

**INTERNATIONAL REGISTRATION PLAN  
(IRP)  
VEHICLE INDUSTRY REGISTRATION PROCEDURES**

# 17

<i>Title</i>	<i>Page</i>
<b>17.000 Introduction</b>	<b>17-2</b>
<b>17.005 International Registration Plan—Defined</b>	<b>17-2</b>
<b>17.010 IRP Requirements and Procedures</b>	<b>17-2</b>
<b>17.015 Vehicle Sold by a California Dealer That Will Be Registered IRP</b>	<b>17-3</b>
<b>17.020 Title Only for a New Vehicle or a Vehicle With Original Registration That Will Be Registered IRP</b>	<b>17-3</b>
<b>17.025 Transfer of Used Vehicles That Will Be Registered IRP</b>	<b>17-3</b>
<b>17.030 Buyer Demands Title for a Vehicle That Will Be Registered IRP</b>	<b>17-5</b>
<b>17.035 Conversion From IRP to Regular Registration: Conversion From IRP with California Certificate of Title Conversion From IRP with Out-of-State Title or Foreign Titling Documents Collection of Fees Due for Conversion From IRP Conversion From IRP With a California Title Only Conversion From IRP With a Prior California Commercial License Conversion From IRP With No California Title Record</b>	<b>17-5</b>
<b>17.040 Transfer of Title Only for IRP Owner</b>	<b>17-12</b>

## *International Registration Plan (IRP)*

### **17.000 Introduction**

This chapter provides information on IRP vehicles and conversion from IRP to regular registration.

### **17.005 International Registration Plan—Defined (CVC §8052)**

The International Registration Plan (IRP) is an apportioned registration program that allows payment of license fees based on the total distance operated in two or more member jurisdictions.

- The base jurisdiction collects all registration and license fees due other jurisdictions and remits the fees to them according to the terms of the IRP agreement.
- IRP is a registration only program, based on unverified information received from the carrier, who may or may not be the registered owner shown on the title.
- If the vehicle is also titled in California there will be two records, the IRP (registration only) record and the titling record.

### **17.010 IRP Requirements and Procedures**

When establishing a base jurisdiction residence in California on an original IRP application:

- a **physical address** in California (not a P.O. Box) is required, *and*
- a **copy** of at least **three** of the following documents must be submitted:
  - Current California business license.
  - If the applicant is an *individual*, a copy of the California driver license.

#### **OR**

If the applicant is a *corporation*, a computer printout of the corporation name, *dated within the last year*, from the California Secretary of State's Office website, <http://kepler.sos.ca.gov>, showing the "status" as Active and the "jurisdiction" as "California **or** showing the "Address" as a physical address in California.

- Applicant's Federal Income Tax return from last year (page one, copy front and back).
- Applicant's California Personal Income Tax return from last year (page one, copy front and back).
- Current utility bill in applicant's name

For specific information regarding IRP requirements and procedures, refer to the *California International Registration Plan (IRP) Handbook* (REG 524) or contact the IRP unit at (916) 657-7971.

**17.015 Vehicles Sold by a California Dealer That Will Be Registered IRP**

When a California dealer sells a vehicle that will be registered in an IRP fleet the vehicle may be moved on dealer plates **provided** the title **does not** pass to the buyer until after the vehicle is delivered.

- If the sale is consummated and possession is taken at the dealer's place of business, the buyer must obtain a One Trip Permit **prior** to moving the vehicle.
- IRP or regular registration fees must be submitted to the department within 20 days of a vehicle's first operation to avoid penalties.

**17.020 Title Only for a New Vehicle or a Vehicle With Original Registration That Will Be Registered IRP**

A "title only" may be issued for a new vehicle sold by a California dealer or for a vehicle with an original registration, such as a non-resident, that will be registered IRP.

**In addition to normal clearance requirements:**

- If the vehicle is sold by a California dealer:
  - boldly print "**title only**" on the application copy of the original **and** operating copies of the Application for Registration of New Vehicle (REG 397) or Report of Sale-Used Vehicle (REG 51), **and**
  - write "*to be registered IRP*" in the margin of the operating copy.
- A Statement of Facts (REG 256) completed as follows:
  - Check the Title Only box in Section C (Statement for Transfer Only or Title Only).
  - State how the vehicle was moved in the Statement of Facts section.
  - State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator in the Statement of Facts section.
- The title only fee. Refer to Appendix 1F for fee information.

**17.025 Transfer of Used Vehicles That Will Be Registered IRP**

In addition to the transfer requirements outlined in Chapter 11, Transfers, the following must be submitted.

**Vehicles with a Title Only**

- Boldly print IRP on the application copy of the Report of Sale-Used Vehicle (REG 51).
- A Statement of Facts (REG 256) completed as follows:
  - Check the Title Only box in Section C (Statement for Transfer Only or Title Only).
  - State how the vehicle was moved.

