant's fleet during the registration year, the existing distance report will be used to calculate apportioned fees for the remainder of the registration year. For vehicles added to an existing fleet, the apportioned fees are prorated for the remainder of the registration year.

MISCELLANEOUS FEES: (Replacement Plates, Stickers, Cab Cards)

Maine IRP Miscellaneous Fees			
Plate Replacement Fee	\$5.00	IRP Trip Permit	\$25.00
New/Replacement Cab Cards	\$5.00	IFTA Trip Permit	\$50.00
Fax Fee	\$3.00	Combo IRP/IFTA Trip Permit	\$75.00
Sticker Replacement Fee	\$0.25	Hunter's Permit	\$25.00
Registration Transfer Fee	\$8.00	Registration Reinstatement Fee	\$50.00

Lost or stolen plates, validation stickers, or cab cards must be reported to the IRP Unit as soon as possible.

The plate replacement fee is five dollars (\$5.00) per plate. The registrant must complete the top half of a Request For Duplicate Apportioned Plate Form and mail the form along with the appropriate fee to: Bureau of Motor Vehicles, Motor Carrier Services – IRP Unit, 29 State House Station, Augusta ME 04333-0029. The registrant may come into the Bureau of Motor Vehicles, located at 101 Hospital St. in Augusta, fill out the form, and obtain a paper plate to use until the replacement plate is received. The cab card replacement fee is five dollars (\$5.00).

Transfer Fee: A registration may be transferred from one vehicle to another by completing a Schedule C. There is a Maine transfer fee of eight dollars (\$8.00) and a five dollars (\$5.00) cab card fee for each transfer. Some jurisdictions may charge additional fees.

Fax Fee: Registrants requesting temporary registrations or trip permits to be faxed directly from the IRP Unit will be charged a three dollar (\$3.00) fax fee.

Reinstatement Fees: Maine law requires a reinstatement fee of fifty dollars (\$50.00) for any fleet registration or right to operate that is suspended. A separate fee is required for each suspension or fleet restoration.

If a registrant's IRP account is suspended for 'Failure to Appear' in court, Fuel or HVUT (VIN specific) the registrant's IRP account is frozen until the deficiency is cleared.

Court Records/Taxes/Failure to Appear (FTA)/SR-22

Anyone with unpaid court fines, suspensions, out of service orders, or any other reasons of non-compliance will not be permitted to conduct any IRP transactions. Registrants will have to satisfy any of the outstanding issues of non-compliance before any IRP transactions will be conducted.

SUPPORTING DOCUMENTS

Before the IRP Unit can complete any registration, certain supporting documents must be submitted. Proof of payment of sales or use tax and a title, title application or Manufacturers Statement of Origin (M.S.O.) must be submitted only at the time of first registration. Registrants who are converting from a Maine commercial registration to an IRP registration do not need to submit sales tax or title.

Municipal Excise Tax: (Current documentation needed each year) Maine law specifically provides that an annual municipal excise tax must be paid prior to registering or reregistering a motor vehicle in this State. Excise tax must be paid on any vehicle registered in Maine.

Excise tax must be paid on any vehicle which is garaged or based in Maine or routinely dispatched from Maine. Excise tax must be paid in the municipality where the vehicle is routinely based.

Out-of-State vehicles being apportioned for Maine pay an apportioned share of Maine's excise tax as a part of the registration process. The tax is determined by multiplying the latest purchase price by the appropriate mil rate for the model year. Purchase price must reflect fair market value for the vehicle.

The mil rate is as follows:

1st year	24	mils (2.40%)	4th year	10	mils (1.00%)
2nd year	17½	mils (1.75%)	5th year	6½	mils (0.65%)
3rd year	13 ½	mils (1.35%)	6th and later	4	mils (0.40%)

Sales or Use Tax: Even though vehicles used in interstate commerce frequently are exempt from sales or use tax, either the Retail Buyers Order Form (RBO), the Bill of Sale (BOS), or a Use Tax Certificate (STMV-U6) must be provided before a vehicle may be registered for the first time.

Anyone who buys their vehicle from a Maine dealer will be provided with a Retail Buyers Order Form (RBO); anyone who buys their vehicle out-of-state or in a private sale will need to submit a copy of the Bill of Sale (BOS) or Form STMV-U6 which can be obtained from their town office, a BMV branch office, the IRP Unit, or the Maine Revenue Service.

Commercial vehicles placed in interstate commerce within 30 days and used 80% of the time in interstate commerce are exempt from sales or use tax. Maine Dealer sales should indicate "Exempt" on the Retail Buyers Order Form. If the registrant is completing an STMV6-U it should indicate the sales/use tax exemption. Vehicles leased by an owner-operator to a carrier are subject to sales tax even if the vehicles are put into interstate commerce.

Registrants must attach the appropriate Retail Buyers Order Form (RBO) or Bill of Sale (BOS) to their IRP paperwork. Anyone submitting an STMV6-U (private sale) who owes sales tax must submit payment with the form.

Title: A Certificate of Title attests to the ownership of a vehicle.

To register a vehicle for the first time, the applicant must provide the title or Manufacturer's Statement of Origin (MSO); or a copy of the title application if an application has already been submitted in Maine or another jurisdiction; or provides proof that the vehicle is exempt from Maine title law.

Evidence of Insurance: Evidence of adequate liability insurance is required before the IRP Unit will issue any temporary or annual registration credentials.

Proof may be a copy of the vehicles insurance card, a copy of the policy, or a binder listing the vehicles and the vehicle identification numbers (VIN). NOTE: Fleet insurance cards covering a fleet are exempt from listing VINs

Anyone required to file a SR-22 due to an accident or violation must submit a copy of their SR-22 filing.

Carriers operating for-hire are required to maintain continuous proof of liability insurance with the Federal Motor Carrier Safety Administration (FMCSA) and will not be required to submit additional evidence of insurance. Carriers should indicate that they operate for-hire.

Federal Heavy Vehicle Use Tax (HVUT): Registrants with vehicles registered for 55,000 pounds or more are required to file proof of payment of the Federal Heavy Vehicle Use Tax annually with the Bureau of Motor Vehicles.

The tax is paid to the Internal Revenue Service, not to the Bureau of Motor Vehicles. The tax year is July to June. The tax is paid for the tax year that includes the registration issue date.

The registrant needs to file proof only once per year. Proof must be either a copy of IRS Form 2290 that has been receipted (stamped) by the IRS or an un-receipted copy of the 2290 and both sides of the canceled check made payable to the IRS.

Lease Agreements: For an owner-operator registering in their own name and leasing to a carrier providing the vehicle liability insurance, a copy of the lease agreement must be provided. The lease must clearly state that the carrier is providing continuous liability insurance; otherwise the owner-operator will be required to provide evidence of (bob-tail) insurance coverage.

An owner-operator registrant leasing to a carrier assuming responsibility for the vehicle safety should notify the IRP Unit immediately upon termination of any lease. The owner operator should cease operation until either evidence of liability insurance (owner-operators USDOT Number must have an active carrier status) or a copy of a leasing agreement with another carrier assuming responsibility for the safety of the vehicle is provided to the IRP Unit and a new registration is issued.

If the vehicle is being registered in a name other than the titled owner, a copy of the lease agreement must be provided.

PAYMENT OF BILL

Payment in U.S. funds must be received in full before the IRP Unit will issue annual credentials. Payment may be made by cash, check, money order, credit card (see restrictions below), COMCHECK, or T-Check. Please do not send cash through the mail. Checks should be made payable to: Maine Secretary of State. Please put your IRP account number and fleet number on your check.

Personal checks are accepted subject to collection. Should the check be returned for non-sufficient funds, the registrant's fleet will be suspended. Fleet registration(s) will not be restored until all registration fees are paid. In addition, a fifty-dollar (\$50.00) reinstatement fee will be required and the registrant will be required to make future payments by certified check, money order, credit card, or cash.

The Bureau will only accept a VISA or MasterCard payment for fees due to the State of Maine such as reinstatement fees, title fees, sales tax, cab card, plates and decals/stickers.

The filing of an IRP application constitutes an agreement on the part of the registrant to pay the resulting bill. An unpaid invoice remains the obligation of the registrant, and the Bureau may take additional steps to ensure collection.

TEMPORARY REGISTRATION/ADDITIONS/TRANSFERS

Temporary Registration (no plate required): A registrant may add vehicles to their fleet at any time by filing a Schedule C. The IRP Unit will issue temporary registrations in the same manner as for a renewal. The registrant will have up to 45 days from issuance of the temporary registration to pay the invoice and receive the permanent registration.

A temporary registration describes the vehicle and lists the gross vehicle weight for each state. The issuance of a temporary registration generates an invoice which must be paid.

A registrant must add a vehicle to an existing fleet with an original registration period of 12 or fewer months. The vehicle's registration and excise tax will be prorated accordingly. A registrant may register an apportioned vehicle for fewer than 12 months only when including that vehicle as part of an existing fleet.

A registrant transferring an existing registration to another vehicle must keep the current expiration date. An excise tax receipt from the registrant's municipality indicating that any additional excise tax due has been paid on the new vehicle is required.

Unladen Weight Permits (Hunter's Permit): The IRP provides that an owner-operator may obtain a "Hunter's Permit" when "hunting" for a carrier with whom they may lease. A Maine Hunter's Permit authorizes the operation of an unloaded vehicle for a period of 30 days for a fee of twenty-five dollars (\$25.00). Before the vehicle may be loaded, the registrant must have an annual registration or a TR.

The Maine IRP Unit will issue Hunter's Permits only to owner-operators based in Maine or owner-operators whose last lease was with a Maine-based carrier. Owner-operators from other IRP jurisdictions must contact their base jurisdiction.

Trip Permits: Trip permits are required for travel in any other member jurisdiction if the registrant is not apportioned before entering an IRP member jurisdiction, a trip permit must be

secured through that jurisdiction and carried in the cab of the vehicle. Failure to comply with trip permit requirements may result in fines and/or delays.

Maine trip permits (for out of state carriers) are valid for 72 consecutive hours for a fee of twenty-five dollars (\$25.00). IRP trip permits provide all the privileges of an IRP registration. Maine trip permits may be obtained through wire services (see [Appendix D](#)), or through the IRP Unit. The IRP Unit will fax a trip permit to any location the registrant specifies. Trip permits ordered through the IRP Unit must be paid for when ordered (See [Appendix A](#) for a summary of other jurisdiction's trip permit requirements).

SPECIAL TYPES OF OPERATIONS

Owner-Operator Leased to a Carrier: Owner-operators who lease their vehicles to motor carriers for 30 days or longer may register in one of two ways:

1. The owner-operator (lessor) may be the registrant and the vehicle(s) may be registered in the owner-operator's name. In this case, apportioned fees will be determined only by the owner-operator's distance records. The registration plate(s) and cab card(s) will be issued to the owner-operator and any registration credit will belong to the owner-operator.
2. The motor carrier (lessee) may be the registrant. In this case, the vehicle(s) will be included as a part of the carrier's fleet and apportioned fees will be determined by the carrier's distance records. The registration plate(s) and cab card(s) will be issued to the carrier and any registration credit will belong to the carrier.

Trip Leasing: An apportioned fleet operator (lessor) may trip lease equipment to another apportioned fleet operator, and the lessor is responsible for accruing and reporting distance on their application for leased equipment.

Allocated Vehicles/Rental Vehicles: Certain vehicles used in interstate commerce not otherwise required to be registered in the IRP may be registered by allocation.

Registrations for rental vehicles may be allocated by taking the ratio of revenue earned in Maine to total revenue earned multiplied by the number of units in the fleet.

A registrant entering into an allocation agreement may operate any vehicle in intrastate or interstate commerce.

If a rental company changes its base jurisdiction, the State of Maine will work with the jurisdiction and the carrier to ensure an orderly transition.

Household Goods Carriers: A household goods carrier, using equipment leased from service representatives, may choose to base the equipment either in the base jurisdiction of the service representative or in the carrier's base jurisdiction.

If the base jurisdiction of the service representative is chosen, the equipment must be registered in the service representative's name and the carrier's name as the lessee. The apportionment of fees must be according to the combined distance records of the service representative and those of the household goods carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the household goods carrier's base jurisdiction is selected, the equipment must be registered by the household goods carrier and the service representative must be designated as the lessor. The apportionment of fees must be based on the combined distance records of the service representative and the household goods carrier. This includes any intrastate miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the household goods carrier.

Buses: The interstate bus operator should file an application for apportioned registration with the base jurisdiction listing the buses, if any, assigned to pools. Interstate bus operators may report their distance in one of two ways:

1. the carrier may report actual distance by jurisdiction; or
2. the carrier may report a sum equal to the scheduled route miles per jurisdiction from the furthest point of destination of the scheduled pool.

DISTANCE RECORDS/DISTANCE REPORTS

IRP registrants must keep accurate and legible distance records by vehicle. The records are the same as those required for fuel reporting in the International Fuel Tax Agreement. Distance records must include:

- An "Individual Vehicle Distance Record" (IVDR) for each vehicle registered in the IRP. See [Appendix E](#) for samples of IVDR's. Registrants may use this form or design their own.
- The starting and ending date for each trip;
- The starting and ending location for each trip;
- Routes for each trip;
- All trip distance, including loaded, empty, and bob tail distance;
- Distance traveled in all jurisdictions including non-IRP jurisdictions;
- Vehicle unit number (Owner Equipment Number – OEN);
- Registrant's name;
- Driver's name; and
- Any trip permits purchased.

Registrants are required to accumulate IVDR's and prepare monthly summary sheets in which miles are broken down by units and dates. IVDR's must be maintained in the registrant's office. IVDR's must document a vehicle's continuous movement.

Reporting Period: IRP distances always based on the last complete year of operation. Depending on the registration month the distance information may be nearly two years old.

A registrant with less than one year of actual operation during the previous reporting period must submit their actual distance for that period.

