

New Carrier Checklist

International Registration Plan (IRP)

- Distance Schedule (Form # 442044) completed and signed. The physical address must be in Iowa and you must include the Iowa county number on your application.
- IRP/IFTA Record Retention Statement (Form # 442048) must be signed by the registrant. Agents cannot sign.
- Vehicle Schedule (Form # 442015) completed and signed.
- Copy of each vehicle title.
- Copy of IRS Form 2290 for each power unit with GVWR greater than 54,999 pounds (see IRP manual for other acceptable "proof" of payment). The IRP manual is available on our website at iowadot.gov/mvd/omcs/manuals
- A USDOT number for applicants classified as a motor carrier. A "registrant only" applicant does not need a USDOT number but will need to submit the USDOT number and Taxpayer Identification Number of the motor carrier responsible for the safety of the vehicle.
- IRP Plan Schedule G-New Account Application (Form # 442068) form completed and signed.
- In addition to the required forms, three items from the list below are needed to verify the physical address of the established place of business. Documents cannot be more than 12 months old.
 - Proof that the registrant is incorporated or registered to conduct business in Iowa at this address
 - Phone bill in the registrant's name at this address.
 - Iowa commercial driver license (CDL), if the principal owner of the corporation is a resident of Iowa.
 - Federal income tax return filed in the registrant's name at this address.
 - Personal income tax return filed in the registrant's name at this address.
 - Real estate or personal property tax statements paid to Iowa by the registrant at this address.
 - Proof of insurance in the registrant's name at this address.
 - Utility bills paid in the name of the registrant at this address.
 - Vehicle titled in Iowa in the registrant's name at this address.
- Invoice for IRP fees must be paid with guaranteed funds (cash, money order, or certified check).

International Fuel Tax Agreement (IFTA)

- IFTA license application (Form # 441041) completed and signed; physical address must be in Iowa.
- \$10 application fee and \$0.50 annual fee for each set of IFTA decals requested.

Intrastate Authority

- Intrastate authority application (Form 441052) completed and signed in two places.
- MCS-150 form completed and signed: either updated information on existing USDOT number or new application if requesting USDOT Number.
- Household goods carriers must include tariff.
- Liquid nondairy carrier must include Financial Certificate (Form 441082), completed and signed; must attend a Safety Seminar (\$200 fee) within six months. Contact Motor Carrier Services for the Financial Certificate form.
- Passenger carrier (16 or more plus driver) must attend a safety seminar (\$200 fee) within six months.
- Form E insurance filing from insurance company.
- \$150 one-time application fee.

Unified Carrier Registration (UCR)

- Register for UCR at www.ucr.in.gov