**17.025 Transfer of Used Vehicles That Will Be Registered IRP, *continued*****Vehicles with a Title Only, *continued***

- State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator.
- **Transfer** fee. Because this is already a Title Only, a Title Only fee is **not** collected. Refer to Appendix 1F for fee information.

**Vehicles with Current Registration**

- Boldly print “**IRP**” on the application copy of the Report of Sale-Used Vehicle (REG 51).
- A Statement of Facts (REG 256) completed as follows:
  - Check the Transfer Only box in Section C (Statement for Transfer Only or Title Only).
  - State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator
- Transfer fee. Refer to Appendix 1F for fee information.

**Vehicles with Expired Registration**

- Boldly print IRP on the application copy of the Report of Sale-Used Vehicle (REG 51).
- A Statement of Facts (REG 256) completed as follows:
  - Check the Transfer Only box in Section C (Statement for Transfer Only or Title Only).
  - State how the vehicle was moved.
  - State that the vehicle is currently or will be registered as part of a California based IRP fleet or will be leased to an IRP operator, **and** include the IRP account number, name and address of the fleet operator.
- If the vehicle is moved on a One Trip Permit, note the permit number on the REG 51.
- Transfer fee. Refer to Appendix 1F for fee information.

**17.030 Buyer Demands Title for a Vehicle That Will Be Registered IRP**

When a buyer demands the title for a vehicle purchased free of any liens and the vehicle will be registered IRP:

- Complete the Report of Sale-Used Vehicle (REG 51) as usual.
- Boldly print IRP in the margin of the operating copy.
- Enter the Report of Sale number on the back of the title.
- Have the buyer complete a Statement of Facts (REG 256) stating:
  - The reason for demanding the title.
  - The report of sale number.
  - The IRP operator's name, address and IRP fleet account number.
- Mail the application copy of the REG 51 and the Statement of Facts to DMV in Sacramento Headquarters within 20 days of the date of sale.
- Retain the operating copy of the REG 51, **do not** give the operating copy to the customer or display it on the vehicle unless the vehicle is currently registered.
- Give the complete application to the customer.

**17.035 Conversion From IRP to Regular Registration**

- IRP vehicle records are *registration only* records based on unverified information submitted by the IRP carrier, who may not even be the registered owner shown on the title.
  - All descriptive information, including the cost of the vehicle to determine VLF and unladen weight, are provided by the carrier on the IRP application and not verified by the department.
  - A carrier may convert from IRP to regular registration at any time.
  - **Fees** become due on the date of deletion or the date of first operation if a Certificate of Non-Operation is submitted with the application.
    - » The vehicle is not subject to PNO requirements until **after** it is converted to regular registration.
    - » A *Title Only* may also be obtained if the vehicle is being deleted from IRP and will not be operated.
  - The conversion application requirements are based on the **titling record**.
    - » A complete VIN inquiry to the California data base may be required to determine if a California title record exists, since the IRP record does not indicate where the vehicle was last titled.
- Use the information from the **last issued California title** when submitting a "Delete from IRP" application.
  - If there is no California title, it is an original application and the class, unladen weight, etc., must be established from the documents being submitted.
  - The information shown on an apportioned vehicle registration record cannot be used.

**17.035 Conversion From IRP to Regular Registration, *continued***

- When a vehicle is being deleted from an IRP fleet, the following must be submitted to the IRP unit at DMV headquarters separately from the application to re-register or title the vehicle:
  - A completed Schedule C—California Apportioned Fleet Supplemental — Application, submitted to the IRP unit in Sacramento.
  - Any IRP plate and Cab Card in the possession of the applicant.

**Conversion From IRP with California Certificate of Title**

The following documents are required for all vehicles converting from IRP registration with a California Certificate of Title:

- The California Certificate of Title, or Application for Duplicate Title (REG 227), if applicable (Refer to the charts under **Delete from IRP** subsection.).
- A Vehicle Verification (REG 31) if there is no record for the vehicle except the IRP record on the department's database.
- Odometer disclosure and acknowledgment, if applicable.
- A Certificate of Excise Tax Clearance (BOE 1138) from the Board of Equalization for any transfer of a commercial vehicle with an unladen weight of 7,000 lbs. or more which is powered by fuel other than gasoline or diesel.
- Properly completed and signed Declaration of Gross Vehicle Weight/ Combined Gross Vehicle Weight (REG 4008) *for vehicles weighing 6,001 pounds or more unladen.* (Not required for pickups)
- A Statement of Facts (REG 256) from the owner stating no body changes have been made to the vehicle.
- A smog certification, if appropriate.
- Fees due from the date of deletion **or** the date of first operation, if the vehicle has not been operated since the date of deletion. A Statement of Facts (REG 256) indicating the date the vehicle was deleted from IRP and a Certificate of Non-Operation (REG 102), if applicable, must be submitted with the application.
  - A new expiration date will be assigned one year from date fees become due unless partial-year registration (PYR) is being requested.
  - See "Collection of Fees Due" chart and refer to Appendix 1F for fees.

