

# **2022**

# **WYOMING**

## **Apportioned Plates**

## **Manual**

**Member of the**  
**INTERNATIONAL REGISTRATION PLAN**

**Wyoming Department of Transportation**  
**Motor Vehicle Services Department**  
**5300 Bishop Blvd**  
**Cheyenne, WY 82009-3340**

## Table of Contents

Contact Information.....	0
IRP Contact Information.....	0
IFTA Contact Informaiton.....	1
Wyoming Operating Authority Contacts.....	1
Port of Entry Phone Numbers (Trip Permits/Overweight/Oversize) .....	1
SuperLoad/Overweight Contacts .....	1
Highway Patrol Commercial Carrier Section Contacts.....	1
Introduction .....	2
IRP Basics.....	3
What is IRP? .....	3
What is Apportioned Registration? .....	3
Who is eligible to use Apportioned Registration? .....	3
How IRP Works.....	4
Definitions from the International Registration Plan .....	5
Apportionable Vehicle .....	5
Base Jurisdiction.....	5
Established Place of Business.....	5
Selection of a Base Jurisdiction .....	6
Types of Operations .....	6
Haul-For-Hire Carriers .....	6
Private Carriers.....	6
Owner-Operators .....	6
Buses .....	7
Household Goods Carriers .....	7
Rental Vehicles.....	7
Requirements for Opening an Account .....	8
<b>Carrier-level Information.....</b>	<b>8</b>
Federal USDOT Number .....	8
MCS-150.....	9

Unified Carrier Registration (UCR) .....	10
Proof of TIN or EIN .....	10
Proof of Established Place of Business.....	11
Proof of Residency if there is not an Established Place of Business in any jurisdiction .....	11
<b>Vehicle-level Information .....</b>	<b>12</b>
IRS Form 2290 - Federal Heavy Highway Vehicle Use Tax .....	12
Vehicle Title.....	13
Insurance.....	13
Lease Agreement .....	13
Fees .....	13
Applications and Forms.....	16
Completion of Applications.....	16
New Accounts .....	17
Average Per Vehicle Distance .....	17
Billing Notice .....	18
Credentials .....	19
Distance/Operational Records – IRP.....	20
Source Documents .....	21
Monthly Summaries.....	21
Yearly Summaries.....	21
Reporting Period .....	21
Records Retention Period .....	22
Changes to Your Account.....	22
How to Add a Vehicle.....	22
How to Delete a Vehicle.....	23
How to Replace a Vehicle.....	23
How to Increase a Vehicle’s Weight .....	23
How to Replace Lost/Stolen Credentials .....	23
Name/Ownership Change.....	23
Dot Number Change .....	24
Title Change .....	24
Unit Number Change .....	24

Permits .....	24
<b>Temporary Registration Authority (TRA)</b> .....	24
<b>Trip Permit</b> .....	24
Oversize/Overweight Permit .....	25
Unladen Permit .....	25
Renewals .....	25
Refunds/Transfer of Fees .....	26
Wyoming Refund Policy .....	26
IRP Jurisdictions Refund Policy.....	26
Wyoming Transfer of Fees .....	26
Audits – IRP .....	27
Authority to Audit .....	27
Purpose of Audit .....	27
Audit Procedures .....	27
Appeals Process – Final Assessments Determined By an Audit.....	27
Appendix A.....	28
Weight Examples.....	28
Vehicle Examples .....	29
<b>Vehicle Types</b> .....	30
Maximum Weights for IRP Jurisdictions .....	31
Weights for Wrecker and Tow Trucks.....	32
Appendix B – Other Agency Contacts .....	35
Wyoming IRS Offices (For more information regarding Form 2290 – Heavy Highway Vehicle Use Tax) .....	35
IRP Jurisdictions .....	36
Appendix C - Forms .....	39

## Contact Information

### Wyoming Department of Transportation Motor Vehicle Services Department

#### IRP Contact Information

Telephone: (307) 777-4829

Fax: (307) 777-4772

Email: MVS@wyo.gov

WYDOT

MVS - IRP Section

5300 Bishop Blvd.

Cheyenne, WY 82009-3340

[www.dot.state.wy.us](http://www.dot.state.wy.us)

International Registration Plan (IRP): [www.irponline.org](http://www.irponline.org)

**NOTE: Our office hours are 8:00 am to 4:30 pm, Monday – Friday.  
Please arrive early to allow sufficient time to process your application.  
**New applications will not be processed after 3:00 pm.****

#### MVS will not be open on the following holidays:

New Year's Day	Independence Day	Christmas Day
Martin Luther King Jr. Day	Labor Day	
President's Day	Veteran's Day	
Memorial Day	Thanksgiving Day	

