



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**IRP NEW ACCOUNT APPLICATION**  
**IRP REGISTRANT ENTITY / FLEET INFORMATION**

**IRP REGISTRANT ENTITY INFORMATION**

1. REGISTRANT'S LEGAL NAME (see instructions)	2. ENTITY TYPE <input type="checkbox"/> Individual <input type="checkbox"/> INC / CO <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC / LLP <input type="checkbox"/> General Partnership <input type="checkbox"/> Other	3. REGISTRANT'S FEDERAL TAX IDENTIFICATION NUMBER <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
4. FICTITIOUS/DBA NAME (IF ANY)	5. OHIO SECRETARY OF STATE FILING #	6. REGISTRANT'S USDOT#										

<b>REGISTRANT OHIO BUSINESS ADDRESS</b>	<b>FLEET MAILING ADDRESS</b>
7. STREET ADDRESS	11. ADDRESS
8. CITY	12. CITY
9. STATE <p style="text-align: center;"><b>OHIO</b></p>	13. STATE
10. ZIP CODE	14. ZIP CODE

<b>REGISTRANT OWNER / OFFICER / MEMBER INFORMATION</b>	<b>FLEET CONTACT INFORMATION</b>
15. OWNER / OFFICER / MEMBER NAME	19. CONTACT NAME
16. OFFICER TITLE	20. PHONE NUMBER
17. PHONE NUMBER	21. FAX NUMBER
18. EMAIL ADDRESS	22. EMAIL ADDRESS

<b>FLEET OPERATIONS</b>	
23. FLEET TYPE (SELECT ONE)	
<input type="checkbox"/> For-Hire <input type="checkbox"/> For-Hire-Rental Carrier <input type="checkbox"/> Private <input type="checkbox"/> Owner/Operator Leased-on to Carrier	
24. IF FLEET TYPE IS FOR-HIRE SELECT A COMMODITY CLASS	25. IF FLEET TYPE IS FOR-HIRE RENTAL CARRIER SELECT A COMMODITY CLASS
<input type="checkbox"/> All <input type="checkbox"/> Household Goods <input type="checkbox"/> Bus	<input type="checkbox"/> All <input type="checkbox"/> Exemptions

Check this box if this carrier has intrastate Authority in Wyoming

**Would you like to receive future IRP communications, including Renewal Applications, electronically?**

Is so, "X" this box to receive future IRP communications sent via email to the Fleet Contact email address provided.

Pursuant to the code of Federal Regulations, Section 49 Part 350, Inclusive, I hereby certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and IRP registration and record keeping requirements, and declare that all operations will be conducted in compliance with such requirements and I affirm that for the entire registration renewal year all owners (or lessees if leased) of all vehicles owned/operated under this IRP account, now have insurance or other Financial Responsibility (FR) coverage and will not operate or permit the operation of any vehicle being registered via this renewal application without FR coverage.

- In Ohio it is illegal to operate a motor vehicle without insurance or financial responsibility (FR) coverage.
- It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without FR coverage.

Refer to the application instructions for additional information regarding FR coverage.

SIGNATURE <b>X</b>	TITLE	DATE
-----------------------	-------	------

Submit this form with BMV 4839 IRP New Application - Distance and Weight Information Schedule, BMV4838 IRP New Application - Vehicle Information schedule(s), and all required support documents together, to the IRP Central Processing Center via mail at P.O. Box 18320 Columbus, OH 43218-0320, via fax at 614.974.2118, or via email at OHIRP@dps.ohio.gov. If you have any questions contact the Ohio BMV IRP Unit at 800.IRP.0007 or 614.777.8400



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

IRP NEW APPLICATION
VEHICLE INFORMATION

Please complete a BMV 4838, IRP New Application - Vehicle Information schedule, for each vehicle you would like to register in your IRP Fleet.

VEHICLE REGISTRATION INFORMATION

Form containing fields for: 1. FLEET ASSIGNED UNIT #, 2. VEHICLE IDENTIFICATION NUMBER (VIN), 3. VEHICLE BODY TYPE, 4. VEHICLE YEAR, 5. VEHICLE MAKE / VEHICLE MODEL, 6. GVW / CGVW, 7. AXLES POWER UNIT / COMBINED, 8. UNLADEN WEIGHT, 9. IF BUS THEN # OF BUS SEATS, 10. FUEL TYPE, 11. ODOMETER, 12. IF BUS THEN DOES BUS INCLUDE LUGGAGE?, and VEHICLE REGISTRATION SUPPORT DOCUMENTS.