**EXCEPTION:** The fees for vehicles deleted effective December 31 from an IRP fleet become due and are calculated as of January 1, unless the applicant submits an application and requests indicia on December 31, then fees are due from December 31.

**17.035 Conversion From IRP to Regular Registration, *continued*****Conversion From IRP with Out-of-State Title or Foreign Titling Documents**

The following are required for all vehicles converting from IRP registration last titled in another state or country:

- Application for Title or Registration (REG 343) completed and signed.
- The out-of-state title or foreign titling documents. (Refer to the chart under Conversion from IRP subsection.)
- A Vehicle Verification (REG 31).
- Odometer disclosure and acknowledgment, if applicable.
- A Certificate of Excise Tax Clearance (BOE 1138) from the Board of Equalization for any transfer of a commercial vehicle with an unladen weight of 7,000 lbs. or more which is powered by fuel other than gasoline or diesel.
- Weight certificate issued by a California certified public weight master *for vehicles weighing less than 10,000 pounds unladen.*

**OR**

Estimated unladen weight **and** a properly completed Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008) *for vehicles weighing 10,001 pounds or more unladen.*

**OR**

The “unladen”, “empty”, “shipping” or “scale” weight shown on the nonresident title or registration *for vehicles weighing 6,000 pounds or less unladen.*

- A smog certification, if appropriate.
- Fees due from the date of deletion **or** the date of first operation, if the vehicle has not been operated since the date of deletion.
  - A Statement of Facts (REG 256) indicating the date the vehicle was deleted from IRP and a Certificate of Non-Operation (REG 102), if applicable, must be submitted with the application.
  - A new expiration date will be assigned one year from the date fees become due unless partial-year registration (PYR) is being requested.
  - Refer to the “Collection of Fees Due” chart below and Appendix 1F for fees.

**EXCEPTION:** The fees for vehicles deleted effective December 31 from an IRP fleet become due and are calculated as of January 1, unless the applicant submits an application and requests indicia on December 31, then fees are due from December 31.

17.035 Conversion From IRP to Regular Registration, *continued*

## Collection of Fees Due for Conversion From IRP

<i>For...</i>	<i>then collect...</i>
full-year registration	<ul style="list-style-type: none"> <li>• Full-year registration fee, vehicle license fee (VLF), and weight fee.</li> <li>• All other fees that may be due.</li> </ul>
partial-year registration (PYR)	<ul style="list-style-type: none"> <li>• Full-year registration fee.</li> <li>• VLF prorated from the date fees due until 12/31/XX.</li> <li>• Weight fee prorated for the number of PYR months requested (a partial month counts as a full month).</li> <li>• PYR service fee.</li> <li>• All other fees that may be due.</li> </ul>

Use the following charts for determining the documents required when converting a vehicle from IRP to regular registration.

## Conversion from IRP with a California Title Only

*In addition to the previously outlined requirements:*

## Conversion From IRP With a California Title Only

<i>If...</i>	<i>and...</i>	<i>the clearance requirements are...</i>
the same registered owner is converting from IRP to regular registration	a <i>Title Only</i> record <b>is</b> on the database for the vehicle	<ul style="list-style-type: none"> <li>• Statement of Facts (REG 256) from the owner stating no body changes have been made.</li> </ul> <p><b>NOTE:</b> The California <i>Title Only</i> does not need to be submitted if there is no change to the information on record.</p>
	there <b>is no record</b> of the Title Only on the database for the vehicle	<ul style="list-style-type: none"> <li>• the Certificate of Title. Retain the VLF class, date first sold, and unladen weight from the title.</li> <li>• a vehicle verification.</li> <li>• a Statement of Facts (REG 256) from the owner stating no body changes have been made.</li> </ul>

## Conversion From IRP With a California Title Only (continued)

<i>If...</i>	<i>and...</i>	<i>the clearance requirements are...</i>
there is a transfer of registered owner(s)	a Title Only record <b>is</b> on the database for the vehicle	<ul style="list-style-type: none"> <li>the Certificate of Title properly endorsed for transfer.</li> <li>the usual transfer requirements, as shown in Chapter 11, Transfers.</li> </ul>
	<b>no record</b> of the <b>Title Only</b> on the database for the vehicle	<ul style="list-style-type: none"> <li>the Certificate of Title properly endorsed for transfer. Retain the date first sold and unladen weight from the title.</li> <li>a vehicle verification.</li> <li>the usual transfer requirements, as shown in Chapter 11, Transfers.</li> </ul>