#### IFTA Contact Information

Telephone: (307) 777-4827  
Fax: (307) 777-4772  
Email: MVS@wyo.gov

WYDOT – MVS – IFTA  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340

#### Wyoming Operating Authority Contact Information

Telephone: (307) 777-4850  
Fax: (307) 777-4772  
Email: MVS@wyo.gov

WYDOT –MVS –Operating Authority  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340

#### Port of Entry Contact Information (Trip Permits/Overweight/Oversize)

Alpine	307-654-7569	Gillette	307-682-4030
Casper	307-265-3532	Kemmerer	307-877-4229
Cheyenne (I-80)	307-777-4894	Laramie	307-745-2200
Cheyenne (I-25)	307-777-4896	Lusk	307-334-3814
Cheyenne (US-85)	307-777-4895	Sheridan	307-674-2350
Evanston	307-789-3538	Sundance	307-283-1616
Frannie	307-664-2389	Torrington	307-532-2519

#### SuperLoad/Overweight Contact Information

307- 777-4376      307-777-4747      307-777-4920      Fax 307-777-4399  
Email OWL@wyo.gov

#### Highway Patrol Commercial Carrier Section Contact Information

307- 777-4872      Fax 307-777-4282

## Introduction

This manual explains how to obtain “apportioned” registration for interstate trucks, tractors and other commercial vehicles based in Wyoming.

The following pairs of words are used interchangeably in this manual:

- “IRP” and “Apportioned” or “Proportional” Registration
- “Applicant” and “Registrant”
- 26,000 lbs. equals 11,800 kg.
- “Credentials” or “cab cards” and/or “plates”

**Please use this manual as a reference only.**

**The basic information needed to prepare the IRP application is provided. The contents will not cover every unique situation or answer all questions that may arise.** An applicant who requires more information than is contained in this manual may telephone the IRP Section of the WYDOT Motor Vehicle Services Department at (307) 777-4829.

**To speed up the registration process,** we encourage applicants to read and follow the written instructions precisely.

**SAME DAY SERVICE MAY NOT ALWAYS BE AVAILABLE FOR ALL APPLICATIONS  
AND WILL NOT BE AVAILABLE FOR RENEWAL APPLICATIONS.**

**NOTE:** This manual also contains references to CAVR, the Canadian Agreement on Vehicle Registration. Canadian Provinces in IRP are also members of CAVR, a special plan for registering vehicles that travel in two or more (Canadian member) jurisdictions.

**When a Canadian jurisdiction is a member of both plans,  
the IRP supersedes the CAVR.**

## IRP Basics

### What is IRP?

**IRP** stands for the International Registration Plan, a cooperative agreement for the registering of vehicles that travel into at least one other jurisdiction in addition to the base jurisdiction. IRP provides for payment of licensing fees based on fleet miles/kilometers operated and vehicle information. The unique feature of IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which the fleet vehicles are operated, only one (1) license plate and one (1) cab card is issued for each fleet vehicle. **Due to FULL RECIPROCITY (effective 1/1/15)** all jurisdictions will be printed on the cab card.

### Which jurisdictions are members of the IRP?

The following jurisdictions are IRP members. \*Denotes members of CAVR.

Alabama	AL	Manitoba *	MB	Oklahoma	OK
Alberta *	AB	Maryland	MD	Ontario *	ON
Arizona	AZ	Massachusetts	MA	Oregon	OR
Arkansas	AR	Michigan	MI	Pennsylvania	PA
British Columbia *	BC	Minnesota	MN	Prince Edward Island *	PE
California	CA	Mississippi	MS	Quebec *	QC
Colorado	CO	Missouri	MO	Rhode Island	RI
Connecticut	CT	Montana	MT	South Carolina	SC
Delaware	DE	Nebraska	NE	South Dakota	SD
District of Columbia	DC	Nevada	NV	Saskatchewan *	SK
Florida	FL	New Brunswick *	NB	Tennessee	TN
Georgia	GA	Newfoundland *	NL	Texas	TX
Idaho	ID	New Hampshire	NH	Utah	UT
Illinois	IL	New Jersey	NJ	Vermont	VT
Indiana	IN	New Mexico	NM	Virginia	VA
Iowa	IA	New York	NY	Washington	WA
Kansas	KS	North Carolina	NC	West Virginia	WV
Kentucky	KY	North Dakota	ND	Wisconsin	WI
Louisiana	LA	Nova Scotia *	NS	Wyoming	WY
Maine	ME	Ohio	OH		

### What is Apportioned Registration?

Apportioned registration is a method of licensing a fleet of commercial vehicles operating in **more than one** jurisdiction. Collected fees are apportioned or “prorated” among jurisdictions.