Actual distance is required for any vehicle registered during the Reporting Period unless:

1. the registrant has neither owned or leased apportioned vehicles during the 18 months immediately prior to the application date; or
2. the fleet was apportioned for no more than the last 90-days of the reporting period.

Distance must only be reported for Maine-based vehicles in the IRP; distance must be reported separately for each vehicle fleet. Distance for vehicles without apportioned plates must be excluded from the distance report. If a Maine-based IRP registrant has distance in a non-IRP jurisdiction, then the distance must be reported and will be added to the registrant's Maine distance.

Estimated Distance: A registrant who begins operation in the IRP will use system generated distance for the first year. First year estimates generally are not subject to audit.

Record Retention: The registrant must keep distance records and supplemental documentation on file for four years after the end of the registration year. This may mean records have to be retained for up to six (6) years.

AUDITS

IRP jurisdictions are required to audit fifteen percent (15%) of their accounts every five years. Where appropriate, Maine will conduct combined IRP /Fuel Tax audits.

The base jurisdiction, acting on behalf of all IRP jurisdictions, is responsible for collecting or refunding the net amount of any IRP audit. Upon audit finalization, the IRP Unit will either bill or refund a registrant the net amount of any audit. Audits become final 45 days from the date of the notice unless appealed by the registrant or a jurisdiction.

Approved audit refunds will be sent automatically. Audit balances due must be paid within 30 days of the final invoice date. Failure to pay the audit balance due will result in suspension.

A registrant's records must be made available, upon request, to the office of Motor Carrier Services - Audit. The results of each audit will be sent to the registrant and to all IRP jurisdictions for which the registrant is apportioned.

The office of Motor Carrier Services - Audit may request an audit at any time. The registrant will be notified by letter or telephone of an impending audit of the company's records. The registrant should confirm that the records can be made ready for audit.

If the records are found to be in order, the IRP unit will notify the registrant that they have received a no change audit.

If the audit finds that the records are not in order or if there is a discrepancy, one or more of the following may occur:

- Fees may be recalculated based on the audit findings
- If distance was estimated for two or more years, those vehicles traveling on estimated distance will be required to pay in excess of one hundred percent (100%) of registration fees for the estimated second or subsequent year(s).
- If the records provided for audit are inadequate, additional fees of 20% will be assessed on the first audit, 50% on the second audit, and 100% on the third audit.

A registrant may appeal an audit. Appeals must be made in writing to the Chief of Motor Carrier Services at the Bureau of Motor Vehicles, IRP Unit. An appeal must be filed within 30 days after the acknowledged receipt of the notice of audit findings.

CREDITS AND REFUNDS

Registration credits and refunds will be available in accordance with Maine law.

Credits: Credits for any remaining portion of a registration may be applied to another registration. A credit may be applied only to one vehicle registration. A credit may not be split between two or more registrations. Any portion of a month is considered a full month. The vehicle from which the credit is generated must be disposed of by the registrant. The vehicle to which the credit is being applied must be a first-time registration for the registrant.

Credit for Maine's registration fee is available for both Maine and non-Maine based IRP-registered vehicles. For registrants based in other IRP jurisdictions, credit for the remaining portion of a registration is available subject to the rules and procedures of their base jurisdiction.

Refunds: Refunds are available through the Bureau of Motor Vehicles only under the following conditions:

- If a billing error was made by the IRP Unit; or
- If there was a duplication of an apportioned fee, and fees for the same vehicle(s) were paid twice; or
- If an audit of an apportioned registrant indicates an overpayment; or
- If a registrant returns registration plates and cab card prior to the start of the registration. If the registration year has started, a registration refund will be authorized only if a notarized statement of non-use is submitted within 120 days.

The Maine Bureau of Motor Vehicles will refund only amounts of five dollars (\$5.00) or more. Refunds are not issued for unused portions of a registration after the start of the registration year. Approved refunds will be sent to the registrant automatically. If the registrant believes they are entitled to a refund that they have not received, they may contact the IRP unit.

Maine's refund policy applies equally to Maine and non-Maine registrants.

PART II

PERFORMANCE AND REGISTRATION INFORMATION SYSTEMS MANAGEMENT (PRISM)

www.fmcsa.dot.gov

PRISM OVERVIEW:

Maine is a member of the PRISM program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records and to tie a carrier's safety fitness to the ability to register commercial vehicles. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two purposes:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate; and
2. To cause the unsafe motor carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes: the commercial vehicle registration process and enforcement. These programs work in tandem to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

Commercial Vehicle Registration Process:

The IRP registration process provides the framework for PRISM. The registration process serves two basic functions. First, it establishes a system for identifying the motor carrier responsible for the safe operation of a commercial vehicle during the registration year. Second, the use of registration denial and suspension provides a powerful incentive for unsafe motor carriers to improve their safety performance.

The USDOT Number is used to identify both the motor carrier responsible for safety and the individual vehicle registrant provided the registrant is also a motor carrier. The motor carrier's safety fitness is checked prior to issuing vehicle registrations. Unfit motor carriers may be denied the ability to register their vehicles. Motor carriers can update their USDOT census information at <http://safer.fmcsa.dot.gov/>.

Motor carriers, registrants, and owner-operators are given information on safety performance. Concerned personnel can take steps to improve motor carrier safety. If an owner-operator or a registrant leases to an unsafe motor carrier, the owner-operator or registrant is notified of the carrier's MCSIP status.

Enforcement:

Enforcement is the process by which motor carrier safety is systematically tracked and improved. The process is designed to improve the safety performance of motor carriers with demonstrated poor safety performance through accelerated identification, performance monitoring, and treatment. When a motor carrier is identified as needing improvement in safety practices, the carrier enters the Motor Carrier Safety Improvement Process (MCSIP). Under MCSIP, motor carriers with potential safety problems are identified and prioritized for on-site reviews using the FMCSA Safety Measurement System (SMS). SMS makes maximum use of crash, driver, vehicle, and safety management data to develop an overall indicator of carrier fitness that is used

to prioritize carriers for possible on-site reviews. MCSIP carriers that fail to improve their safety performance face penalties that are progressively more severe culminating in a Federal Out-of-Service-Order (OOSO) and a concurrent state registration suspension.

Maine will deny, suspend, or revoke a registration as a result of a Federal Out-of-Service-Order. There are five general instances in which the FMCSA will order a motor carrier to cease interstate operations:

1. When the motor carrier receives a final unsatisfactory safety rating from the FMCSA;
2. When, after exhausting all due process options, the motor carrier fails to pay Federal fines levied from FMCSA enforcement actions;
3. When the motor carrier is determined to be an imminent hazard;
4. When a new entrant fails an audit or does not schedule an audit within 18 months; and
5. When the motor carrier fails to comply with the biennial update requirement.

PRISM BENEFITS:

Accountability:

PRISM improves motor carrier safety by identifying the party responsible for the safe operation of a commercial motor vehicle. Safety events such as inspections, crashes, and violations involving a PRISM vehicle can be tied back to the responsible motor carrier. Motor carriers ordered by the FMCSA to cease interstate operations cannot continue to maintain interstate license plates.

Performance Based Approach to Safety Management:

The principal means of identifying a potentially poor performing motor carrier is through the accumulation of carrier, vehicle, and driver-specific events that are linked to the motor carrier through the USDOT Number. Motor carriers are identified, treated, and released from a safety improvement program based on demonstrated highway performance after the safety treatment has been applied.

A motor carrier's performance is evaluated using all available data including roadside inspections, compliance reviews, crashes, and enforcement history. This safety information is updated continuously.

Improved Productivity and Data Quality:

PRISM has increased the efficiency and effectiveness of federal and state safety efforts through the efficient allocation of scarce resources to focus on the highest risk motor carriers and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety problems.

PRISM has improved the accuracy and timeliness of motor carrier data by implementing a procedure to obtain current motor carrier census data as a part of the vehicle registration process; by developing a procedure to use the vehicle license plate number to more accurately assign inspection and crash data to the responsible motor carrier; and by using automated data collection procedures in the field to properly assign safety events to the proper motor carrier. Motor carriers have the opportunity to dispute and correct their safety-related information which further enhances data quality. Since PRISM is a data-driven process, increasing the quality and accuracy of available data improves the accuracy, efficiency, and effectiveness of the program.

Improved Motor Carrier Safety:

PRISM requires motor carriers to improve their identified safety deficiencies or face more stringent sanctions. Motor carriers that ultimately do not correct identified deficiencies are placed out-of-service by the FMCSA and concurrently suspended by the carriers base state. Motor carriers with less severe safety issues receive Warning Letters which provide timely feed back to the carriers and have proven to be an effective and cost efficient means of improving motor carrier safety performance.

PRISM REGISTRATION REQUIREMENTS:

Registrant USDOT Number: All motor carriers registering IRP apportioned vehicles are required to provide their USDOT Number. Any application submitted for apportioned registration must contain the USDOT Number of the registrant except when the registrant is not a motor carrier (See Part V – USDOT Number for more information). Both the Maine IRP Application Schedule A and Schedule C have a box for the registrant USDOT Number (see Appendix J). The schedules also have a box to indicate the registrant is a registrant only (not a motor carrier) and not required to provide a USDOT Number.

Registrant Tax Identification Number (TIN): Every application submitted for apportioned registration must contain the TIN of the registrant. A TIN may be the registrant's Federal Employer Identification Number or Social Security Number. Both the Maine IRP Application Schedule A and Schedule C have a box for the registrant TIN (see [Appendix H](#)).

Carrier Responsible For Safety (CRFS) USDOT Number: Every application submitted for apportioned registration must contain the USDOT Number of the motor carrier responsible for the safe operation of each vehicle. Both the Maine IRP Application Schedule A and Schedule C have a box to record the USDOT Number of the carrier responsible for the safety of each vehicle (see Appendix J). Depending on the circumstances, the USDOT Number of the carrier responsible for safety may or may not be the same as the registrant USDOT Number. The registrant must also indicate whether the designated CRFS is expected to change during the registration period. The IRP schedules have Yes/No check boxes to record this information for each vehicle.

Carrier Responsible For Safety TIN: Every application submitted for apportioned registration must contain the TIN of the motor carrier responsible for the safe operation of each vehicle. Both the Maine IRP Application Schedule A and Schedule C have a box to record the CRFS TIN for each vehicle (see Appendix J).

Motor Carrier Identification Report (Form MCS-150): IRP registrations do not need to be accompanied by a MCS-150 form for all USDOT numbers reported on an IRP Schedule. The motor carrier's MCS-150 information must be up-to-date according to FMCSA's schedule, reflect all vehicles in its fleet, both owned and leased, and not just the vehicle leased from the owner operator.

PRISM SUMMARY:

PRISM is a federal/state partnership designed to improve highway safety by identifying motor carriers with unsatisfactory safety ratings. It is a data-driven program. Only those few motor carriers determined to be unsafe will be affected by this program. PRISM is administered as a part of the IRP registration program in Maine.

PART III

FUEL TAX LICENSING AND REPORTING

Telephone: (207) 624-9000 Ext. 52136 Fax: (207) 624-9062

Email: ifta.bmv@maine.gov

Introduction to IFTA

Effective January 1, 1997, the State of Maine became a participating member in the International Fuel Tax Agreement (IFTA). This program enables you to use your base state to license for fuel tax reporting for all states and provinces. You will have one fuel tax license. You will also file only one quarterly fuel tax report to the base state covering travel in all IFTA jurisdictions. If you are a Maine interstate carrier, Maine should be your base state.

All IFTA licensees are required to file fuel tax reports. Filing is required even if no travel occurred during the reporting period! Failure to receive the authorized report form does not relieve the licensee from the obligation of submitting a report. Renewal of an IFTA license will be denied if the carrier has failed to file any quarterly report or is delinquent in any fuel tax payments.

Base State Reporting: Every state in the continental United States and 10 Canadian provinces are IFTA members.

In IFTA, a motor carrier contacts only its base (home) jurisdiction to license for fuel tax reporting in all IFTA member jurisdictions. No IFTA jurisdiction may require any additional fuel tax licensing requirements. The carrier makes quarterly tax returns and payments to its base jurisdiction covering fleet operations in all IFTA jurisdictions. The base jurisdiction, in turn, distributes tax payments and information to the other IFTA jurisdictions. The base jurisdiction is responsible for fuel tax auditing. Where appropriate, Maine conducts combined IFTA/IRP audits.

Determining a base state: Maine is your base state if:

1. You register your qualified motor vehicle(s) in Maine; and
2. Some travel is accrued in Maine by qualified vehicles; and
3. You maintain your mileage records in Maine, or can make those records available in Maine

Qualified motor vehicle: A qualified motor vehicle is a motor vehicle that travels in two or more IFTA jurisdictions, and:

1. Has an actual gross vehicle weight, registered gross vehicle weight, or combined gross vehicle weight in excess of 26,000 pounds; or
2. Has three or more axles (including the steering axle) on the power unit regardless of gross weight.

**** Recreational Vehicles are exempt from IFTA fuel tax reporting ****

Anyone operating qualified motor vehicles in Maine is required to satisfy fuel tax licensing and reporting requirements. Maine is a member of the International Fuel Tax Agreement (IFTA). Maine-based intrastate commercial vehicle operators must also license for fuel tax reporting

Fuels covered: Maine requires qualified motor vehicles using diesel, biodiesel, propane, CNG, ethanol, methanol, or LNG to be licensed for fuel tax reporting. Many jurisdictions require

vehicles using other fuel types to be licensed. [Appendix G](#) lists the fuel tax requirements for each jurisdiction.

Application process: IFTA requires an annual license and vehicle decals. The Fuel Unit will mail and email renewal applications automatically to all active accounts by October 15th. If you do not receive an application, call the Fuel Unit at 207- 624-9000 ext. 52137. Upon successful processing of your application, you will be issued an annual license. All IFTA licenses expire December 31st. A photocopy of the license must be carried in the cab of each qualified vehicle in the fleet.