VEHICLE OWNERSHIP INFORMATION

Form containing fields for: 1. JURISDICTION OF TITLE ISSUANCE, 2. TITLE NUMBER, 3. Is the Titled Owner the same entity by name and TIN as the IRP Applicant?, 4. TITLED OWNERS NAME, 5. TITLED OWNERS TIN, 6a. TITLED OWNERS STREET ADDRESS, 6b. TITLED OWNERS CITY, STATE, AND ZIP, 7. VEHICLE PURCHASE PRICE, 8. VEHICLE PURCHASE / LEASE DATE, and VEHICLE OWNERSHIP SUPPORT DOCUMENTS.

VEHICLE SAFETY INFORMATION

Form containing fields for: 1. USDOT# of Carrier if not Registrant providing Safety/Authority, 2. TIN associated with USDOT # of Carrier if not Registrant providing Safety/Authority, 3. If this is a FHR Fleet will the vehicle operate under multiple USDOT's throughout the year?, and VEHICLE SAFETY SUPPORT DOCUMENTS.

REQUIRED REGISTRATION FEE CALCULATION INFORMATION

Form containing fields for: 1. Conversion of Ohio Commercial Plate to Apportioned?, 2. Colorado Trailer?, 3. Colorado Special Truck?, 4. Is this vehicle Autonomous?, 5. Utah Special Truck?, 6. Colorado 10 K Indicator?, 7. New Vehicle? - MCO Document Used?, 8. Will the vehicle be based or kept at another garaged address in Ohio other than the Ohio Business Address?, and GARAGED ADDRESS fields.



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

## IRP NEW APPLICATION DISTANCE AND WEIGHT SCHEDULE

**Distance:** If the vehicles identified on the BMV 4838 IRP New Application - Vehicle Information schedule have recently been purchased and not been previously registered, write "None" in the Total Fleet Distance box and sign the form. Otherwise see the instructions for this form for further information.

**Weight:** Unless otherwise indicated below, all vehicles will be registered for travel in each jurisdiction at the Combined Vehicle Gross Weight/Gross Vehicle Weight, whichever is higher, provided on the Vehicle Record BMV 4838 Vehicle Information schedule. See instructions for additional requirements for weights having a 10% variance.

Jurisdiction		Distance (Miles)	Weight (Pounds)	Jurisdiction		Distance (Miles)	Weight (Pounds)	Jurisdiction		Distance (Miles)	Weight (Pounds)
OH	OHIO			ME	MAINE			TN	TENNESSEE		
AL	ALABAMA			MI	MICHIGAN			TX	TEXAS		
AR	ARKANSAS			MN	MINNESOTA			UT	UTAH		
AZ	ARIZONA			MO	MISSOURI			VA	VIRGINIA		
CA	CALIFORNIA			MS	MISSISSIPPI			VT	VERMONT		
CO	COLORADO			MT	MONTANA			WA	WASHINGTON		
CT	CONNECTICUT			NC	NORTH CAROLINA			WI	WISCONSIN		
DC	DISTRICT OF COLUMBIA			ND	NORTH DAKOTA			WV	WEST VIRGINIA		
DE	DELAWARE			NE	NEBRASKA			WY	WYOMING		
FL	FLORIDA			NH	NEW HAMPSHIRE						
GA	GEORGIA			NJ	NEW JERSEY			AB	ALBERTA		
IA	IOWA			NM	NEW MEXICO			BC	BRITISH COLUMBIA		
ID	IDAHO			NV	NEVADA			NB	NEW BRUNSWICK		
IL	ILLINOIS			NY	NEW YORK			NS	NOVA SCOTIA		
IN	INDIANA			OK	OKLAHOMA			PE	PRINCE EDWARD ISLAND		
KS	KANSAS			OR	OREGON			SK	SASKATCHEWAN		
KY	KENTUCKY			PA	PENNSYLVANIA			MB	MANITOBA		
LA	LOUISIANA			RI	RHODE ISLAND			NL	NEWFOUNDLAND / LABRADOR		
MA	MASSACHUSETTS			SC	SOUTH CAROLINA			ON	ONTARIO		
MD	MARYLAND			SD	SOUTH DAKOTA			QC	QUEBEC		

I certify under penalties of perjury that the distance reported is accurate to the best of my knowledge, and that the records that support this reporting are maintained on file and can be made available at my Ohio Business Address upon request of the Ohio Bureau of Motor Vehicles and Ohio Department of Taxation, in accordance to IRP Plan Article X.