### Who is eligible to use Apportioned Registration?

You apply for apportioned registration for inter-jurisdiction operation of the following:

- Vehicle(s) operating over 26,000 pounds.
- Vehicle(s) with three or more axles regardless of weight.



- Vehicle(s) used in combination exceeding 26,000 pounds.
- Vehicle(s) which operate in two or more jurisdictions.

**Note: Each vehicle within a fleet must operate in two or more jurisdictions during the registration year for that vehicle to qualify for Apportioned Registration.**

## How IRP Works

Under IRP, interstate carriers must file applications with the jurisdiction in which they are based. That jurisdiction is known as the “base jurisdiction.” The base jurisdiction issues registration credentials for each vehicle. The apportioned plates and cab cards are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions.

IRP and CAVR jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP and CAVR jurisdictions according to:

- Percentage of distance travelled in each jurisdiction
- Vehicle identification information
- Maximum weight
- Value, age, unladen weight, axles, etc. (in some jurisdictions)

### **Under the IRP and CAVR, all member jurisdictions:**

- Accept a single registration plate.
- Accept a single registration card (cab card); and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the **operating authority** issued by each member Jurisdiction.)

### **Apportioned Registration Does NOT:**

- Waive or exempt a truck operator from obtaining operating authority from any Jurisdiction in which the apportioned vehicle travels (either inter or intra).
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA).
- Waive or exempt the payment or reporting of other taxes.
- Allow registrants to exceed the maximum length, width, height or axle limitations.
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290).
- Exempt a carrier from filing proof of liability coverage in each Jurisdiction where required.

## Definitions from the International Registration Plan

### Apportionable Vehicle

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

1. Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
2. Has three or more axles, regardless of weight, or
3. Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

A recreational vehicle, a vehicle displaying restricted plates or a government-owned vehicle is not an Apportionable Vehicle; except that a power unit, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds or less nevertheless **may** be registered under the Plan at the option of the Registrant.

### Base Jurisdiction

“Base Jurisdiction” means the jurisdiction, (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where records of the Fleet are maintained or can be made available, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

### Established Place of Business

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. 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). 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 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

## Selection of a Base Jurisdiction

- (a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where Records of the Fleet are maintained or can be made available.
- (b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.
- (c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three (3) of the following:
  - If the Applicant is an individual, the driver's license must be issued in Wyoming.
  - If the Applicant is a corporation, proof of incorporation or registration to conduct business as a corporation in that Jurisdiction must be submitted and the principal owner must be a resident of Wyoming.
  - The Applicant's federal income tax returns have been filed from an address in Wyoming.
  - The Applicant has paid real estate or personal property taxes in Wyoming.
  - The Applicant receives utility bills in Wyoming in the applicant's name.
  - The Applicant has a vehicle titled in Wyoming in the applicant's name.
  - Other factors clearly provide evidence that the Applicant's legal Residence is in Wyoming.

## Types of Operations

### Haul-For-Hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation is considered a haul-for-hire carrier.

### Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own freight is considered a private carrier.

### Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of

proportionally registered fleets. If the lease is broken then the plate is to be returned to the carrier since it was purchased through the carrier.

## Buses

- **Regular Routes**

Apportioned registration under IRP may be used for all buses traveling regularly scheduled routes. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

- **Charters**

Apportioned registration under IRP may be used for all buses used exclusively for the transportation of 'chartered parties.'

## Household Goods Carriers

- **Equipment Leased From Service Representative**

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined distance records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier, and the service representative shall be shown as lessee. The apportionment of fees shall be according to the combined distance records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

- **Owner-Operator Leased Equipment**

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

## Rental Vehicles

For the purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** – someone who rents vehicles to others with or without drivers
- **Rental Fleet or Vehicle** – vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers

- **Leased Vehicle** – a long-term lease is for a period of 30 calendar days or more; a short-term lease is for a period of less than 30 calendar days

IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of 'One-Way Truck Rentals' only.

- **Rental Passenger Cars**

Divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in Wyoming by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in **all** member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Wyoming. NOTE: Allocation of rental cars is at the option of the registrant.

- **Rental Fleet**

A rental company applying to register a rental fleet shall select a Base Jurisdiction for the fleet according to the Plan.