If you currently have “Maine Only” fuel decals on your vehicle(s), and are planning to operate out of the state with those vehicle(s), you must return the “Maine Only” decals to the Bureau of Motor Vehicles, Fuel Unit for cancellation. Vehicles that travel outside the state cannot have a “Maine Only” decal and an IFTA decal displayed simultaneously for the current tax year.

Important Information

1. You must provide your Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Also, if you have an IRP account number or MC number, you must provide this information. Your application will not be processed without this information.
2. You must provide us with your DOT number. If you do not currently have one, new applicants are required to use the new online application when requesting registration and a USDOT number. Your application will not be processed without this information. You can apply for a USDOT number online at: <http://www.fmcsa.dot.gov>
3. Applications must be signed and dated by the owner, a partner, or a corporate officer listed on the form. If the application is signed by an authorized agent, a completed Power of Attorney must accompany the application.

Decals: For IFTA, a set of two decals for each qualified vehicle will be issued. One decal is placed on the exterior portion of each side of the cab. Decals expire December 31st. Maine charges five dollars (\$5.00) per set for decals.

Fuel Tax Reporting: Carriers are required to file quarterly fuel tax returns. The return covers travel for all qualified vehicles in all IFTA jurisdictions. Tax returns will be mailed to you or a reminder email will be sent. If you do not receive a tax return, call the Fuel Tax Unit at 624-9000 ext. 52136.

IFTA tax returns must be filed within one month of the close of the quarter. The return must be filed even if you do not operate during the quarter. Quarterly returns must be accompanied by any tax payment that may be due. IFTA carriers make one payment for all IFTA jurisdictions. Checks must be made payable to the Maine Secretary of State. If your credits from tax-paid fuel exceed your taxes owed, you will receive either a refund or a credit to be applied to future tax liabilities. If your credit is less than one hundred dollars (\$100.00), your credit will be carried forward unless you close your account.

Suspensions: A carrier failing to file a quarterly fuel tax return or failing to pay any tax due will be suspended. Suspended carriers may not operate in any IFTA jurisdiction until the suspension is resolved. To resolve a suspension a carrier must file the appropriate returns and pay any tax, interest, and penalties that may be due. In addition, before a carrier is restored, a fifty dollar (\$50) reinstatement fee must be paid to the Secretary of State.

A carrier failing to pay an audit assessment will be suspended. A carrier may appeal an audit assessment to the Maine Bureau of Motor Vehicles – Hearings Section. An appeal stays the suspension order until the appeal is settled.

If a carrier fails to pay any court-imposed fine or Bureau of Motor Vehicles reinstatement fee, the carrier's license will not be renewed.

If a carrier's account is suspended, the carrier must return the IFTA license and all decals to the Fuel Tax Unit. Upon restoration, decals will be replaced at full fee.

Estimated Taxes: If a carrier fails to file a tax return, the Fuel Tax Unit may assess estimated taxes based on the carrier's reporting history.

Penalty: The penalty for failure to file quarterly fuel tax returns or to pay any fees that are due is fifty dollars (\$50) or ten percent (10%) of the tax, whichever is greater. The penalty is in addition to any tax and interest which are due.

Interest: Interest on unpaid taxes is assessed at the rate established by IFTA (<http://www.iftach.org/>).

Record Keeping Requirements

Mileage Record Keeping: Generally, record keeping for fuel tax reporting is the same as for the International Registration Plan ([See page 13](#)). You are required to maintain individual vehicle distance reports and to summarize these reports monthly. In addition to keeping the distance information required by the IRP, you must maintain information on any fuel purchased from a service station and any fuel removed from bulk-storage. Vendor-generated automated records are acceptable documents for fuel purchases.

Licensees may use electronic mileage recording devices in accordance with Article 10 of The Plan and Section P600 (P540 as of January 1, 2017) of the IFTA Procedures Manual.

Tax-Paid Purchases (Receipts): Credit may be taken for any fuel bought tax-paid in any IFTA jurisdiction. To receive credit you must have a receipt for the tax-paid fuel. The following receipt information is required:

1. Date of purchase
2. Seller's name and address
3. Number of gallons or liters purchased
4. Fuel type
5. Price per gallon or liter, or total amount of sale
6. Unit number
7. Purchaser's name

Bulk Fuel: To receive credit for withdrawals from your tax-paid bulk storage, the following records must be maintained: date of withdrawal, number of gallons, fuel type, unit number, and purchases and inventory records showing tax was paid on all bulk purchases. If the required records are not kept, no credit will be given if audited.

Complete records are required for all distance traveled and fuel purchased, including miles traveled in non-IFTA jurisdictions. Records must be maintained for four years after the closing of the tax period or the filing of the tax return, whichever is later.

Replacement decals: Decals may be replaced without payment of additional fees only under the following conditions:

1. You certify the decals were never received, and the Chief of Motor Carrier Services is satisfied with the claim; or
2. The decals were defective, you certify the decals were lost or destroyed due to the defect, and the Chief of Motor Carrier Services is satisfied with the validity of the claim.

Trip Permits: In lieu of fuel tax licensing you may obtain trip permits. Maine's 72 Consecutive Hour Fuel Trip Permit may be obtained through a permit service or directly through the Fuel Unit by calling (207) 624-9000 ext. 52137. The fee is fifty dollars (\$50) for 72 consecutive hours. Other jurisdictions' trip permit fees and requirements are listed in [Appendix G](#).

Temporary Decal Permit: You may obtain a 30 day temporary decal permit to operate a specific qualified vehicle when you apply for permanent decals. A copy of your fuel license must be carried with the temporary decal permit in the vehicle and both must be presented to any law enforcement officer on demand. The temporary decal permit is available directly from the Fuel Unit. Within thirty (30) days you will receive an annual decal that will expire on the next December 31st.

Change of Address: You must notify the Fuel Tax Unit in writing of any change of address within 10 days of the change. The address change must match your census information as filed with FMCSA.

Early Display: Renewing carriers may begin to display valid decals for a new calendar license year on December 1 of the current license year provided both the new and current year fuel licenses are carried in the vehicle.

Renewal: Fuel Tax accounts in good standing will be mailed a renewal application form or emailed a reminder for the following year by October 15th. The Fuel Tax Unit processes applications on a first-in, first-out basis. Renewal applications may be mailed to: Fuel Unit, Bureau of Motor Vehicles, 29 State House Station, Augusta ME 04333-0029. Temporary decal permits will not be issued on a renewal application.

All new and renewal applications are checked for suspensions in all jurisdictions. In addition, the Fuel Unit checks to make certain the carrier has no unpaid court fines or unpaid motor vehicle fees. If a carrier has a suspension or unpaid obligations, the application will be rejected and returned to the carrier with an explanation. Unpaid court fines must be settled with the appropriate district court, not with the Bureau of Motor Vehicles.

Cancelling Your IFTA Account: You may cancel your IFTA account at any time. To cancel your account you must:

- Return the original license and all decals issued to you, or submit a notarized statement explaining why the license and decals cannot be returned; and
- File all outstanding tax returns, and pay all taxes, interest, fees and penalties due.

Until the Fuel Tax Unit receives the decals, license and any outstanding returns and/or tax payments, you will need to continue to file quarterly tax returns. If circumstances do not allow you to return the decals and/or license to the Fuel Tax Unit, please provide a notarized statement explaining why you cannot return them with the effective date so we can update your account accurately.

If you have further questions regarding a cancellation, please call (207) 624-9000, Ext. 52136.

IFTA Documents and Tax Rates: The IFTA governing documents and tax information is available at the IFTA website: www.iftach.org/index.php.

NON-IFTA CARRIERS (Maine Only):

Base State Reporting: Maine carriers who do not leave the state are required to license qualified vehicles for fuel tax reporting. Record keeping requirements are the same as for IFTA carriers. Maine intrastate carriers who certify that all fuel is bought tax-paid in Maine may be excused from filing fuel tax returns. Maine-based intrastate carriers must provide their annual mileage for all qualified vehicles on their renewal application.

Application Process: The Fuel Unit will mail renewal applications automatically to all active accounts by April 15th. If you do not receive an application call the Fuel Unit at 207-624-9000 ext. 52137. Upon successful processing of your application, you will be issued an annual license. All intrastate licenses expire June 30th. **A copy of your license must be carried in each qualified vehicle.**

Maine Only Decals: Intrastate carriers are issued one decal for each qualified vehicle to be displayed on the driver side door. Intrastate decals expire June 30th. Maine charges five dollars (\$5.00) for each decal.

PART IV

UNIFIED CARRIER REGISTRATION AGREEMENT (UCRA)

Telephone: (207) 624-9000 Ext. 52131 Fax: (207) 622-5332

Email: ucr@maine.gov

Maine is a participant in the Unified Carrier Registration Agreement (UCRA). The UCRA is the interstate agreement, developed under the UCR Plan, governing the collection and distribution of fees generated under the UCRA. All for-hire motor carriers transporting property or passengers and motor private carriers transporting property who are required to register with the United States Department of Transportation (USDOT), as well as brokers, freight forwarders, and leasing companies are subject to the UCRA. Entities subject to UCRA are required to register annually and pay UCR fees at the time of registration. The annual registration year for UCR runs from January to December.

The only entities not subject to the UCRA are motor private carriers transporting only passengers and purely intrastate carriers, that is, those carriers that do not handle interstate freight or make interstate movements.

Fee information is based upon information provided on the Unified Carrier Registration Application. The UCRA is a base-state agreement, under which a UCR registrant pays UCR fees through the base state on behalf of all the 41 states participating in the UCRA. A UCR registrant must select a base state at the time of initial registration. All UCR registrants with a principal place of business in Maine must use Maine as their base state. Registrants that do not have their principal place of business in Maine should refer to the UCR Application Instruction Sheet for guidance on selecting a base state:

<http://www.maine.gov/sos/bmv/commercial/ucr.html>

UCR fees for motor carriers transporting property or passengers and motor private carriers transporting property are based solely on the total number of commercial motor vehicles operated. The UCR Fee Schedule contains six graduated fee brackets where each bracket corresponds to a range of total vehicles (for example: 0-2, 3-5, etc.). The UCR fees for brokers, freight forwarders (not operating commercial motor vehicles), and leasing companies are levied at the lowest fee bracket. Section 5 of the UCR Application contains the Fee Schedule or the Fee Schedule can be referenced at: <http://www.maine.gov/sos/bmv/commercial/ucr.html>. The revenue generated by the UCR program is used for motor carrier safety programs and enforcement.

Maine UCR renewal registrations are processed in the last quarter of the calendar year immediately preceding the UCR registration year. UCR registrations are considered to be timely filed when the application and the correct UCR fee have been submitted to and accepted by the base state prior to the start of the UCR registration year. To insure a timely filing it is highly recommended that UCR registrants based in Maine complete their registration online at www.maine.gov/online/ucr. Online payments may be made using MasterCard, Visa, Discover or e-check.

Registrants may also submit their registration by mail, email, fax or in person to the Bureau of Motor Vehicles, Office of Motor Carrier Services. The UCR Application and Application Instruction Sheet may be downloaded at: <http://www.maine.gov/sos/bmv/commercial/ucr.html> Applications and payments sent by mail should be addressed to:

Maine Bureau of Motor Vehicles
Motor Carrier Services - UCR
29 State House Station
Augusta, Maine 04333-0029

Applications may also be faxed to: (207) 622-5332; the faxed application must be accompanied by credit card information for Visa, MasterCard, or Discover that is to be charged for the UCR fees.

The five UCR registrant classifications can be defined as follows:

Motor carrier - means a person providing motor vehicle transportation for compensation.

Motor private carrier - means a person who provides interstate transportation of property in order to support its primary line of business

Broker - means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.

Freight forwarder - means a person, who arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.

Leasing company - means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

For complete information regarding the administration of the UCRA in Maine, please refer to the Department of the Secretary of State [Rule Chapter 171](#).

To contact the Bureau of Motor Vehicles regarding the UCR program, please call the Operating Authority Unit at (207) 624-9000 Ext. 52131. Questions or comments can be sent to: ucr@maine.gov.

PART V

USDOT NUMBER

Federal Motor Carrier Safety Administration:

Telephone: (800)-832-5660

To E-mail FMCSA a question: <https://ask.fmcsa.dot.gov/app/ask/>

Maine-Motor Carrier Services:

(207) 624-9000 Ext. 52131 Fax: (207) 622-5332

Email: usdot.bmv@maine.gov

The requirement to obtain a USDOT number is governed, and administered by the Federal Motor Carrier Safety Administration, (FMCSA) and adopted by the State of Maine. All motor carriers operating commercial motor vehicles in commerce must, unless exempted, obtain a U. S. Department of Transportation (USDOT) number. Maine has exempted some intrastate companies from the requirement of obtaining a USDOT Number and is specified in 29-A M.R.S.A. 556, see below.

For purposes of the USDOT number requirement, a commercial motor vehicle is any self-propelled or towed motor vehicle used on a highway in interstate or intrastate commerce to transport passengers or property when the vehicle;

1. Has a gross vehicle weight rating (GVWR) or gross combination weight rating, or gross vehicle weight (GVW) or gross combination weight, of 10,001 pounds (4,536 kg) or more, whichever is greater; or
2. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary.

NOTE: Effective July 19, 2015 Motor Carriers operating totally in INTRASTATE COMMERCE (within the state), with vehicles having a gross vehicle weight rating (GVWR) or gross combination weight rating, 10,000 pounds to 26,000 pounds, and that neither meet the definition of a “bus” nor transport hazardous materials are not required to obtain a USDOT number. Vehicles in excess of 26,000 pounds, even in intrastate commerce, must obtain or display a USDOT number from the FMCSA. This exemption is covered under Maine’s Chapter 4 Rule Adoption. Questions regarding this exemption should be directed to the Maine State Police Commercial Vehicle Enforcement Unit at: (207) 624-8939.