SIGNATURE <b>X</b>	DATE	TOTAL ACTUAL DISTANCE
-----------------------	------	-----------------------



## INSTRUCTIONS FOR BMV 4837 IRP NEW ACCOUNT APPLICATION REGISTRANT AND FLEET INFORMATION SCHEDULE INSTRUCTIONS

### IRP Registrant Entity Information

All applicants applying for an Ohio IRP Account must provide their legal name and entity identifying information. This information establishes the Registrant and will be included on the IRP Registration Cab Card regardless of the Titled Owner of the vehicle.

1. **Registrant's Legal Name** - This is the legal name of the applicant who is applying for the IRP Account. Example: The legal name of an individual who has not incorporated, or created a partnership or LLC/LLP, is their First Name and Last Name.
2. **Entity Type** – This is the type of entity that is applying for the IRP Account.
3. **Registrant's Federal Tax Identification Number** – this is the Federal Tax Identification Number assigned to the applicant who is applying for the IRP Account. Only Applicants who have not been assigned a Federal Employer Identification Number who are Individuals may use their Social Security Number. More information about FEIN's may be found here <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>
4. **Fictitious/DBA Name** – If applicable, this is the name that the applicant for the IRP Account has either registered with the Ohio Secretary of State, or one that use in advertising to identify your business to the public. More information about Ohio Secretary of State filing requirements may be found here: <https://www.ohiosos.gov/businesses/>
5. **Ohio Secretary of State Entity #** - Certain entity types are required to be registered with the Ohio Secretary of State as either a domestic or foreign entity. The Ohio Secretary of State assigns each entity a unique entity number. More information about Ohio Secretary of State filing requirements may be found here: <https://www.ohiosos.gov/businesses/>
6. **Registrant's USDOT#**- Only include the USDOT# that has been assigned to the entity that is applying for the IRP Account. DO NOT include a USDOT# for a carrier you will be leasing on to here, you will include that on the BMV 4838 for each vehicle you are registering. More information about operating authority and USDOT#'s may be found here: <https://www.fmcsa.dot.gov/registration>

### Registrant's Ohio Business Address

All applicants applying for an Ohio IRP Account must have, and maintain a physical place of business in Ohio. Ohio Bureau of Motor Vehicles IRP Unit requires that all Ohio Business Addresses regardless of being an Established Place of Business as defined in the IRP Plan, or Business Resident, provide documentation that supports the Ohio Business Address. Please see BMV 4846, IRP Establishing Base Jurisdiction and Proof of Residency for information on what documents are required with this application.

7. **Street Address** – This must be a physical location in Ohio, and cannot be a mail service, third party preparer, or a virtual office.
8. **City** – This must be a city in Ohio
9. **State**- This must be Ohio.
10. **Zip Code**-This must be an Ohio Zip Code

### Fleet Mailing Address

All Apportioned License Plates issued will be mailed to the Ohio Business Address unless a fleet mailing address is provided. NOTE: It is always best to verify with the US Postal Service that mail with your legal name will be delivered to the mailing address provided.

11. **Address** – A Mailing Address may be either a PO Box or a street address.
12. **City** – Mailing Address City
13. **State** – Mailing Address State
14. **Zip**- Mailing Address Zip Code

## Registrant's Owner/Officer/Member Information

All applicants applying for an Ohio IRP account must identify an Owner, Officer, or Member, of the legal entity and their contact information. This individual must have fiduciary responsibility to the IRP Registrant's entity, and cannot be a third party representative.

15. **Owner/Officer/Member Name:**
16. **Title**
17. **Phone Number**
18. **Email Address**

## Fleet Contact Information

All communication regarding the IRP Account will be directed to the Registrant Owner/Officer/Member provided. If an individual other than an Owner/Officer/Member of the IRP Registrant's entity will be the Fleet Contact please provide their contact information.

19. **Contact Name**
20. **Phone Number** – include any extensions
21. **Fax#**
22. **Email Address** – This email address will be used for notifications from the IRP

## Fleet Operations

All applicants applying for an Ohio IRP Account must identify their operations by fleet in order to receive the proper registration for each of the fleet's vehicles. A separate fleet will need to be established for an IRP Registrant's entity that has multiple business plans they will be operating their registered vehicles under.

