

International Registration Plan (IRP) Renewal Checklist

Check the WYDOT website for detailed instructions for renewing online.

- **Address** – Verify physical and mailing address. If your physical address has changed, we require 3 acceptable proofs of the new address. **Online renewal:** Describe your changes as a note in the comment section and upload the 3 proofs of the new address.
- **Contact information** – Update contact information as needed (Name, Phone #, Fax, e-mail)
- **Note your staggered expiration date.** (This date shows when your plates will expire.)
- **Scope of Operation** – Write brief description of operations and what you haul. **Online renewal:** Describe your Scope of Operation as a note in the comment section.
- **Distance** – If you have an IFTA account, we will pre-populate your miles based on your IFTA returns, for the time period of July 1 – June 30. Please verify that these are your **ACTUAL** IRP miles for the reporting period.
 - If you have different vehicles in IFTA vs IRP, please correct your miles to show ACTUAL IRP miles.
 - If you are a new company, with no actual miles between July1 – June 30, WYDOT will calculate your miles based on IRP rules.
- **Weight Groups** – Make sure the weight groups have the correct weight listed for each jurisdiction. Make sure each vehicle is listed in the correct weight group.
- **Vehicles** – Compare all of the vehicles to your records to verify all information is correct.
- **Must be in Good standing with FMCSA** (MCS-150 must be updated every 2 years)
www.fmcsa.dot.gov or 1-800-832-3660
- **Must be in Good standing with Wyoming Secretary of State** (Unless you are an individual.)
- **Provide 2290** – A stamped copy of Schedule 1 provides proof of payment of the Federal Heavy Vehicle Use Tax.
- **Provide the following signed and dated forms:** **Online renewal:** Upload these documents.
 - WYDOT Section 15 – Safety Regulations
 - WYDOT Agreement to Prepare and Maintain Records
 - WYDOT Certificate of Wyoming Established Place of Business or Residency
- **Provide** – Proof of Insurance for Power Units (Current Insurance certificate or fleet card is acceptable.) **Online renewal:** Upload these documents.
- **Provide** – Lease Agreements if you will be using another company's DOT#. **Online renewal:** Upload these documents.
- **Signature** – A signature required on all documents with a signature line.
- **New Vehicles** - Provide a copy of the title, proof of sales tax paid, proof of insurance and 2290
- **Deleted Vehicles** – Line through on paper renewal. **Online renewal:** Check the box to delete.
- **Invoices** – All outstanding invoices MUST be paid prior to issuing renewal.