Effective September 1, 2012, the Federal Motor Carrier Safety Administration (FMCSA) eliminated the Vehicle Registrant Only company operation type. This operation type was used to designate a person or company as a non-motor carrier not authorized to operate in interstate commerce unless leased on to a motor carrier. Effective June 6, 2012, the State of Maine no longer requires a USDOT number for commercial motor vehicle registrants who are not motor carriers. Commercial motor vehicle registrants meeting either of the following two conditions are no longer required to provide a USDOT number at the time of registration:

1. The registrant is an owner-operator never operating commercial motor vehicles under its own USDOT number or operating authority; or
2. The registrant owns and registers commercial motor vehicles for the sole purpose of renting or leasing those vehicles to motor carriers who will operate the commercial motor vehicles to transport goods.

All IRP registrants will still be required to provide USDOT numbers for all motor carriers responsible for the safety of their fleet vehicles.

Interstate and intrastate motor carriers are subject to the marking requirements under 49 C.F.R. 390.21. The USDOT number must be displayed on both sides of the commercial motor vehicle prior to beginning operation.

- Effective 12/12/2015 all NEW motor carriers required to obtain a USDOT number MUST use the FMCSA online registration process. The Bureau of Motor Vehicles, Motor Carrier Services is no longer able to assist motor carriers with this function.
- Effective 9/30/2016 the Bureau of Motor Vehicles, Motor Carrier Services will no longer be able to assist motor carriers with updating USDOT information. Motor carriers must go through FMCSA for assistance.
- Effective 1/14/2017 ALL motor carriers will be required to use the FMCSA online process to update their USDOT information: <https://www.fmcsa.dot.gov/registration/updating-your-registration>.

The Maine State Police has adopted the federal requirements regarding obtaining and display of USDOT numbers on intrastate vehicles. Questions should be directed to the Maine State Police, Commercial Vehicle Enforcement Unit at (207) 624-8939.

PART VI

OVERSIZE/OVERWEIGHT PERMITS

Telephone: (207) 624-9000 Ext. 52134 Fax: (207) 622-5332

Email: overpermits@maine.gov

Any carrier transporting non-divisible loads in excess of legal dimension and weight limits must obtain an overlimit permit. After initial contact with the Motor Carrier Services, Overlimit Permit Unit these permits may be obtained online, by faxing an application form, by phone using instant permits, or by going to the nearest Bureau of Motor Vehicles branch office. Permits are valid for a stated route and for a limited period of time. Maine, along with the state of New Hampshire, is a member of the New England Transportation Consortium. Under this agreement, one state may issue an overlimit permit for an interstate move in two or more consortium states. To qualify, the vehicle and load may not exceed:

1. 90 feet in length;
2. 13 feet 6 inches in height;
3. 14 feet in width (with an additional 6 inch overhang allowed for modular or mobile homes);
4. 108,000 pounds for 5-axle, or 120,000 pounds for 6-or-more axle, truck tractor-semitrailer combination vehicles.

Vehicles exceeding these limits must obtain separate permits in each applicable state. Vehicles transporting overlimit loads are subject to certain safety, routing, time of day, and holiday restrictions as well as escort requirements. For a complete copy of overlimit permit rules, please refer to the Department of the Secretary of State Rule [Chapter 157](#). A summary of the rule is below.

The Maine Turnpike has its own specified size and weight limitations. For more information, contact (800) 698-7747 or (207) 871-7771. Turnpike oversize and overweight permits may be obtained at any Maine Turnpike toll plaza for a fee of \$10 (not including the applicable toll). The vehicle must also have a separate oversize/overweight permit issued by the Bureau of Motor Vehicles for travel on all non-Turnpike highways.

If a Maine State Police escort is a requirement for the issuance of a permit, it is the responsibility of the permittee to contact the Maine State Police Troop located closest to the move's origination point to make the necessary arrangements.

Permits issued by the Bureau of Motor Vehicles apply only to those highways or bridges under the jurisdiction of the Maine Department of Transportation. Permission for the use of other highways under the jurisdiction of towns and municipalities must be obtained, if required, directly from those local authorities.

The following is a summary of the rules for the movement of over dimension vehicles. These are meant to be a quick reference guideline and do not replace rules as written in [Chapter 155](#), [Chapter 156](#) and [Chapter 157](#).

OVERVIEW OF OVER DIMENSION SAFETY RULES

1. Permits are not issued for divisible loads.
2. Over dimension moves are not routinely permitted ½ hour after sunset to ½ hour before sunrise, on legal holidays, and during weekends in July and August. [Legal Holiday List](#) (.pdf).
3. Permitted moves are subject to ALL road and bridge postings.
4. A state-issued permit does not override municipal laws and ordinances. The carrier must contact local jurisdictions for permits and special conditions for local streets and roads, if required.
5. An overlimit permit must accompany the described move and must be in the legal name of the permittee.
6. The driver of a slowly-moving over dimension vehicle must pull off the highway or as far to the right as is reasonably safe, at the first suitable opportunity, to allow following traffic exceeding seven vehicles to pass safely.
7. No movement is allowed in adverse weather conditions.
8. Load Vehicle Safety Equipment

A. Signage

1. "OVERSIZE LOAD" or "OVERWIDTH LOAD" in 10 inch high black letters on a yellow background
2. Size: not less than 7 feet wide by 18 inches high
3. Location: front bumper and at rear of vehicle
4. When not oversize, remove or cover sign

B. Flags

1. Red or fluorescent orange flags
2. Size: 18 inches by 18 inches
3. Location: positioned on the extreme ends of the power unit's front bumper and the extreme ends of the load

C. Lights

1. Headlights on low beam at all times
2. Amber lights
 - a. Design: single six inch flashing light, or single four inch rotary light, or light bar with four flashing or strobe lights
 - b. Location: centered on top of cab
3. When not oversize, the amber lights must be extinguished

D. Communication

1. Two-way mobile communication
2. One-half mile transmitting radius
3. Constantly maintained between oversize vehicle and pilot vehicle an/or police escort
4. Permittee is responsible for ensuring the required mobile communication is in place for permits requiring police escorts

9. Pilot Vehicle Requirements

A. Required when the oversize load:

- 1) is more than 80 feet long; or
- 2) is more than 12 feet wide.

B. Must be an automobile or light truck with a conventional interior rear view mirror and right and left exterior side view mirrors

C. Lighting

- 1) Headlights on low beam at all times
- 2) Amber lights
 - a) Design: two six inch flashing, or two four inch rotary, or light bar with four flashing or strobe lights
 - b) Location: extreme left and right of the roof (lights) or left to right across top of vehicle (light bar)
 - c) Must be extinguished when not in service

D. Signage

- 1) "OVERSIZE LOAD" in 8 inch high black letters on a yellow background
- 2) Size: not less than 5 feet wide by 12 inches high
- 3) Location:
 - a) On the front bumper when preceding load, or
 - b) On the rear bumper when following load, or
 - c) On the roof perpendicular to the length of the vehicle when legible on both sides
- 4) Must be removed or covered when not in escort service

E. Communication

- 1) Two-way mobile communication
- 2) One-half mile transmitting radius
- 3) Constantly maintained between oversize vehicle and pilot vehicle

F. Driver

- 1) Must be at least 18 years of age and have held a motor vehicle operator's license for two consecutive years prior to operating the pilot vehicle
- 2) Must be familiar with the rules regarding the outfitting and use of pilot vehicles

G. Position During Move

- 1) Undivided highway: pilot vehicle must travel in front of the oversize vehicle
- 2) Divided highway: pilot vehicle must follow the oversize vehicle

10. Additional Requirements for Mobile and Modular Homes

A. Homes 11 feet 6 inches or wider (when measured at the base)

1) Towing Vehicle

- a) Truck tractor with dual wheels on the drive axle
- b) Gross vehicle weight rating of 26,001 pounds or more

B. Homes 13 feet 6 inches or wider (in addition to the requirements under 10-A)

1) Amber Lighting

- a) Design: two six inch flashing lights or two four inch rotary lights
- b) Location: at the rear and above the oversize sign at the extreme edges or width of the home

Appendix A

IRP JURISDICTIONS AND TRIP PERMITS

Jurisdiction	Trip Permits-Cost/Duration	Trips Permit - Obtained Prior to Entry?
Alabama	\$20 for 7 days	Yes
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	\$50 for six days	Yes
Florida	\$30 Ten Days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 single unit/\$120 combination for 120 hours. Maximum of 3 permits per vehicle within a calendar year effective 7-1-09. Purchase at first available location if currently registered in base jurisdiction.	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
British Columbia	1/12 of annual registration fee for vehicle weight	No
Iowa	\$50 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	Effective June 17, 2010, the Port of Entry Scales will no longer sell Louisiana trip permits. Companies requiring trip permits must now purchase the permits through a permitting service prior to entering Louisiana.	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck - .9 x weight x distance: Bus - .083 x distance x passengers	
Maryland	Information not provided	
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20/72 Hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes

Jurisdiction	Trip Permits-Cost/Duration	Trips Permit - Obtained Prior to Entry?
Montana	Up to 46,00 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs; \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 mil	No
Nebraska	\$25 for 72 hours	Yes
Nevada	\$5 plus \$0.15 per mile for 24 hours	Yes
New Brunswick	\$24 for unladen vehicle (unless excluded by CAVR), \$85 truck, \$169 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No
New York	\$18.75 for 72 hours	Yes
Newfoundland and Labrador	\$50 truck, \$100 truck tractor for various validation periods	
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	Yes
Oregon	\$43 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Is.		
Rhode Island	\$25 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for a single trip	Yes
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	
Quebec	\$38 for 10 days, agency fees may be added, NIR and REQ may be requested	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	Information not provided	
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$25 for 96 hours or \$50 for a combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$34 for 10 day combination permit. Obtain from permit service or online at www.dmv.wv.gov	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

Appendix B

Motor Vehicle Branch Office Locations

All motor vehicle branch office locations are open Monday through Friday, 8:00 AM to 4:30 PM, and closed [legal holidays](#).

AUGUSTA		BANGOR	
19 Anthony Avenue Augusta, ME 04330 Tel: (207) 287-3330 Fax: (207) 287-3389 Driving Directions		1129 Union Street Suite 9 Bangor, ME 04401 Tel: (207) 942-1319 Fax: (207) 945-0175 Driving Directions	
CALAIS		CARIBOU	
23 Washington Street Calais, ME 04619 Tel: (207) 454-2175 Fax: (207) 454-7987 Driving Directions		14 Access Highway Suite 2 Caribou, ME 04736 Tel: (207) 492-9141 Fax: (207) 492-9142 Driving Directions	
ELLSWORTH		KENNEBUNK	
22 School Street Ellsworth, ME 04605 Tel: (207) 667-9363 Fax: (207) 667-0048 Driving Directions		63 Portland Road Kennebunk, ME 04043 Tel: (207) 985-4890 Fax: (207) 985-2849 Driving Directions	
LEWISTON		PORTLAND	
36 Mollison Way Suite 1 Lewiston, ME 04240 Tel: (207) 753-7750 Fax: (207) 783-5385 Driving Directions		125 Presumpscot Street Portland, ME 04103 Tel: (207) 822-6400 Fax: 822-6417 Driving Directions	
ROCKLAND		RUMFORD	
360 Old County Road Suite 1 Rockland, ME 04841 Tel: (207) 596-2255 Fax: (207) 596-2209 Driving Directions		65 Lincoln Avenue Rumford, ME 04276 Tel: (207) 369-9921 Fax: (207) 369-0106 Driving Directions	
SCARBOROUGH		SPRINGVALE	
200 Expedition Drive Suite G Scarborough, ME 04074 Tel: (207) 883-2596 Fax: (207) 883-2649 Driving Directions		456 Main Street Springvale, ME 04083 Tel: (207) 490-1261 Fax: (207) 324-4883 Driving Directions	
TOPSHAM			
125B Main Street Topsham, ME 04086 Tel: (207) 725-6520 Fax: (207) 725-1244 Driving Directions			
Main Office of the Bureau of Motor Vehicles The Main Office is open 8 am to 5:00 pm, Monday through Friday and closed on all legal holidays .			
<u>Mailing Address:</u> 29 State House Station Augusta, ME 04333-0029		<u>Physical Location:</u> 101 Hospital Street, Augusta, ME Driving Directions	
		Phone: 207-624-9000 Fax: 207-624-9013 TTY: Users Call Maine relay 711	

Appendix C

MOTOR CARRIER GLOSSARY OF TERMS

The following is a glossary of common terms used in the IRP, IFTA, and the UCR programs. In some cases, the same terms may be used differently in different programs.

The most up to date definitions relating to the IRP can be found [Here](#)

ACCOUNT: Account means anyone who establishes an account with the Bureau for IRP, UCR, or for fuel tax (IFTA) licensing and reporting purposes. See licensee; application.

ADDITIONAL FLEET VEHICLES: Vehicles acquired by the registrant after the commencement of the registration year and added to the proportionally registered fleet.

ALLOCATED VEHICLE: A fleet of rental cars or rental trucks not otherwise required to be in the IRP in which a portion of the registrations are assigned to each jurisdiction based on the percentage of revenue earned.

AGREEMENT: Refers to the IRP Plan itself, or to other reciprocal agreements, or among jurisdictions.

APPLICANT: A person, firm or corporation in whose name the uniform application is filed with a base jurisdiction to apportion a fleet of vehicles.

APPLICATION: See Uniform Application.

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:

- A. has two axles and a gross vehicle weight (GVW) or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- B. has three or more axles, regardless of weight, or
- C. is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

APPORTIONED OPERATOR: Registrant of a fleet of apportioned vehicles.

APPORTIONMENT: Registration based on a proportional payment of registration fees, whether determined by a quotient of miles traveled, revenue received, average presence, or any other similar method.