23. **Fleet Type** - Select the box for the Fleet Type you are applying for IRP Registration for:

For-Hire	The Fleet consists of vehicles that will be providing transportation of cargo or passengers for compensation. If you are a for-hire carrier, the IRP Registrant Entity has their own USDOT # and MC# Authority.
For-Hire-Rental	The Fleet consists of vehicles rented by the IRP Registrant Entity without drivers.
Private	The Fleet consist of vehicles that only hauls the IRP Registrant Entity's product.
Owner/Operator	The Fleet consists of vehicles that the IRP Registrant will be leasing on to another Motor Carrier's For-Hire USDOT# and MC# Authority
24. **For-Hire Commodity Class** - If the Fleet Type is For-Hire please select the box for the Commodity Type that is being hauled: All; Household or Bus (Passengers)
25. **For Hire rental Carrier Commodity Class** – If the Fleet Type is For-Hire-Rental Carrier please select the box for the Commodity Type that is being hauled: All; or Exempted

### Check this box if this carrier has intrastate Authority in Wyoming

To have your Fleet Renewal Application emailed in the future place an "X" in the box indicated.

**Ohio Revised Code (Ohio RC) Chapter 4509: Financial Responsibility and Ohio Administrative Code (OAC) Chapter 4501:1-2 Financial Responsibility** describe the financial responsibility requirements for all Motor Vehicles operating in Ohio. In part Ohio RC indicates that:

In Ohio, it is illegal to drive any motor vehicle without insurance, and it is illegal for a vehicle owner to allow anyone else to drive his or her motor vehicle without insurance.

- Proof of insurance must be presented at traffic stops, accident scenes and vehicle inspections.
- Minimum insurance requirements are \$25,000 for injury/death of one person, \$50,000 for injury/death of two or more people, and \$25,000 for property damage in an accident.

Note: Other motor carrier regulatory organizations may have additional Financial Responsibility requirements for the operation of Commercial Motor Vehicle(s) in Ohio, or interstate, it is your responsibility to ensure compliance with all Financial Responsibility requirements.

**Sign and Date the form to certify the information is correct and that you are compliant with the information listed there.**

Submit the following forms and required support documents together to the IRP Central Processing Center via mail at P.O. Box 18320 Columbus, OH 43218-0320, via fax at 614.974.2118, or via email at OHIRP@dps.ohio.gov.

- BMV 4837 IRP New Account Application - IRP Registrant Entity/Fleet Information**
  - Three documents required to support the Ohio Business Address per BMV 4846, IRP Establishing Base Jurisdiction and Proof of Residency
- BMV 4839 IRP New Application - IRP Distance and Weight Information**
  - Affidavit of operational use if the registered weight has a variance of 10% or greater between any two jurisdictions
- BMV4838 IRP New Application - Vehicle Information schedule(s)** and the following support documents as applicable
  - Vehicle Title**, Certificate of Title Memorandum, or Electronic Title Receipt (Front and Back)
  - IRS Form 2290, Heavy Vehicle Use Tax Return, Schedule 1** with proof of payment/filing for each power unit with GVW of 55,000 pounds or greater for vehicles owned greater than 60 days. (Internet electronic confirmation records from the IRS are acceptable)
  - BMV 4845 OHIO IRP Leased Vehicle Owner's Authorization to Lessee or Power Of Attorney (BMV 5736)** - required if the titled owner of the vehicle is someone other than the Registrant for the IRP account NOTE: The document must include the titled owner's TIN (Federal Taxpayer Identification Number), Address, and their permission for the IRP Registrant to register their vehicle in the Registrant's fleet. This may require more than one document if the vehicle is leased and the titled owner is a financial institution.
  - BMV 4885 Motor Carrier Responsibility for Safety Statement** or copy of Authority Lease – required if the vehicle will be operated under the USDOT and Authority of a Carrier who is not the IRP Registrant, or if the IRP Registrant is established as a "Registrant Only". NOTE: The document must include the USDOT# and its registered TIN (Federal Tax Identification Number).
  - HP127B Bus Inspection** – this annual inspection document is required if registering your motor vehicle as a bus

Failure to sign and date the BMV4837; submit BMV 4839; submit 4838; or submit required support documents will prevent the new IRP application from being processed.

All Applicants applying for Ohio IRP Registration are encouraged to familiarize themselves with the International Registration Plan, and the Ohio Revised Code sections 4503.60 to 4503.66.

The IRP Plan can be found at <https://www.irponline.org/> by clicking on the link named "The Plan".