- **One-Way Vehicles**

Trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way rental fleet may allocate all of such vehicles to the respective Member Jurisdictions in proportion to the mileage operated in each Member Jurisdiction by the Rental Fleet /or/ register all of such vehicles as apportioned vehicles under the Plan. A one-way Rental Vehicle registered in accordance with the Plan may be used in both inter-Jurisdictional and intra-Jurisdictional operations. These vehicles must also meet all specific requirements for intra-state/intra-Jurisdictional travel.

- **Rental Utility Trailers**

The owner of Rental Utility Trailers shall register in each Member Jurisdiction a number of trailers equal to the average number of trailers rented in or through the Member Jurisdiction during the preceding year. For this purpose, a trailer shall be considered to be rented in or through the member Jurisdiction in which the trailer first comes into possession of the Lessee.

## Requirements for Opening an Account

### *Carrier-level Information*

#### Federal USDOT Number

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the Federal Motor Carrier Safety Administration (FMCSA) and must have a USDOT Number. Also, commercial intrastate hazardous material carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections. **If the USDOT Number changes, Motor Vehicle Services must be contacted immediately.**

On January 1, 2003 the FMCSA implemented the New Entrant Safety Assurance Process. All first-time carrier applicants for a USDOT Number will be automatically enrolled in the FMCSA New Entrant Safety Assurance Program. This process requires all US and Canadian motor carriers to file an MCS-150 (Motor Carrier Identification Report) and an MCS-150A (Safety Certification for application). This program requires new entrants to pass a safety audit and maintain acceptable roadside safety performance over an initial 18-month period before they are given permanent registration status. In most cases, companies operating exclusively as brokers or non-vehicle-operating shippers or freight forwarders do not need to obtain a USDOT Number.

A USDOT Number must be provided by each person or entity registering a commercial motor vehicle along with the FEIN (Federal Employer Identification Number) of the registrant. If the registrant does not have his own operating authority, a completed lease agreement, reflecting the USDOT Number and FEIN of the motor carrier responsible for safety, must be submitted for every vehicle which is registered in the apportioned account.

You may contact the FMCSA to apply and/or to ask questions at:

<p>For Questions Only:</p> <p>FMCSA Wyoming Division 2617 East Lincolnway, Suite F Cheyenne, WY 82001 307-772-2305 Fax 307-772-2905</p>	<p>To Mail Forms or for Questions:</p> <p>Federal Motor Carrier Safety Administration Attention: USDOT Number Application 1200 New Jersey Avenue SE Washington, DC 20590 1-800-832-5660 <a href="http://www.fmcsa.dot.gov/registration">www.fmcsa.dot.gov/registration</a></p>
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FMCSA publicly displays private carrier contact information (name, address, phone number) in accordance with the Government's Open Data Policy and DOT's commitment in its Open Government Plan. Once this information is made public, please note that you may be contacted by private businesses and/or vendors. The U.S. Government does not endorse private businesses or vendors, and FMCSA does not require the use of a service provider. The FMCSA will not contact customers by telemarketers, use "robo-call" automated solicitations, request a credit card number and/or charge a fee for the FMCSA's downloadable forms. Report aggressive or misleading telemarketers at: <https://reportfraud.ftc.gov/#/>

## MCS-150

Wyoming requires a current MCS-150. Please note that all MCS-150's must be **updated every two years**. You can update your MCS-150 at <https://www.fmcsa.dot.gov/registration/updating-your-registration>. WYDOT IRP staff will check your MCS-150 information on line so it is not necessary to forward a copy.

## Unified Carrier Registration (UCR)

Wyoming is not a member of the Unified Carrier Registration Agreement (UCRA). However, if you operate a truck or bus in interstate or international commerce, or if you make arrangements for the transportation of cargo and goods, you must pay your UCR fees to a participating state.

If you have an office or operating facility located in one of the following states, you must use that state as your base state for UCR:

AL, AR, CO, CT, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MS, MT, ND, NE, NH, NM, NY, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, WA, WI, or WV.

If you do not have an office or operating facility located in one of the states listed above, you may select one of the following states as your base state for UCR: CO, ID, MT, ND, NM, OR, SD, UT, or WA.

The UCRA requires individuals and companies that operate commercial motor vehicles in intrastate commerce to register their business and to pay an annual fee based on the size of their fleet.

For the purposed of determining fees, a “commercial motor vehicle” is defined as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- Has a GVWR or GVW of 10,001 pounds or more.
- Is designed to transport 11 or more passengers, including the driver; or
- Is used in transporting hazardous materials in a quantity requiring a placard.