AUDIT: The official examination of a registrant's records to determine if the correct fees were paid.

AUXILIARY AXLE: An auxiliary undercarriage assembly with a fifth wheel and tow bar to convert a semitrailer to a trailer.

BASING POINT: Refers to a system of vehicle registration and associated reciprocity where the basing point is the registrant's place of business from which the vehicle is most frequently dispatched, garaged, serviced, or otherwise controlled.

BOB TAIL: The operation of a truck-tractor alone, not in combination with a trailer or semi-trailer.

BUREAU: The Maine Bureau of Motor Vehicles

BUS: “Bus” means every motor vehicle designed for carrying more than 15 passengers, including the driver.

CAB CARD: A registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base state, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

CANADIAN PROVINCIAL AUTHORITY NUMBER: A unique number assigned to a motor carrier authorized to conduct highway transportation operations within the boundary of the Canadian Province issuing the number.

CANCELLATION: Means the voluntary annulment of a license by a licensee who is in good standing.

CARRIER: See Motor Carrier.

CHARTER BUSES: Also known as Tour Buses are buses, which do not operate on a fixed route or on a regular schedule. Charter buses also include private buses.

COMBINATION OF VEHICLES: A power unit used in combination with one or more trailers, semitrailers or auxiliary axles.

COMBINED GROSS VEHICLE WEIGHT: The total unladen weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles.

COMMON CARRIER: Any motor carrier, which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

CONSUMER RENTAL VEHICLE: An automobile or truck registered for 26,000 pounds or less offered to the public for rent or short term lease.

CONTRACT CARRIER: Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.

CVISN: Commercial Vehicle Information Systems and Networks. An effort to design motor carrier systems in such a way as to provide for maximum utility and flexibility. CVISN includes such programs as electronic credentialing, safety management, pre-clearance programs, and the IRP and IFTA Clearinghouses.

DECLARED COMBINED GROSS VEHICLE WEIGHT: the total unladen weight of any combination of vehicles plus the maximum load to be carried on that combination of vehicles for which registration fees have been paid. See Schedules A/C.

DECLARED GROSS VEHICLE WEIGHT: The total unladen weight of any vehicle plus the maximum load to be carried on the vehicle for which registration fees have been paid. See Schedule A/C.

DISTANCE: Unless the context clearly indicates otherwise, “distance” means the same as “mileage”.

DOT NUMBER: Carrier-specific number issued by the Federal Motor Carrier Safety Administration to be used as a census number in the tracking of motor safety compliance issues.

EMERGENCY VEHICLES: Any vehicle authorized to display red, blue, or amber lights in the performance of duties as defined in M.R.S.A. 29-A § 2054.

EMPTY WEIGHT: See unladen Weight.

ENFORCEMENT DATE: The date a carrier is required by its base jurisdiction to display or comply with the new registration year’s credentials.

EXCEPTION: A deviation from a provision of the IRP agreement by a member jurisdiction, which has been approved by all member jurisdictions.

EXCISE TAX: A prerequisite to motor vehicles registering in Maine. The tax is determined by multiplying the manufacturer’s list price by a mil rate determined by the age of the motor vehicle.

EXTENSION: A period of time from the expiration date or grace period date that carriers may operate on expired credentials because the base jurisdiction is unable to provide current credentials.

FEDERAL HEAVY VEHICLE USE TAX (HVUT): A federal excise tax paid annually to the Internal Revenue Service on each motor vehicle with a GVW of 55,000 pounds or more.

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA): Agency which has adopted Operating Authority functions of the ICC.

FLEET: One or more Apportionable Vehicles with the same jurisdiction profile, common mileage, common expiration date, and controlled by the same applicant.

FLEET MILES: See total fleet miles; also I.V.M.R.

FOR-HIRE CARRIER: Any person who engages in transportation by motor vehicle of passengers or property for compensation.

FULL TRAILER: Every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

GROSS VEHICLE WEIGHT (GVW): The unladen weight of a vehicle plus the weight of the load carried of that vehicle.

HOUSEHOLD GOODS CARRIER: Carriers handling (1) personal effects and property used or to be used in a dwelling; (2) furniture, fixture, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and

equipment usually employed in moving household goods; and shall include owned or leased equipment and associated service representatives.

HUNTER'S PERMIT: See Unladen Weight Permit.

I.V.D.R.: Individual Vehicle Distance Record means the same as I.V.M.R.

I.V.M.R.: Individual Vehicle Mileage Record is the original mileage record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's application and tax reports for accuracy. See Audit Procedures.

I.C.C.: An abbreviation for the United States Interstate Commerce Commission.

I.F.T.A.: International Fuel Tax Agreement. A base state fuel tax compact headquartered in the State of Arizona. IFTA participation was required for all states by the Inter-modal Surface Transportation Efficiency Act of 1992.

I.F.T.A. COMMISSIONER: The official charged with administration of the fuel tax agreement.

I.R.P.: The abbreviation for the reciprocal registration agreement, the International Registration Plan.

IRP ADMINISTRATOR: The Maine Bureau of Motor Vehicles official charged with the administration of the International Registration Plan.

INSURANCE FILINGS: For-hire Intrastate property insurance Form E or X21A and/or rental vehicle and passenger for hire insurance Form JB MV 214.

INTER-JURISDICTION MOVEMENT: Vehicle movement between or through two or more jurisdictions.

INTRA-JURISDICTION MOVEMENT: Vehicle movement of property or persons from one point within a jurisdiction to another point within the same jurisdiction.

JURISDICTION: A state, territory or possession of the United States, the District of Columbia, a province or territory of the Dominion of Canada, the Federal Republic of Mexico, or a state, province or territory of any other country.

LEASE: A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

LESSEE: A person, firm, or corporation which has the legal possession and control of a vehicle owned by another under terms of a lease agreement.

LESSOR: A person, firm, or corporation which has assigned the legal possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation.

LICENSEE: An applicant who has been granted an IFTA or Fuel User license. The licensee is responsible for tax reporting and record keeping.

M.S.O.: Manufacturer's Statement of Ori Origin – Original documentation from the vehicle manufacturer that precisely describes a particular vehicle. MSO's must contain a vehicle's Vehicle Identification Number (VIN).

MEMBER JURISDICTION: A jurisdiction which has applied for membership and has been accepted by all members of the International Registration Plan and/or the International Fuel Tax Agreement.

MILEAGE: As recorded from IVMR's a compilation of the actual operation of apportioned fleets of vehicles. See I.V.M.R.

MILEAGE YEAR: For IRP purposes, the last complete July to June.

MOTOR CARRIER: An individual, partnership, or corporation engaged in the transportation of goods or persons. See Common Carrier, Contract Carrier, or Private Carrier. A motor carrier operator is responsible for some or all of the business requirements of the operation of the motor vehicles.

MOTOR FUEL: Motor fuel means all fuels used for the generation of power for propulsion of qualified motor vehicles.

MOTOR VEHICLE: Every vehicle which is self-propelled by power other than muscular power. See Power Unit.

ONE-WAY RENTAL VEHICLE: A truck having a Declared Gross Vehicle Weight of 26,000 pounds or less and rented or offered for rental by a Rental Company, for a specified period of time.

OPERATING AUTHORITY: Authority granted by the FMCSA, its successor, or a jurisdiction's Regulatory Commission to a carrier to operate for-hire in interstate and/or intrastate commerce.

OWNER: Any person, firm, or corporation, other than a lien-holder, holding legal title to a vehicle.

OWNER-OPERATOR: someone who owns a truck, but who leases the motor vehicle with driver to a motor carrier. The carrier generally is responsible for some or all of the legal and business requirements for the vehicle. In the IRP, a motor vehicle may be registered by either the motor carrier or the owner- operator.

OPERATIONAL RECORDS: Source documents that support miles traveled in each jurisdiction including fuel report trip sheets, logs, and Individual Vehicle Mileage Reports. See I.V.M.R.

POWER UNIT: See Bus, Truck, Truck-Tractor, or Tractor.

PRIVATE CARRIER: The person, firm, or corporation which utilizes its own trucks to transport its own freight.

PRISM: Performance **R**egistration **I**nformation **S**ystem **M**anagement. A federal-state motor carrier safety program that ties a carrier's safety rating to their ability to register trucks. Maine is a PRISM member.

PROPERLY REGISTERED VEHICLE: A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to be operated.

PROPORTIONAL REGISTRATION: The registrations of fleets of apportionable vehicles "in proportion to" the number of miles traveled by a fleet in the preceding year. See Apportionment.

PRORATION: The proportional payment of fees on a monthly or other basis according to the laws of each jurisdiction.

PURCHASE PRICE, VEHICLE:

- a) Original Purchase Price – For purposes of apportionment registration, the actual purchase price of the vehicle when new, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle. See Schedule A.
- b) Factory List Price – The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle, as provided for in McLean-Hunter Automobiles Reference Book.
- c) Latest Purchase Price – The actual purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

QUALIFIED INTRASTATE VEHICLE: A motor vehicle that otherwise meets the definition of a qualified motor vehicle, but does not travel in at least two IFTA jurisdictions.

QUALIFIED MOTOR VEHICLE: A motor vehicle that travels in two or more IFTA jurisdiction and which meets any of the following conditions:

- a) the gross weight or combined gross is in excess of 26,000 pounds; or
- b) the power unit has three or more axles regardless of weight; or
- c) the vehicle is a bus with a seating capacity of 20 or more passengers including the driver.

QUARTERLY FUEL TAX: The tax report required four times each year from every licensed fuel tax account. Tax reports are due by the last day of April, July, October, and January for the previous three months.

RECIPROCITY: The reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings.

RECIPROCITY DISTANCE: Distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.

RECREATIONAL VEHICLE: Vehicles used for personal pleasure and not in connection with any commercial or business enterprise. Recreational vehicles include such vehicles as campers and motor homes.

REGISTERED WEIGHT: The weight for which a vehicle is licensed or registered within a particular jurisdiction. See Declared Combined Gross Vehicle Weight and Declared Gross Vehicle Weight.

REGISTRANT: The person, firm, or corporation in whose name a vehicle is properly registered.

REGISTRATION: The process by which a vehicle is qualified for operation by describing the vehicle, by establishing operational control of the vehicle, and by the payment of fees for the privilege to use the public highway system.

REGISTRATION CARD: See Cab Card.

REGISTRATION FEE: For apportionable vehicles, shall be the total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the registration year.

REGISTRATION YEAR: The specific period for which a vehicle's registration is valid. Maine issues IRP registrations generally for twelve months, which may expire in any month. See staggered registration.

RESIDENCE: The status of an applicant or registrant as a resident of a member jurisdiction.

RESIDENT AGENT: Individual with a legal residence in the state and on who service or process may be presented. Resident agents must file forms: BOC-3 (Intrastate Interstate Exempt) or MV-227 (Intrastate Interstate Exempt).

RESTRICTED PLATES: Registration plates with a geographic, time or commodity restriction. Restricted plates are exempt from the IRP and are subject to reciprocity agreements.

REVOCATION: Means the permanent withdrawal of license privileges by a jurisdiction for cause.

SCHEDULE A: SCHEDULE A/C – SCHEDULE A/E: See Uniform Application.

SCHEDULE B: See Uniform Distance Schedule.

SEMITRAILER: A vehicle without motor power designed to be pulled or towed by a motor vehicle in which part of the trailer's load is supported by the power unit. See Trailer.

SERVICE REPRESENTATIVE: Someone who furnishes facilities and services including sales, warehousing, management equipment and drivers under contract or by other arrangement to a household goods carrier.

STAGGERED REGISTRATION: When an annual motor vehicle registration may expire in any month, generally twelve months from the month of issuance. Maine maintains a system of staggered IRP registrations.

STATE: For the purpose of this manual, unless the context clearly indicates otherwise, "State" has the same meaning as "Jurisdiction".

SUSPENSION: Means the temporary removal of privileges by the licensing jurisdiction for cause.

TAXABLE MILES: Taxable miles mean all miles operated on public highways subject to a jurisdiction's fuel tax requirements. Miles operated under trip permits and off-road generally are exempt from fuel tax requirements.

TEMPORARY AUTHORITY: See Temporary Vehicle Registration. (T/A)

TEMPORARY VEHICLE REGISTRATION (TVR): A credential valid for up to 45 days to allow a vehicle to be operated while annual registration credentials are being processed. Also known as Temporary Authority (T/A's).

TOTAL FLEET MILES: The total number of miles operated by a registrant's apportioned vehicles in all jurisdictions during the preceding year.

TOTAL MILES: The total number of miles operated by a carrier's qualified vehicles in all jurisdictions during the preceding calendar year.

TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles in all jurisdictions during the preceding year.

TRAILER: A vehicle without motor power designed to be pulled or towed by a motor vehicle in which no part of the vehicle's load is supported by the power unit. See semitrailer.

TRIP PERMIT: A temporary permit issued by a jurisdiction in lieu of regular registration, reciprocity, or fuel tax licensing.

TRUCK: Every motor vehicle designed, used or maintained primarily for the transportation of property.

TRUCK TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

U.C.R.: Unified Carrier Registration is the requirement of individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their Maine based business with Maine and pay an annual fee based on the size of their fleet.

UNIFORM APPLICATION SCHEDULE (Schedule A/E – Schedule A/C): The IRP application forms provided for making application for apportioned registration and for renewals and changes.

UNIFORM DISTANCE SCHEDULE (Schedule B): The IRP form provided to record distances by jurisdiction and total fleet distances derived from operational records.

UNLADEN VEHICLE WEIGHT: The weight of a vehicle fully equipped for service excluding the weight of any load.

UNLADEN WEIGHT PERMIT: A permit issued to owner-operators to allow the movement of an unloaded vehicle that does not have a current registration. (Also called Hunter's Permit).