**If you have any questions contact the Ohio BMV IRP Unit at (800) IRP-0007 or (614) 777-8400.**



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**INSTRUCTIONS FOR  
BMV 4838 IRP NEW APPLICATION VEHICLE INFORMATION**

**Vehicle Registration Information Section - Instructions**

1. **Fleet Assigned Unit No.** – This is the Unit No. that you assign to this vehicle in your fleet. Be sure to use a different unit number for each vehicle
2. **VIN** – This is the vehicle identification number (manufacturer Identification number) of the vehicle you are registering. Enter the complete serial (VIN) number as listed on the title.
3. **Vehicle Body Type for Registration** – Select one based upon the following definitions:

TR – Tractor	A motor vehicle designed and used primarily for drawing other vehicles including trailing units, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.
BS – Bus	A motor vehicle designed and used primarily for transporting passengers for hire.
TK – Straight Truck	A motor vehicle designed, used, or maintained primarily for the transportation of property having no trailing units.
TT – Truck Tractor	A motor vehicle designed and used primarily for drawing other vehicles including trailing units, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.
WR – Wrecker	A motor vehicle designed with permanent equipment to tow other vehicles (power units) where a portion of the towed vehicle rests on the ground when transported.

Note: The unladen weight and the GVW will be the same for a Wrecker.
4. **Year** – Enter the model year of the vehicle.
5. **Vehicle Make/Vehicle Model** – Enter the Vehicle Trade Name and Model ex: Kenworth, International, Volvo, etc.
6. **GVW/CGVW**- Enter the GVW and CGVW of the vehicle based upon the following definitions:
  - a. **GVW** – Gross Vehicle Weight The weight of the fully equipped vehicle (power unit) with its maximum load that can be carried on it
  - b. **CGVW** – Combined Gross Vehicle Weight The combined weight of the fully equipped vehicle (power unit) and trailing unit, with the maximum load that can be carried on them together.
7. **Axles Power Unit/Combined** – Enter the number of axles on the power unit only, and the Combined number of axles on the power unit and trailing unit.
8. **Unladen Weight** – Enter the weight of the Power Unit when not carrying a load other than driver, equipment, and fuel
9. **Bus Seats** – If Bus has been selected in Box 3 vehicle Body Type for Registration – enter the number of seats
10. **Fuel Type** – Select the vehicles primary fuel type- Diesel, Gasoline, Propane, LNG, CNG, Electric, Flex, Hybrid-Gas/LP, Other
11. **Odometer** – Enter the odometer, or hub-meter, of the vehicle at time of registration
12. **Bus Includes Luggage** – If Bus has been selected in Box 3 vehicle Body Type for Registration – enter Yes if the vehicle carries luggage, otherwise answer No.

## Vehicle Ownership Information Section- Instructions

1. **Jurisdiction of Title Issuance** – Enter then name of the Jurisdiction (State) that issued the title for the vehicle you are registering
2. **Title Number** – Enter the Title Number assigned to the vehicle's active Title.
3. **Mark Y is the titled owner is not the same entity by name and TIN as the IRP Applicant** - When the Titled Owner is different than the IRP New Account Applicant than the Titled Owner must provide a Power of Attorney, BMV 4845 Ohio IRP Leased Vehicle Owner's Authorization To Lessee, or BMV 5736 Power Of Attorney, giving permission to the IRP New Account Applicant to register their vehicle.

Note: The need to provide one of the documents mentioned is based solely on the Tax Identification Number and/or Owner Name on the Title matching that of the IRP New Account Applicant. This commonly occurs when: the titled owner: is an Owner/Operator and the IRP New Account Applicant is a Motor Carrier; or is a financial institution and the title does not include the lessor's name; is an individual member of the entity that is applying for the IRP New Account.

4. **Titled Owners Name** – Enter the Titled Owner's name exactly as it appears on the vehicle's active Title
5. **Titled Owners TIN** – Enter the TIN of the Titled Owner. A TIN is a Taxpayer Identification Number and can be either a Federal Employer Identification Number (FEIN) or a Social Security Number if a FEIN has not been issued.
6. **Titled Owners Address** – 6a and 6b. – Enter the Titled Owner's street address. No PO Boxes are allowed.
7. **Purchase Price** – Enter the price of the vehicle including trade-ins, but excluding sales or use tax or finance charges, or the total value of the lease. Do not show cents. When payments are "taken-over", the purchase price is equity paid plus the amount of principal still owed.
8. **Purchased Date/Lease Date** – enter the Date the titled owner purchased the vehicle, or the beginning date of the lease between the titled owner and their lessee.

Note: This is not the date that an Owner/Operator "leases on" with an IRP New Account Applicant.

## Vehicle Safety Information Section- Instructions

Complete this section if the IRP New Account Applicant will be operating this vehicle under someone else's Authority who will be the Motor Carrier Responsible for Safety, or if the vehicle is being added to a rental fleet for hire.