## Conversion From IRP With a Prior California Commercial License

## Conversion from IRP With a Prior California Commercial License

<i>If...</i>	<i>and...</i>	<i>the clearance requirements are...</i>
the same registered owner is converting from IRP to regular registration	a prior California <b>commercial</b> record <b>is</b> on the database for the vehicle	<ul style="list-style-type: none"> <li>Certificate of Title surrendered. Retain the VLF class, date first sold, and unladen weight from the title.</li> <li>Statement of Facts (REG 256) from the owner stating no body changes have been made.</li> </ul> <p><b>NOTE:</b> The transaction will be handled as an <b>original</b> and a new title will be issued. The new expiration date will be based on the date fees became due</p>
	<b>no</b> prior California <b>commercial</b> record is on the database	<ul style="list-style-type: none"> <li>the Certificate of Title. Retain the VLF class, date first sold, and unladen weight from the title.</li> <li>a vehicle verification.</li> <li>a Statement of Facts (REG 256) from the owner stating no body changes have been made.</li> </ul> <p><b>NOTE:</b> The transaction will be handled as an original and a new title will be issued. The new expiration date will be based on the date fees became due.</p>

**Conversion from IRP With a Prior  
California Commercial License (continued)**

<i>If...</i>	<i>and...</i>	<i>the clearance requirements are...</i>
there is a transfer of registered owner(s)	a prior California <b>commercial</b> record <b>is</b> on the database for the vehicle	<ul style="list-style-type: none"> <li>• the Certificate of Title properly endorsed for transfer.</li> <li>• the usual transfer requirements, as shown in Chapter 11, Transfers.</li> </ul>
	<b>no</b> prior California commercial record is on the database for the vehicle	<ul style="list-style-type: none"> <li>• the Certificate of Title properly endorsed for transfer. Retain the date first sold and unladen weight from the title.</li> <li>• a vehicle verification.</li> <li>• the usual transfer requirements, as shown in Chapter 11, Transfers.</li> </ul>
the owner is deleting the vehicle from IRP	the record on the database has a <b><i>current expiration date</i></b>	<ul style="list-style-type: none"> <li>• California Certificate of Title. Retain the date first sold and unladen weight from the title.</li> <li>• The usual transfer requirements if the vehicle is being transferred. See Chapter 11, Transfers.</li> <li>• Re-registration fee.</li> </ul>

17.035 Conversion from IRP to Regular Registration, *continued*

## Conversion from IRP with No California Title Record

<i>If...</i>	<i>and...</i>	<i>the clearance requirements are...</i>
only a California apportioned registration record appears on the department's database	out-of-state or foreign titling documents are presented	<ul style="list-style-type: none"> <li>• an Application for Title or Registration (REG 343).</li> <li>• a vehicle verification.</li> <li>• The usual out-of-state or foreign titling requirements, as shown in Chapter 12, Nonresidents Vehicles.</li> </ul>
	there are no titling documents for the vehicle	<ul style="list-style-type: none"> <li>• an Application for Title or Registration (REG 343).</li> <li>• a vehicle verification.</li> <li>• the usual unavailable record requirements, as shown in Chapter 7, Miscellaneous Originals.</li> <li>• a Statement of Facts (REG 256) showing who, how, and when the vehicle was obtained, the current value, <b>and</b> prior registration history, if any.</li> <li>• a Motor Vehicle Bond, if the value of the vehicle is \$5,000 or more See Chapter 23, Bonds and Certifications, for additional information.</li> </ul>
	a Manufacturer's Statement/Certificate of Origin (MSO/MCO) is presented	<ul style="list-style-type: none"> <li>• an Application for Title or Registration (REG 343).</li> <li>• a vehicle verification.</li> <li>• the MSO/MCO endorsed as needed for transfer/registration.</li> <li>• the usual registration requirements, as shown in Chapter 7, Miscellaneous Originals</li> </ul>
	A California Certificate of Title is presented for which there is no record	<ul style="list-style-type: none"> <li>• the Certificate of Title. Retain the VLF class, date first sold, and unladen weight.</li> <li>• a vehicle verification.</li> <li>• The usual registration requirements for unavailable records, as outlined in Chapter 7, Miscellaneous Originals.</li> </ul>

**NOTE:** A transfer fee **is not** due if the application is processed as an original; but use tax may be required.

**17.040 Transfer of Title Only for IRP Owner**

When an IRP operator purchases a vehicle with a California “Title Only” and wishes to **continue** operating with IRP registration, the following are required for the title transfer:

- California Certificate of Title or an Application for Duplicate Title (REG 227) endorsed for transfer.
- Statement of Facts (REG 256) completed and signed.
  - Mark “Title Only” in Section C. Indicate in section G that the vehicle will be registered as part of an IRP fleet and include the IRP account number with the name and address of the operator, if applicable.
- Transfer fee. Use Tax and smog certification are not due.