USDOT #: This number also known as a census number is provided for under CFR 49 Subpart B Section 390.21 Subsection (B) (3)

VEHICLE: Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon rails or tracks.

VEHICLE IDENTIFICATION NUMBER (V.I.N.): the numbers and letters generally assigned to a vehicle by the manufacturer for the purpose of titling and registration.

WIRE SERVICES: Any of several entities that specialize in obtaining various credentials for carriers from jurisdictions. Also called Permit Services. Maine will issue IRP and IFTA trip permits and overweight/over dimension permits through several different wire services (See Appendix D for a listing).

YEAR: For IFTA fuel tax purposes, the license year is January to December.

WIRE SERVICE COMPANIES					
COMPANY	TOLL-FREE	PHONE	FAX	WEBSITE	E-MAIL
IRP/IFTA Trip Permits:					
Comdata (Transceiver)	(800) 266-3282	(615) 370-7000		www.comdata.com	
Custom Permit Service	(800) 669-5014	(614) 351-1740	(614) 351-1744	www.custompermits.com	permits@custompermits.com
Interstate Permit Service	(800) 343-4889		(800) 851-1252	www.ipsinterstate.com	service@ipsinterstate.com
Nova Permits	(800) 567-7775	(418) 527-7775	(418) 527-3999	www.novapermits.com	permits@novapermits.com
Permicom Permit Services, Inc.	(800) 663-1394		(514) 828-1013	www.comdata.com	pst.pierre@comdata.com
TRANS/MID-AMERICA, Inc	(800) 228-7577		(402) 493-7376	www.tmanetwork.com	permits@tmanetwork.com
Oversize/Overweight Permits:					
Comdata (Transceiver)	(800) 266-3282	(615) 370-7000		www.comdata.com	
Custom Permit Service	(800) 669-5014	(614) 351-1740	(614) 351-1744	www.custompermits.com	permits@custompermits.com
Interstate Permit Service	(800) 343-4889	(614) 575-9490	(800) 851-1252	www.ipsinterstate.com	permits@ipsinterstate.com
Nova Permits	(800) 567-7775	(418) 527-7775	(418) 527-3999	www.novapermits.com	permits@novapermits.com
Permits Canada	(800) 361-5757	(418) 650-5757	(418) 652-0505	www.permitscanada.com	permitscanada@primus.ca
State Permits Inc	(800) 331-4805	(330) 497-0446		www.statepermits.com	
Transport Permits LTD	(800) 373-9033		(319) 235-6639	www.transportpermits.com	wloo@transportpermit.com
Gator Permits LLC		(239) 939-3135	(239) 939-3191	www.gatorpermitsonline.com/	Jamie@gatorpermitsonline.com
On The Move Permits Inc.		(727) 942-2006	(727) 942-2011	www.onthemove.us	orders@onthemove.us
Permit America Inc	(866) 573-7648		(866) 706-5766	www.permitamerica.com	permits@permitamerica.com
W C S Permits	(888) 737-6483	(614) 868-0022	(614) 868-0044	www.wcspermits.com	info@wcspermits.com

EXAMPLE

INDIVIDUAL VEHICLE DISTANCE REPORT (IVDR)

Company Name: _____

Unit Number: _____ Driver: _____

[illegible]

TOTAL MILES FOR IVMR

Appendix F

Maximum Gross Weight Overweight Permits Updated 8/12/15				
Jurisdiction	Maximum Operating Weight (in lbs.)	Maximum Cab Card Weight (in lbs.)	Maximum Gross Weight Overweight Permits	Overweight Permits Other
Alabama	80000		Qualified	Cab card changed to reflect QUAL for anything over 80,000 lbs; Overweight permit over 80,000 lbs.
Alberta	139992	139992	*	
Arizona	80000	80000	*	
Arkansas	80000	80000	*	
British Columbia	139994	139994	*	Permit is needed, no change to cab card
California	80000	80000	*	
Colorado	85000	80000	*	
Connecticut			*	
Delaware	80000	80000		Permit required if over 80,000
District of Columbia	80000	80000	*	Contact DDOT (DISTRICT Department of Transportation) at (202) 442-4670.
Florida	80000	80000		
Georgia	80000	80000		
Idaho	129000	129000		Exceeding 80,000 requires an annual excess weight permit and being registered for the max legal weight. Weights over 106,000 allowed only on designated non-interstate routes. Contact Motor Carrier Services Permits Office at 800-662-7133.
Illinois	80000	80000		80,000 pound maximum. Over 80,000 pounds, permits are required and sold by Illinois Department of Transportation. Not sold through same agency as IRP.
Indiana	80000	80000	*	
Iowa			*	
Kansas	85500	85500	*	Must be registered for 85,500 to purchase OW permit
Kentucky	80000	80000	Qualified	
Louisiana	88000	88000		Weights must be reflected on the cab card (83,400 lbs for Interstate and 88,000 lbs for non-interstate) in order to qualify for an overweight permit.
Maine	100000	100000	*	
Manitoba	139994	139994		N/A
Maryland	80000	80000	*	
Massachusetts			*	
Michigan	160001	160001	*	
Minnesota	80000			Requires the cab card reflect the weight of the OW permit as well as have an OW permit.
Mississippi	80000	80000	Qualified	

Jurisdiction	Maximum Operating Weight (in lbs.)	Maximum Cab Card Weight (in lbs.)	Maximum Gross Weight Overweight Permits	Overweight Permits Other
Missouri	80000	80000	*	80,000 Max operating weight; Overweight permit over 80,000 lbs.
Montana	138000	138000	*	If the carrier is transporting a nondivisible load they would need to license for what the combination can legally carry for that configuration.
Nebraska	94000	94000	*	
Nevada	129000	80000	*	Permit required if weight exceeds 80,000 lbs
New Brunswick			*	
New Hampshire	80000	80000	*	Overweight permit over 80,000-pounds.
New Jersey	80000	80000	*	
New Mexico	86400	80000		
New York	80000			NYS DOT Overweight Permit required for weights over Maximum Operating Weight
Newfoundland and Labrador				Overweight permits issued to indivisible loads for a maximum of 70,000 kgs/154,000 lbs. Excessive overweight permits issued for a maximum of 120,000 kgs/264,000 lbs and carriers must apply and applications are forwarded to the Government Bridge Office for analysis and approval.
North Carolina	80000	80000	**	
North Dakota	105500	105500	*	
Nova Scotia	137788	137788	*	
Ohio	80000	80000		
Oklahoma	90000	90000		90,000 pounds
Ontario	139992	139992	**	
Oregon	105500	105500	*	
Pennsylvania	80000	80000	*	
Prince Edward Is.	137788	137788	*	Overweight permits are issued for indivisible loads. Carriers must apply. Permits not issued for divisible loads, carrier will be fined and must off load excess weight.
Quebec				Overweight permit needed over 62,500 kg (137,500 lbs). Reminder: registration based on the number of axles.
Rhode Island	80000	80000	*	Over Weight Permit required if exceeding maximum gross weight
Saskatchewan	139994	139994	*	
South Carolina	80000	80000	*	80,000 lbs Maximum gross weight
South Dakota			*	Overweight permit required over 80,000 on interstate
Tennessee	80000	80000		80,000 maximum weight on cab card
Texas	80000	80000	*	
Utah	129000	80000	*	Cab Card will show 80,000, however they will have a permit from the Utah Department of Transportation for the increased weight

Vermont	80000	80000	*	
Jurisdiction	Maximum Operating Weight (in lbs.)	Maximum Cab Card Weight (in lbs.)	Maximum Gross Weight Overweight Permits	Overweight Permits Other
Virginia	80000	80000	*	
Washington	105500	105500	*	
West Virginia	80000	80000	Qualified	
Wisconsin	80000	80000	*	Carriers cannot register over 80,000 - Permit shows weight change
Wyoming	117000	117000		Call the port for various allowable scenarios.

Appendix G

FUEL TAX LICENSING/TRIP PERMITS			
Jurisdiction	Phone #	Taxable Fuel Types	Fuel Permits (Duration & Cost)
Alabama	334-242-2999	All Fuels	7 Days- \$20.00
Alaska	907-465-4683	No Fuel Tax Imposed	N/A
Alberta	780-427-3044	Diesel, Motor Fuel Gas, Ethanol, Gasohol, LPG, A-55, E-85, Methanol, Biodiesel	\$10.00 Filing Fee
Arizona	602-712-8473	Diesel, Biodiesel	96 Hours- Based on axles and miles
Arkansas	501-682-4800	Diesel, Motor Fuel Gas, Ethanol, Gasohol, LPG,CNG, E-85, M-85, Methanol	72 hours- \$33.00
British Columbia	800-559-9688	Diesel, Motor Fuel Gas, LPG	Contact Wire Service
California	800-400-7115	Diesel, Ethanol/Gasohol, LPG, CNG, Biodiesel, A-55, E-85, LNG, Methanol	96 hours- \$30.00
Connecticut	860-297-5962	All Fuels	10 days- Contact Wire Service
Delaware	302-744-2721	All Fuels	72 hours- \$15.00
District of Columbia	202-729-7078	No Fuel Tax Imposed	N/A
Florida	850-617-3711	Diesel, Gas, Gasohol, Biodiesel	10 days- \$45.00 plus Wire Service
Georgia	855-406-5221	All Fuels	10 days- \$16.00 plus Wire Service
Idaho	208-334-8692	Diesel, LPG, CNG, A-55	120 hours- \$30.00/Fuel Permit and \$30.00 for single vehicle registration
Illinois	217-785-5869	All Fuels	96 hours- \$40.00

FUEL TAX LICENSING/TRIP PERMITS			
Jurisdiction	Phone #	Taxable Fuel Types	Fuel Permits (Duration & Cost)
Indiana	317-615-7345	All Fuels	96 hours- \$25.00
Iowa	515-237-3264	All Fuels	72 hours- \$20.00
Kansas	785-271-3145	All Fuels	1 Trip- \$12.00 until 7/1/2020, then will be \$10.00
Kentucky	502-564-1257	Diesel, Motor Fuel Gas, LPG, CNG, A-55, Ethanol/Gasohol, A-55, E-85, M-85, LNG, Methanol	10 days- \$40.00
Louisiana	225-925-6272	All Fuels	None (IRP Only)
Maine	207-624-9000, Ext. 52136	Diesel, LPG, Ethanol, CNG, LNG, Methanol, Biodiesel	72 hours- \$50.00
Manitoba	204-945-3961	All Fuels	6 cents per km- minimum of \$18.00
Maryland	410-787-2971	All Fuels	15 days- \$76.00
Massachusetts	617-351-9395	All Fuels	72 hours- \$20.00 plus Wire Service
Michigan	517-636-4580	Diesel, Biodiesel	5 days- \$20.00
Minnesota	651-405-6161	All Fuels	120 hours- \$25.00
Mississippi	601-923-7152	All Fuels	None
Montana	406-444-6130	Diesel, CNG, LPG	3 days- \$30.00
Nebraska	888-622-1222	All Fuels	3 days- \$20.00 plus \$2.00 portal fee

FUEL TAX LICENSING/TRIP PERMITS			
Jurisdiction	Phone #	Taxable Fuel Types	Fuel Permits (Duration & Cost)
Nevada	775-684-4711	Diesel, Motor Fuel Gas, LPG, CNG, A-55, Biodiesel, Ethanol/Gasohol, A-55, E-85, LNG, Methanol	24 hours- \$31.00
New Brunswick	506-444-5758	All Fuels	7 days- 13 cents per km plus \$25.00
New Hampshire	603-271-2311	Diesel, Biodiesel	3 days- \$10.00 plus Wire Service fee
New Jersey	609-633-7324	Diesel, Motor Fuel Gas, LPG, CNG, Ethanol/Gasohol, LNG, Methanol	96 hours- \$25.00
New Mexico	888-683-4636	Diesel	48 hours/One entry and exit- \$5.00 plus 5 cents per mile
New York	800-972-1233	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, LNG, A-55, M-85, Methanol	72 hours- \$25.00 plus Wire Service fee
Newfoundland	709-729-1786	Diesel, Motor Fuel Gas, LPG	One trip- \$150.00/Weight scales upon entry
North Carolina	919-733-3409 or 877-308-9092	All Fuels	3 days- \$50.00 plus Wire Service
North Dakota	701-328-2621 or **5128	Diesel, Motor Fuel Gas, LPG, Gasohol, CNG, Biodiesel	One trip- \$15.00
NW Territories	1-877-737-7786	All Fuels	24/7 Permitting LTD
Nova Scotia	902-424-6300 or 800-565-2336	Diesel, Motor Fuel Gas, LPG	Wire Services
Ohio	614-777-8400	Diesel, Motor Fuel Gas, LPG, A-55, Biodiesel, M-85 Ethanol/Gasohol, E-85, LNG, Methanol	Single Trip/24 hours- \$12.00, Max of 4 permits/96 hours
Oklahoma	405-521-3036	Diesel, Motor Fuel Gas, LPG, Gasohol, CNG, LNG	72 hours- \$12.00
Ontario	866-668-8297	Diesel, Gasoline, LPG, Gasohol, E-85, M-85, A-55, Ethanol	Wire Services