Note: Do not complete this section if the New IRP Account Applicant is a Motor Carrier who will only operate vehicles under their own Authority and safety information.

1. **USDOT#** - Enter the USDOT# for the Motor Carrier who's authority and safety the vehicle will be operating under
2. **TIN associated with the USDOT#** - Enter the TIN for the Motor Carrier who's authority and safety the vehicle will be operating under. A TIN is a Taxpayer Identification Number and can be either a Federal Employer Identification Number (FEIN) or a Social Security Number.
3. **USDOT# changes throughout the year** - . If this vehicle is registered for rental fleet for hire answer yes if the control and responsibility for the safety of this vehicle will be assigned to a different motor carrier during the registration year by equipment lease, otherwise answer no.

## Required Registration Fee Calculation Information Section - Instructions

1. **If the vehicle being registered for IRP Apportioned Plates has a non-expired Commercial Registration Plate** assigned from a BMV local Deputy Registrar office to the IRP New Account Applicant, has 11 or less full months of registration remaining, and the current commercial registration will not be transferred to another Commercial Vehicle, this section must be completed. Answer Yes, to use the remaining months of Ohio Commercial Registration as a credit against the Ohio only Apportionment Registration Fee calculated. You will need also need to submit a signed statement requesting the conversion of the Ohio Commercial Registration (Base Plate) to an IRP Apportioned Registration. This statement should acknowledge that the Base Plate will be destroyed or returned to the Ohio BMV once the IRP Plate is received. Copies of the required Commercial Registration Documents must be submitted with your statement and this application to receive credit.

Note: Due to IRP Apportionment calculations you may not receive a full credit of Ohio Commercial Registration Fees paid.



2. **Colorado Trailer** indicator – For vehicles that may travel to Colorado - If it is a straight truck (TK) pulling a trailer and the unladen weight of the truck is less than 16,000 pounds, answer Yes, otherwise answer No.
3. **Colorado Special Truck** indicator - For vehicles that may travel to Colorado – If the vehicle being registered is a cement pump, well boring unit or crane, answer yes, otherwise answer no.
4. **Autonomous** indicator - If the vehicle being registered is autonomous answer Yes, otherwise answer no.
5. **Utah Special Truck** indicator - For vehicles traveling to Utah - If the vehicle being registered is a cement pump, well boring unit or crane, answer yes, otherwise answer no.
6. **Colorado 10K** indicator – The fee structure for CO is a two-tier schedule calculated according to the total national distance traveled by each power unit. If the vehicle travels 10,000 miles or less nationally, answer no. If the vehicle travels over 10,000 miles nationally, answer yes.
7. **New Vehicle** - If the vehicle is a new vehicle, answer yes if a copy of the manufacturer's certificate of origin is provided, otherwise answer no.
8. **If the vehicle being registered for IRP Apportioned Plates will use be based, garaged, or kept, at another Ohio Garaged Address other than the Ohio Business Address listed on the BMV 4837?** Answer yes, and provide the required Ohio Garaged Address information.

Note: All IRP Registered Vehicles are registered with the Ohio Business Address indicated on the IRP Account unless this section is completed in full with a different Ohio Garaged address.

## BMV 4838 IRP New Application – Vehicle Information Schedule – Required Support Documents

### Required for each vehicle registration

**Proof of Vehicle Ownership allowable documents: Issued Ohio (or Foreign Jurisdiction) Title Certificate; Memorandum of Title; or Electronic Title confirmation.**

Titles that are signed by the owner as sold, will not be accepted. Bills of Sale, Invoices, Manufacturer's Certificate of Origin (MCO), or any other document other than an issued proof of vehicle ownership reflecting the current owner, will not be accepted. Note: On occasion a Foreign Jurisdiction's Title Office will provide the new owner an official receipt of title application from their title system. This system generated document may be accepted as a proof of vehicle ownership document if it can be verified in the National Motor Vehicle Information System (NMVITS) as issued and contains the: owner's name; Vehicle Identification Number; Year and Make of the Vehicle; and has been assigned a unique title number.

### As required for each vehicle registration

Other support documents may be required depending on: registered weight; type of vehicle; IRP Registrant's relationship with Titled Vehicle Owner; or if another entity will be the Motor Carrier Responsible for Safety (provide USDOT Authority). These required conditional support documents are described below.

