

## IRP NEW AND RENEWAL REGISTRATION CHECKLIST

- IRP Apportioned Application (Schedule A & B).
- USDOT number
- FMCSA Certificate of Operating Authority
- A copy of received HVUT Schedule 1, Form 2290 (if applicable).
- Verified proof of Financial Responsibility (Liability Insurance).
- Verified copy of Operating Lease Agreement (if applicable).
- The Fleet(s) to be registered accrues distances in Oklahoma.
- Verified proof of Residency or Established Place of Business as outlined below:
  - “Established Place of Business”** means a physical structure located within Oklahoma that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. Examples of proof of the existence of a physical structure include:
    - A current real estate tax bill; or
    - Photocopies of rent receipts or mortgage payments showing the business address; or
    - A current rental contract and an original power of attorney if the contract is signed by someone other than the Applicant or Registrant; or
    - Proof of insurance coverage on the structure.
  - This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The following must be provided:
    - Federal Identification or other identification number; and
    - Oklahoma payroll Withholding account; and
    - Job description of employee

\*\*The Applicant or Registrant may not use a registration agent or its employees as the presence of a person or persons in this State conducting the Applicant's or Registrant's business.
- The Applicant or Registrant is required to provide a telephone number. It need not be a land line telephone service at the physical structure.
- Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020).
- To establish Residence in a Member Jurisdiction**, an Applicant must demonstrate to the satisfaction of Oklahoma that it does NOT have an “Established Place of Business” in any IRP jurisdiction and at least three of the following:
  - (i) if the Applicant is an individual, that his or her driver’s license is issued by that Jurisdiction,
  - (ii) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
  - (iii) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
  - (iv) that the Applicant’s federal income tax returns have been filed from an address in that Jurisdiction,

- (v) that the Applicant has paid personal income taxes to that Jurisdiction,
- (vi) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,
- (vii) that the Applicant receives utility bills in that Jurisdiction in its name,
- (viii) that the Applicant has a Vehicle titled in that Jurisdiction in its name, or
- (ix) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.