FUEL TAX LICENSING/TRIP PERMITS			
Jurisdiction	Phone #	Taxable Fuel Types	Fuel Permits (Duration & Cost)
Oregon	503-378-8150	No Fuel Tax imposed	Weight Distance and Registration
Pennsylvania	717-705-5460	All Fuels	5 days- \$73.00 plus possible Wire Service fees
Prince Edward Island	902-368-5703	Diesel, Motor Fuel Gas	One Trip- \$25.00
Quebec	418-652-4832 or 800-237-4383	Diesel, Motor Fuel Gas, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	15 cents per km/minimum of \$75.00
Rhode Island	401-222-6317	All Fuels	10 days- \$10.00
Saskatchewan	306-787-7749	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	6 cents per km- minimum of \$10.00
South Carolina	803-896-2692	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, LNG, Methanol	10 days- \$15.00 plus Wire Service fees
South Dakota	605-773-5332	Diesel, LPG, CNG, E-85, M-85, Biodiesel	Single Trip- \$20.00
Tennessee	615-253-2335 or 800-343-3174	Diesel, Motor Fuel Gas, LPG, CNG	7 days- \$30.00 plus Wire Service fees
Texas	512-463-3849	All Fuels	One Entry & One Exit/Up to 20 days- \$50.00
Utah	801-297-6890	Diesel, Motor Fuel Gas, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	96 hours- \$20.00
Vermont	802-826-2070	Diesel	72 hours- \$15.00
Virginia	866-878-2582	All Fuels	10 Days- \$20.00
Washington	360-664-1868	Diesel, Motor Fuel Gas, Ethanol/Gasohol	3 days- \$30.00
West Virginia	304-558-0700 or 304-558-3629	All Fuels	Wire Services

FUEL TAX LICENSING/TRIP PERMITS			
Jurisdiction	Phone #	Taxable Fuel Types	Fuel Permits (Duration & Cost)
Wisconsin	608-266-9900	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, LNG, A-55, E-85, M-85, Methanol, Biodiesel	72 hours- \$15.00 plus Wire Service fee
Wyoming	307-777-4842	Diesel, Gasoline, Gasohol	96 hours- \$7.50 single trip, \$15.00 for a combination
Yukon Territory	403-667-5334	All Fuels (Does not belong to IFTA)	Single trip permit- 4 cents per km

Appendix H



Maine Bureau of Motor Vehicles International Registration Plan New Account Application - Schedule A

SECTION 1 - ACCOUNT INFORMATION				SUPPLEMENT NUMBER 0	
NAME OF REGISTRANT		DATE OF BIRTH	REGISTRATION YEAR	ACCOUNT NUMBER	FLEET NUMBER 1
DOING BUSINESS AS (DBA)		USDOT NUMBER	TAXPAYER IDENTIFICATION NUMBER (TIN)/TIN TYPE <input type="checkbox"/> EIN <input type="checkbox"/> SSN		REGISTRANT ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO
PHYSICAL ADDRESS			CONTACT PERSON		MC NUMBER
MAILING ADDRESS			TELEPHONE NUMBER ()	CELL PHONE NUMBER ()	FAX NUMBER ()
EMAIL ADDRESS	BUSINESS TYPE <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> S CORP <input type="checkbox"/> LLC STATE OF INCORPORATION: _____ <input type="checkbox"/> OTHER: _____				

OPERATION CLASSIFICATION					
<input type="checkbox"/> AUTHORIZED FOR HIRE	<input type="checkbox"/> EXEMPT FOR HIRE	<input type="checkbox"/> PRIVATE CARRIER	<input type="checkbox"/> HOUSEHOLD GOODS	<input type="checkbox"/> RENTAL COMPANY	<input type="checkbox"/> OTHER _____

LEASING INFORMATION	
Are you leasing to a motor carrier?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES', please provide the legal name of the motor carrier: _____

PREVIOUS IRP REGISTRATIONS?	
Have you previously been registered in Maine or any other IRP jurisdiction?	<input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES', please provide the jurisdiction name(s): _____
Were your IRP registration privileges ever revoked?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PARTNERS OR CORPORATE OFFICERS			
NAME	CORPORATE POSITION	SOCIAL SECURITY NUMBER	TELEPHONE NUMBER
1.			()
2.			()
3.			()

REPORTING SERVICE/AGENT*			
NAME OF REPORTING SERVICE/AGENT	ADDRESS	TELEPHONE NUMBER ()	FAX NUMBER ()
Would you like the Reporting Service/Agent named above to receive IRP bills, plates, correspondence, etc. on your behalf? <input type="checkbox"/> YES <input type="checkbox"/> NO			

* If you have a reporting service or agent complete your IRP paperwork, please complete this section and attach the Power of Attorney authorizing the service or agent to conduct IRP business on your behalf.

I would like to receive email notifications regarding my account, including my IRP Renewal Packet.	<input type="checkbox"/> YES <input type="checkbox"/> NO Email Address: _____
I have internet access and would be interested in receiving training to process my IRP applications online.	<input type="checkbox"/> YES <input type="checkbox"/> NO

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
 Phone (207) 624-9000 Ext. 52135 Fax (207) 624-9086 TTY Users call Maine relay 711
www.maine.gov/sos/bmv/commercial Email: meirp@maine.gov

New Account Application - Schedule A (Continued)

Account Number: _____

SECTION 2 - DECLARED JURISDICTIONAL OPERATING WEIGHTS

AB	CA	FL	IN	MA	MI	MT	NE	NM	OH	PA	SC	TX	WA
AL	CO	GA	KS	MB	MN	NB	NH	NS	OK	PE	SD	UT	WI
AR	CT	IA	KY	MD	MO	NC	NJ	NV	ON	QC	SK	VA	WV
AZ	DC	ID	LA	ME	MS	ND	NL	NY	OR	RI	TN	VT	WY
BC	DE	IL	If weight is given for WY, do you have WY Intrastate Authority? <input type="checkbox"/> YES <input type="checkbox"/> NO If TK is traveling in CO, does it pull a trailer? <input type="checkbox"/> YES <input type="checkbox"/> NO										

The vehicles listed below must be in the above weight group. Please use an additional page for each additional weight group.

SECTION 3 - VEHICLE INFORMATION

1	UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	**FUEL	AXELS	BUSH#	SEATS	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR	*TYPE TT TK BS
	HAULS TRAILER? <input type="checkbox"/> YES <input type="checkbox"/> NO MAXIMUM NUMBER OF TRAILER AXLES: _____												
	TITLE NUMBER	TITLE JURISDICTION	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	WILL THE VEHICLE BE LEASED FOR 30 DAYS OR MORE TO ANOTHER CARRIER	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	PLEASE INDICATE IF THE CARRIER RESPONSIBLE FOR SAFETY OF THE VEHICLE IS EXPECTED TO CHANGE DURING THIS REGISTRATION YEAR.			**FUEL D G P
			<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO			
2	UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	**FUEL	AXELS	BUSH#	SEATS	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR	***USDOT Number Assigned to Vehicle
	HAULS TRAILER? <input type="checkbox"/> YES <input type="checkbox"/> NO MAXIMUM NUMBER OF TRAILER AXLES: _____												
	TITLE NUMBER	TITLE JURISDICTION	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	WILL THE VEHICLE BE LEASED FOR 30 DAYS OR MORE TO ANOTHER CARRIER	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	PLEASE INDICATE IF THE CARRIER RESPONSIBLE FOR SAFETY OF THE VEHICLE IS EXPECTED TO CHANGE DURING THIS REGISTRATION YEAR.			****EIN or SSN Associated with the USDOT Number Assigned to the Vehicle
			<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO			

SECTION 4 - AFFIRMATION

I/we, the undersigned, do certify that the information provided herein is true and correct to the best of my/our knowledge and that vehicle liability insurance is maintained on all fleet vehicles at the time of registration.

Authorized Signature _____	Title _____	Date _____
----------------------------	-------------	------------

DISCLOSURE

This statement is made in accordance with the Federal Privacy Act of 1974, Section 7 (b). Providing your Social Security Number or Federal Employer Identification Number is mandatory and is required by State and Federal law or rule to receive motor carrier credentials. Your Social Security Number or Federal Employer Identification Number will be used solely for identification purposes and will be kept confidential.

INSTRUCTIONS FOR COMPLETING SCHEDULE A

SECTION 1 - ACCOUNT INFORMATION

Account Number, Fleet Number and Supplement Number will be provided by the Motor Carrier Services Staff

Name of Registrant: Enter the full legal name of the registrant. (Company or Individual)

Registration Year: The year that this registration will expire.

Doing Business As (DBA): This is a trade name, which may or may not be the same as the registrant's name. This field is optional.

USDOT Number: This is the motor carrier census number assigned to you by the Federal Motor Carrier Safety Administration (FMCSA).

Taxpayer Identification Number (TIN): Registrant must provide their Federal Employer Identification Number (FEIN) or Social Security Number (SSN). (FEIN should be provided when the registrant has both a FEIN and SSN).

Registrant Only: If the registrant is not a motor carrier, please check Yes. The box for the USDOT Number should not have an entry if Yes is checked for Registrant Only.

Physical Address: The street address and town where the applicant maintains an established place of business or residence in Maine, and where operational records are maintained or such records can be made available. A post office box is not acceptable.

Contact Person: The person responsible for maintaining the applicant's records. This person should be familiar with the requirements of the IRP. All IRP correspondence will be directed to this person.

MC Number: This is a required field if you are hauling non-exempt commodities. This number is assigned by the Federal Motor Carrier Safety Administration.

Mailing Address: All written correspondence will be mailed to this address. This may be post office box.

Telephone Number: Enter the business telephone number for the contact person on your IRP account.

Cell Phone Number: Enter the cell phone number for the contact person on your IRP account. This field is optional.

Fax Number: The fax number to receive business facsimile transmissions.

Email Address: Enter the email address to send correspondence regarding your IRP account.

Business Type: Check the appropriate business type.

Operation Classification: What class of operations does the business conduct?

Leasing Information: Do you lease to a motor carrier? If yes, provide the legal name of the motor carrier.

Previous IRP Registrations: Have you previously registered in Maine or another IRP Jurisdiction? If yes, provide the name of the Jurisdiction. If yes, have your IRP privileges ever been revoked?

Partners or Corporate Officers: Provide name, title, social security number and phone number for Corporate Officers or Partners.

Reporting Service/Agent: If you use a reporting service/agent enter name, address, telephone and fax number for the service/agent. Please attach a copy of the power of attorney authorizing the service or agent to conduct IRP business on your behalf.

Email Notifications: Would you like to receive correspondence via email, including your renewal packets? Check Yes or No. If you check yes, please provide email address.

Interested in training for IRP application processing?: If you are interested in receiving online training to process your online IRP processing, please check yes.

SECTION 2 - DECLARED JURISDICTIONAL OPERATING WEIGHTS

Use this section to enter a weight for a jurisdiction. This is your gross vehicle weight (GVW). For Quebec only, use the maximum number of axles on the power unit, or power unit and trailer, if applicable.

List the GVW for each jurisdiction in which you wish to apportion. You must complete an additional page for each unique weight group.

Intrastate Authority for Wyoming: If you have provided weight for Wyoming, do you have Intrastate Authority for Wyoming? Check Yes or No.

Traveling in Colorado pulling a trailer: If the truck is travelling in Colorado, will it be pulling a trailer? Check Yes or No.

SECTION 3 - VEHICLE INFORMATION

Unit Number: This is the number assigned by the registrant to the vehicle.

Model Year: Enter the year of the vehicle.

Make/Model: Enter the make and model of the vehicle.

Vehicle Identification Number (VIN): Record the complete vehicle identification number.

***Type:** Identify the vehicle type by using the type legend on the side of the form.

****Fuel:** Identify the fuel type by using the type legend on the side of the form.

Axles: This is the number of axles on the power unit, including the steering axle. If the unit is a bus, skip this field.

Bus HP: If the unit is a bus, enter the horsepower of the bus.

Seats: If the unit is a bus, enter the number of seats.

Gross Weight: Enter the maximum total weight at which the unit is to be registered.

Unladen Weight: Enter the weight of the vehicle with no load.

Name of Owner/Lessor: Enter the name of the owner as recorded on the title.

Hauls Trailers: Does this unit haul trailers? Check Yes or No.

Trailer Axles: Enter the maximum number of axles on the trailer.

Title Number: Enter the title number of the title for this vehicle.

Title Jurisdiction: Enter the jurisdiction the vehicle is titled in.

New/Used: Check "N" if purchased new. Check "U" is purchased used.

Purchase Price: Record the actual price you paid for the vehicle.

Purchase Date: Enter the date the vehicle was purchased by you (mm/dd/yyyy)

Factory Price: Record the manufacturer's suggested retail price of the vehicle when new.

Leased 30 days or more: Will the vehicle be leased to another carrier for 30 days or more? Check Yes or No.

Lease Date: If the vehicle is leased, list the current lease start date (mm/dd/yyyy).

Carrier Responsible for Safety (CRFS)

*****USDOT Number:** Enter the USDOT number assigned by FMCSA to the CRFS.

******TIN:** The federal ID number associated with the USDOT Number of the CRFS as provided on the CRFS's most recent Form MCS-150 update.

CRFS Expected to Change: Is the CRFS expected to change during the registration year? Check Yes or No.

SECTION 4 - AFFIRMATION

Authorized Signature: The signature of the registrant or an agent with Power-of-Attorney (POA) on file with this office must be provided. If POA is not on file, please attach a copy to this application.

Title: Title or position of the person signing the form.

Date: Enter the date the application is signed (mm/dd/yyyy).