**\*\*IRS Form 2290, Heavy Vehicle Use Tax Return, Schedule 1 with proof of payment/filing** for each power unit with GVW of 55,000 pounds of greater for vehicles owned greater than 60 days. (Internet electronic confirmation records from the IRS are acceptable) - <https://www.irs.gov/businesses/small-businesses-self-employed/trucking-tax-center>

**BMV 4845 OHIO IRP Leased Vehicle Owner's Authorization to Lessee or Power Of Attorney (BMV5736)** - required if the titled owner of the vehicle is someone other than the Registrant for the IRP account. NOTE: The document must include the titled owner's TIN (Federal Taxpayer Identification Number), Address, and their permission for the IRP Registrant to register their vehicle in the Registrant's fleet. This may require more than one document if the vehicle is leased and the titled owner is a financial institution.

**\*BMV 4885 Motor Carrier Responsibility for Safety Statement or copy of Authority Lease** – required if the vehicle will be operated under the USDOT and Authority of a Carrier who is not the IRP Registrant, or if the IRP Registrant is established as a "Registrant Only" NOTE: The document must include the USDOT# and its registered TIN (Federal Tax Identification Number).

**\*\*HP127B Bus Inspection** – this annual inspection document is required if registering your motor vehicle as a bus – information about the Ohio Highway Patrol Bus Inspections may be found here - <https://www.statepatrol.ohio.gov/doc/2007%20Ohio%20Bus%20Inspection%20Program.pdf>

\* This document is also required if amending the IRP Cab Card when the vehicle's USDOT operating authority changes.

\*\* This document is also required with renewal registrations.



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

## INSTRUCTIONS FOR BMV 4839 IRP NEW APPLICATION DISTANCE AND WEIGHT SCHEDULE

All Applicants must complete the BMV 4839 IRP New Application - Distance and Weight Schedule. The information on this page determines the registered weight that will be listed on the IRP Registration Cab Card, and allows for the proper allocation of registration fees.

### Weight Reporting

Your vehicle registration will default to all jurisdictions equaling the higher of the GVW/ or CGVW as reported on the BMV 4838 IRP New Application - Vehicle Information Schedule.

Otherwise, enter the applicable registration weight you are requesting for your vehicle being registered, if you are registering more than one vehicle with different registration weights, please use multiple BMV 4839 IRP New Application - Distance and Weight Schedule forms and indicate the Unit Numbers on the applicable chart.

If the difference in registered weight between any two jurisdictions is equal to, or greater than 10%, you will be required to provide an affidavit that explains the operational reason for the variance of weight with your application.

### Distance Reporting

If the IRP Applicant is the owner/lessee of the vehicle being registered and the vehicle has never been operated by the IRP Applicant, nor registered to the IRP Applicant, during the Distance Reporting Period determined by using the example below than write "None" in the Total Fleet Distance box and sign the form.

If the vehicle being registered has been owned or leased by the IRP Applicant during the Distance Reporting Period, determined by using the example below, use the following questions to determine what entry you should make on the BMV 4839 IRP New Application Distance and Weight Schedule.

- 1) Was the vehicle registered by the IRP Applicant (identified on registration documents as the Registrant, or registration owner) during the Distance Reporting Period?
  - Yes, than report actual miles accrued in each jurisdiction traveled in during the Distance Reporting Period and sign the form.
  - No, see question 2.
- 2) Was registration provided for the vehicle by a Carrier (identified on registration documents as the Registrant, or registration owner) under a long term lease, or Owner/Operator Agreement during the Distance Reporting Period?
  - No, than write "None" in the Total Fleet Distance box and sign the form.
  - Yes, see question 3.
- 3) Will the vehicle being registered by the IRP Applicant continue to operate under the long term lease, or Owner/Operator Agreement, of the Carrier who previously provided registration ( as described in question 3)?
  - Yes, than report actual miles accrued in each jurisdiction traveled in during the Distance Reporting Period and sign the form.
  - No, than write "None" in the Total Fleet Distance box and sign the form

**NOTE:** Commonly an IRP New Account Applicant is registering a newly purchased or leased vehicle for the first time as the new owner or lessee and did not have actual mileage accrued during the Distance Reporting Period for their IRP New Account Application.

### "Reporting Periods" or "Lookback Periods"

"Reporting Periods" or "Lookback Periods" used for BMV 4839 IRP New Application - Distance and Weight Schedule are defined by the IRP Plan and means, except as provided in the last sentence (sic), the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve month period.

Distance reporting Periods for IRP New Account Applications are based upon when the vehicle will first operate, and is commonly the same month as the application is submitted.

Using the chart below as an example -

Locate the month the application is being submitted (or the month the vehicle will first operate) in first column of the chart and then adjust the years in the chart by the year of submission.