**Maine Bureau of Motor Vehicles
International Registration Plan
Application For Changes - Schedule C**

Account Number: _____

- | | |
|--|--|
| <input type="checkbox"/> New Unit | <input type="checkbox"/> Add Jurisdictions |
| <input type="checkbox"/> Weight Increase | <input type="checkbox"/> Delete Unit(s) |
| <input type="checkbox"/> Weight Decrease | <input type="checkbox"/> Add Unit(s) |
| <input type="checkbox"/> Fleet to Fleet | <input type="checkbox"/> Correction |
| <input type="checkbox"/> Create New Wt. Group | Total Unit(s) Deleted _____ |
| <input type="checkbox"/> Registration Transfer | Total Unit(s) Added _____ |

SECTION 1 - ACCOUNT INFORMATION

NAME OF REGISTRANT	DATE OF BIRTH	REGISTRATION YEAR	FLEET NUMBER	SUPPLEMENT NUMBER
DOING BUSINESS AS (DBA)	USDOT NUMBER	TAXPAYER IDENTIFICATION NUMBER (TIN)/TIN TYPE <input type="checkbox"/> EIN <input type="checkbox"/> SSN	REGISTRANT ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHYSICAL ADDRESS	CONTACT PERSON			MC NUMBER
MAILING ADDRESS	TELEPHONE NUMBER ()	CELL PHONE NUMBER ()	FAX NUMBER	

SECTION 2 - DECLARED JURISDICTIONAL OPERATING WEIGHTS

AB	AL	AR	AZ	BC	CA	CO	CT	DC	DE	FL	GA	IA	ID
IL	IN	KS	KY	LA	MA	MB	MD	ME	MI	MN	MO	MS	MT
NB	NC	ND	NE	NH	NJ	NL	NM	NS	NV	NY	OH	OK	ON
OR	PA	PE	QC	RI	SC	SD	SK	TN	TX	UT	VA	VT	WA
WI	WV	WY	If weight is given for WY, do you have Intrastate Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No If TK is traveling in CO, does it pull a trailer? <input type="checkbox"/> YES <input type="checkbox"/> NO										

SECTION 3 - VEHICLE ADDITIONS AND/OR CHANGES

UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	*FUEL	AXELS	BUSHP	SEATS	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR	*TYPE TT TK BS
HAULS TRAILER? <input type="checkbox"/> YES <input type="checkbox"/> NO MAXIMUM NUMBER OF TRAILER AXLES _____												
TITLE NUMBER	TITLE JURISDICTION	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	WILL THE VEHICLE BE LEASED FOR 30 DAYS OR MORE TO ANOTHER CARRIER	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	PLEASE INDICATE IF THE CARRIER RESPONSIBLE FOR SAFETY OF THE VEHICLE IS EXPECTED TO CHANGE DURING THIS REGISTRATION YEAR.			**FUEL D G P
		<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO			
UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	*FUEL	AXELS	BUSHP	SEATS	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR	***USDOT Number Assigned to Vehicle
HAULS TRAILER? <input type="checkbox"/> YES <input type="checkbox"/> NO MAXIMUM NUMBER OF TRAILER AXLES _____												
TITLE NUMBER	TITLE JURISDICTION	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	WILL THE VEHICLE BE LEASED FOR 30 DAYS OR MORE TO ANOTHER CARRIER	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	PLEASE INDICATE IF THE CARRIER RESPONSIBLE FOR SAFETY OF THE VEHICLE IS EXPECTED TO CHANGE DURING THIS REGISTRATION YEAR.			****EIN or SSN Associated with the USDOT Number Assigned to the Vehicle
		<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO			

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
Phone (207) 624-9000 Ext. 52135 Fax (207) 624-9086 TTY Users call Maine relay 711
www.maine.gov/sos/bmv/commercial Email: meirp@maine.gov



**Maine Bureau of Motor Vehicles
International Registration Plan
Application For Changes - Schedule C**

SECTION 4 - VEHICLE DELETIONS*

UNIT NUMBER	YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	APPORTIONED PLATE NUMBER	REASON VEHICLE REMOVED**

* Please return plates and cab card when deleting a vehicle unless requesting a registration transfer.

****REASON VEHICLE REMOVED**

S - SOLD
 ST - STOLEN
 W - WRECKED or JUNKED (Must be permanently removed from fleet)
 O - OTHER (Explain _____)

Section 5 - AFFIRMATION

I, we, the undersigned, do certify that the information provided herein is true and correct to the best of my/our knowledge and that vehicle liability insurance is maintained on all fleet vehicles at the time of registration.

 Authorized Signature

 Title

 Date

I would like to receive email notifications regarding my account, to include my IRP Renewal packet.

Yes ☐

Email Address: _____

No ☐

DISCLOSURE

This statement is made in accordance with the Federal Privacy Act of 1974, Section 7 (b). Providing your Social Security Number or Federal Employer Identification Number is mandatory and is required by State and Federal law or rule to receive motor carrier credentials. Your Social Security Number or Federal Employer Identification Number will be used solely for identification purposes and will be kept confidential.

INSTRUCTION FOR COMPLETING SCHEDULE C

Upper Right Corner of Form

Account Number: This is a five digit number assigned by the IRP Unit which can be found on the cab card or a previous invoice.

Transaction Type(s): Indicate the type(s) of transactions (s) you wish to have completed by checking those transaction types that apply. Check all that apply.

SECTION 1 – ACCOUNT INFORMATION

Name of Registrant: Enter the full legal name of the registrant. (Company or Individual)

Date of Birth: The registrant's date of birth. (mm/dd/yyyy). If incorporated, leave blank.

Registration Year: The year that this registration will expire.

Fleet Number: This is a three digit number assigned by the IRP system to uniquely identify each fleet within an IRP account. If you are making a change to an existing fleet, please use the assigned fleet number. (The fleet number can be found on the cab card).

Supplement Number: Leave blank. This will be assigned by the IRP Unit.

Doing Business As (DBA): This is a trade name, which may or may not be the same as the registrant's name. This field is optional.

USDOT Number: This is the motor carrier census number assigned to you by the Federal Motor Carrier Safety Administration (FMCSA).

Taxpayer Identification Number (TIN): Every registrant must provide their Federal Employer Identification Number (FEIN) or Social Security Number (SSN). (FEIN should be provided when the registrant has both a FEIN and SSN).

Registrant Only: If the registrant is not a motor carrier, please check Yes. The box for the USDOT Number should not have an entry if Yes is checked for Registrant Only.

Physical Address: The street address and town where the applicant maintains an established place of business or residence in Maine, and where operational records are maintained or such records can be made available. A post office box is not acceptable.

Contact Person: The person responsible for maintaining the applicant's records. This person should be familiar with the requirements of the IRP. All IRP correspondence will be directed to this person.

MC Number: This is a required field if you are hauling non-exempt commodities. This number is assigned by the Federal Motor Carrier Safety Administration.

Mailing Address: All written correspondence will be mailed to this address. This may be a post office box.

Telephone Number: Enter the business telephone number for the contact person on your IRP account.

Cell Phone Number: Enter the cell phone number for the contact person on your IRP account. This field is optional.

Fax Number: The fax number to receive business facsimile transmissions.

SECTION 2 - DECLARED JURISDICTIONAL OPERATING WEIGHTS

Use this section to change a weight for a jurisdiction and/or to indicate a weight for a newly added jurisdiction. This is your gross vehicle weight (GVW). For Quebec only, use the maximum number of axles on the power unit, or power unit and trailer, if applicable.

List the GVW for each jurisdiction in which you wish to apportion. You must complete a Schedule C for each unique weight group.

Intrastate Authority for Wyoming: If you have provided weight for Wyoming, do you have Intrastate Authority for Wyoming? Check Yes or No.

Traveling in Colorado pulling a trailer: If TK is travelling in Colorado, will it be pulling a trailer? Check Yes or No.

SECTION 3 - VEHICLE ADDITIONS AND/OR CHANGES

Unit Number: This is the number assigned by the registrant to the vehicle.

Model Year: Enter the year of the vehicle.

Make/Model: Enter the make and model of the vehicle.

Vehicle Identification Number (VIN): Record the complete vehicle identification number.

Type: Identify the vehicle type by using the type legend on the side of the form.

Fuel: Identify the fuel type by using the type legend on the side of the form.

Axles: This is the number of axles on the power unit, including the steering axle. If the unit is a bus, skip this field.

Bus HP: If the unit is a bus, enter the horsepower of the bus.

Seats: If the unit is a bus, enter the number of seats.

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CRFS Expected to Change: Is the CRFS expected to change during the registration year? Check Yes or No.

SECTION 4 - VEHICLE DELETIONS

Unit Number: This is the number assigned by the registrant to the vehicle.

Year: Enter the year of the vehicle.

Make: Enter the make of the vehicle.

Model: Enter the model of the vehicle.

Vehicle Identification Number (VIN): Record the complete vehicle identification number.

Apportioned Plate Number: Enter the class and plate number assigned to this vehicle.

Reason Vehicle Removed: Enter the reason for removing the vehicle. Refer to the legend table for reasons for removal.

SECTION 5 - AFFIRMATION

Authorized Signature: The signature of the registrant or an agent with Power-of-Attorney (POA) on file with this office must be provided. If POA is not on file, please attach a copy to this application.

Title: Title or position of the person signing the form.

Date: Enter the date the application is signed (mm/dd/yyyy).

Email Notifications: Would you like to receive correspondence via email, including your renewal packets? Check Yes or No.

Email Address: Enter the email address to send correspondence regarding your IRP account.

STATE OF MAINE Bureau of Motor Vehicles International Fuel Tax Agreement (IFTA) Application Motor Carrier Services, Fuel Unit, 29 State House Station, Augusta, ME 04333-0029 Tel: (207) 624-9000 Ext. 52137 TTY Users call Maine Relay 711
--

Please choose application type: ****New Applicant** ☐ **Additional Decal(s)** ☐

For a RENEWAL Application, please call the Fuel Unit at (207) 624-9000, ext. 52137

US DOT #:	MC #:	Carrier Account #:
FEIN # or SSN #:	TELEPHONE #: ()	FAX #: ()

Business Type: Sole Owner ☐ Partnership ☐ Corporation ☐ LLC ☐ Government ☐

Legal Name: DBA:

(If not Incorporated, your name)

Mailing Address:

City: State: Zip:

PHYSICAL LOCATION (Street Address No PO Boxes):

CONTACT PERSON: TEL # ()

E-MAIL ADDRESS:

** Tax Agent Name (if other than yourself) & Address:

A Notarized Power of Attorney must be attached or on file in our office when signing on behalf of a tax payer.

Names & Titles of Owners, Partners or Officers (REQUIRED for NEW applicants)

Indicate the number of decal sets (1 set per vehicle) you require: X \$5.00 (per set) = \$

Fuel Types Consumed Diesel ☐ Gasoline ☐ Ethanol ☐ CNG ☐ Propane ☐ Other:

Do you purchase and store bulk fuel? Yes ☐ No ☐ If yes, list the state(s) where the storage tank(s) is/are located

Do you lease vehicles? Yes ☐ No ☐ If yes, From others ☐ To others ☐

Make checks payable to: **SECRETARY OF STATE**

By placing your signature on the line below, you agree to the following:

I agree to comply with the tax reporting, payment, record keeping and license display requirements of the INTERNATIONAL FUEL TAX AGREEMENT. I further agree that Maine may withhold any refund owed to me should I be delinquent on payment of fuel taxes due any member jurisdiction. I declare under penalty of false statement, that to the best of my knowledge and belief, the information contained herein is true accurate and complete.

SIGNATURE (REQUIRED) DATE OF BIRTH TITLE DATE

Reference Sites

International Fuel Tax Association, Inc.	Fuel Tax Licensing and Information	IFTA On line
www.iftach.org	www.maine.gov/sos/bmv/commercial/fuel.htm	www.meifta.com

DISCLOSURE:

This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Providing your Social Security Number (SSN) or Federal Employer Identification Number (FEIN) is mandatory and is required by State and Federal law or rule to receive Motor Carrier credentials. Your SSN or FEIN will be used solely for identification purposes and will be kept confidential.

FMCSA SAFETY RULES - PROPERTY & PASSENGER CARRIERS – BY DISTANCE AND GROSS WEIGHT

For questions call: MSP Commercial Enforcement 207-624-8939	PLACARDS ANY WEIGHT ANY RADIUS	INTRA <100 MILES 10,001-26k	INTRA 100-150MILES 10,001-26k	INTRA >150 MILES 10,001-26k	INTRA <100 MILES >26k	INTRA >100 MILES >26k	INTER <150 MILES 10,001-26k	INTER >150 MILES 10,001-26k	INTER <100 MILES >26k	INTER >100 MILES >26k
USDOT Number	X	6	6	6	X	X	X	X	X	X
Marking Name & USDOT#	X	6	6	6	X	X	X	X	X	X
CDL and Endorsements As Needed	X	2	2	2	X	X	2	2	X	X
Age Requirement	21		18	18		18	21	21	21	21
Application for Employment	X	6	6	6	X	X	X	X	X	X
Pre-Hire Inquiries & Investigations	X	Limited	Limited	Limited	Limited	X	X	X	X	X
Annual Review of Driving Record	X	X	X	X	X	X	X	X	X	X
Record of Violations	X	X	X	X	X	X	X	X	X	X
Medical Examiner Certificate	X		1	1		1	X	X	X	X
391.41(b)(12)(i) Drug Prohibition	X	X	X	X	X	X	X	X	X	X
Substance Abuse Testing	X	2	2	2	X	X	2	2	X	X
Driving Rules (Part 392)	X	X	X	X	X	X	X	X	X	X
Parts and Accessories (Part 393)	X	X	X	X	X	X	X	X	X	X
HOS - Log Book	4		3	4		X	3	4	4	X
Vehicle Maintenance Records	X	X	X	X	X	X	X	X	X	X
Out of Service Criteria	X	X	X	X	X	X	X	X	X	X
Drivers Pre-trip & Post-trip Inspection	X	X	X	X	X	X	X	X	X	X
Periodic Vehicle Inspection (Federal)	5	5	5	5	5	5	5	5	5	5
Texting and Hand-held Cellphone Prohibition	X	X	X	X	X	X	X	X	X	X
Fire Extinguisher (E) Emg. Reflectors (R)	E-R	R-E	E-R	E-R	R-E	E-R	E-R	E-R	E-R	E-R

(1) Exempt from hearing portion of physical exam.

(2) Only applicable to carriers/CDL drivers operating pass. vehicles designed to carry 16 or more pass. (P endorsement).

(3) No log books required; other Hour of Service requirements may apply.

(4) Some exemptions to the Hour of Service requirements may apply.

(5) State mandated periodic motor vehicle inspection also applies.

(6) Only vehicles carrying HM & Passengers as defined in FMCSR 390.5