Ex. If your application is submitted in August of 2021, than the Distance Reporting Period on the BMV 4839IRP New Application - Distance and Weight Schedule would be 7/1/2019-6/30/2020.

Due to 2021 being +1 year to the charts examples, you would add +1 year to each date in the Reporting Period Changing 7/1/2018-6/30/2019 to 07/1/2019-06/30/2020.

**As an example in Ohio:**

If your Registration Year runs:			The Reporting Period for reporting fleet distance on Schedule B is:
January 1, 2020	thru	December 31, 2020	7/1/2018 – 6/30/2019
February 1, 2020	thru	January 31, 2021	7/1/2018 – 6/30/2019
March 1, 2020	thru	February 28, 2021	7/1/2018 – 6/30/2019
April 1, 2020	thru	March 31, 2021	7/1/2018 – 6/30/2019
May 1, 2020	thru	April 30, 2021	7/1/2018 – 6/30/2019
June 1, 2020	thru	May 31, 2021	7/1/2018 – 6/30/2019
July 1, 2020	thru	June 30, 2021	7/1/2018 – 6/30/2019
August 1, 2020	thru	July 31, 2021	7/1/2018 – 6/30/2019
September 1, 2020	thru	August 31, 2021	7/1/2018 – 6/30/2019
October 1, 2020	thru	September 30, 2021	7/1/2019 – 6/30/2020
November 1, 2020	thru	October 31, 2021	7/1/2019 – 6/30/2020
December 1, 2020	thru	November 30, 2021	7/1/2019 – 6/30/2020
January 1, 2021	thru	December 31, 2021	7/1/2019 – 6/30/2020

**If the vehicle you are registering DID NOT operate and accrue actual mileage** during the Reporting Period write “None” in the Total Distance box, and Sign and Date the form, to certify the information provided is accurate. The Average Vehicle Distance Chart that is in effect at the time of processing will be used to calculate the Registration Fees Due.

**If your fleet consists of Motor Bus Operations under a Pool agreement or combination among motor carriers of passengers, with the approval of the US Department of Transportation** to combine or decide traffic, services, or any part of your earnings, and you are applying for IRP Apportionment Registration in Ohio as your Base Jurisdiction, you may elect to determine your actual distance as described, or you may elect to use the International Registration Plan Article VIII Section 805 to determine your motor bus apportionment distance. If you elect the method described in IRP VIII 805 you will need to contact the Ohio BMV IRP Office for additional instructions on how to indicate this election and identify the fleet's "Pool" vehicles at (800) IRP-0007 or (614) 777-8400 or via email at OHIRP@dps.ohio.gov.

**If the vehicle operated and accrued actual mileage** during the Reporting Period enter the actual mileage in each jurisdiction as applicable.

*Enter the actual mileage accrued including any mileage traveled under a Registration Trip Permit - Do not round mileage to even hundreds, thousands, etc.*

*Do not list estimated distance*

*Do not include decimals or tenths of miles*

*Do not put zeros in jurisdictions where no actual miles were accrued during the Reporting Period*

*Total all jurisdiction entries and include the total in the Total Distance box*

**Sign and Date the form**, to certify the information provided is accurate. Failure to sign and date the BMV 4839 will prevent your application from being processed.

*Note: If you have questions about recordkeeping requirements for IRP apportioned registration read the IRP Plan found at IRP Inc.'s web-site at [www.irponline.org](http://www.irponline.org) or visit the Ohio Department of Taxation's Website – Excise Tax section at [www.tax.ohio.gov/excise/international\\_fuel\\_tax\\_agreement\\_ifa/IFTAIRPAuditInformation.aspx](http://www.tax.ohio.gov/excise/international_fuel_tax_agreement_ifa/IFTAIRPAuditInformation.aspx)*

In order to determine the percentage of fees due each member jurisdiction (apportionment percentage) you must accurately report the actual mileage the fleet accrued during the applicable "Reporting Period". Reporting the actual mileage the fleet accrued during the "Reporting Period" is required by the IRP Plan and has very little effect on the total IRP registration fees calculated by vehicle. Registration fee calculations for each jurisdiction are based upon a vehicle's attributes that do not change including Gross/Combined/Unladen Weight, Year of Purchase, age, and method of operations.

*Note: All IRP Registration Applications are subject to Audit by the Ohio Department of Taxation, and their Auditors report that the misrepresentation of actual mileage during the "Reporting Period" results in the highest and most common, Audit Balances Due.*