Fleet Size (Including Trailers)	Fee Per Company (2022)
0-2	\$59.00
3-5	\$176.00
6-20	\$351.00
21-100	\$1,224.00
101-1000	\$5,835.00
1001 or more	\$56,977.00

Fees are subject to change in future registration years. Check the UCR website for the latest fees and for more information at <https://plan.ucr.gov/registration/>

## Proof of TIN or EIN

Wyoming no longer accepts social security numbers on an IRP application. Applicants must submit a copy of their IRS EIN (Employer Identification Number) assignment number or similar supporting document with their application.

If the carrier applied for an EIN electronically, it is usually issued within minutes, and the carrier will receive an email with the EIN.

If the carrier is an older business, and doesn't know where the initial EIN letter is, the carrier can contact another entity where the carrier had to provide their EIN, and ask for a copy:

- The WY Secretary of State requires a copy of the EIN before it registers an LLC or corporation.
- Banks require a copy of the EIN letter before they will let someone open a business level account.
- If the carrier has previously filed a tax return for the existing entity, they can provide a copy with the dollar amounts blacked out. The previously filed return should be notated with the EIN.

If the carrier has lost the EIN Verification Letter from the Department of Treasury, the carrier can request a new one. To do so, call the IRS Business & Specialty Tax Line toll free at 1-800-829-4933 between the hours of 7am and 7pm in the local time zone. Request a 147c letter when speaking with an agent on the phone. Requesting a letter is free. The IRS will either mail it or fax it.

The carrier will be asked some security questions about the business to verify their identity. Potential questions include: EIN number, the name and address of the business, the type of business income tax form filed and the caller's name and position in the company.

For additional information, please refer to: <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>

If the carrier does not yet have an EIN, it is a free process through the Internal Revenue Service (IRS) and may be applied for online, with an EIN assigned in minutes. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

### Proof of Established Place of Business

#### **(Minimum of 3 proofs needed)**

- Proof of a physical structure owned or leased by the Applicant. Note that registered agents or virtual offices may not be used as a physical address.
- Proof that the office is open and staffed during regular business hours by a full-time employee and not a contract employee.
- Proof that the Wyoming employee(s) job duties include the general management of the Applicant's trucking-related business (i.e. not limited to credentialing, distance and fuel reporting and answering telephone inquiries).
- Picture of business location with signage (not a piece of paper in another business' window).
- If the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Wyoming.
- Any other information that WYDOT deems pertinent to verify that there is an Established Place of Business in Wyoming.

### Proof of Residency if there is not an Established Place of Business in any jurisdiction

#### **(Minimum of 3 proofs needed)**

- If Applicant is an individual, that his/her driver's license is issued by Wyoming.



- If Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Wyoming, and the principal owner is a resident of Wyoming.
- That Applicant's federal income tax returns have been filed from an address in Wyoming.
- That Applicant has paid real estate or personal property taxes to Wyoming.
- That Applicant receives utility bills in Wyoming, in Applicants name. Bill must show service address.
- That Applicant has a vehicle titled in Wyoming in Applicant's name; or
- That other factors clearly evidence Applicant's legal residence in Wyoming.

### *Vehicle-level Information*

#### **IRS Form 2290 - Federal Heavy Highway Vehicle Use Tax**

Federal law requires proof of payment of the Federal Heavy Highway Vehicle Use Tax (HVUT) for the current tax period, when registering vehicles 55,000 pounds or more combined or loaded gross weight. (This includes farmer/rancher and special mobile equipment.) When a new truck is first purchased, an initial Form 2290 must be filed by the end of the following month. A Form 2290 must also be filed if the taxable gross weight of a vehicle increases and the vehicle falls into a new category. Besides the initial filing, an annual filing is required.

**NOTE:** If the due date is a Saturday, Sunday or legal holiday, file IRS Form 2290 by the next business day.

Acceptable proof of payment of Form 2290:

- An original or photocopy receipted **Schedule 1, Schedule of Heavy Highway Vehicles, (Form 2290)** that is returned by the Internal Revenue Service (IRS) to the taxpayer. The **Schedule 1** must be for the current tax year as shown on the top center of the form; the IRS receipt stamp on the **Schedule 1** must also be for the current year.
- A copy of the electronic filing of this form is acceptable and at this time electronic filing is required for any taxpayer reporting 25 or more vehicles. The electronic filing will be printed from a provider participation in the **IRS e-file** program and will be watermarked and/or show other designation as **e-file**.
- If a taxpayer has not received or has lost the receipted Schedule 1, a photocopy of the **Form 2290** with **Schedule 1** and both sides of the cancelled check used to pay the taxes or a copy of a bank statement showing the cleared payment may be accepted.
- A **Form 2290** is required in the name of the registered owner by the last day of the month following the date of purchase of a new vehicle required to pay the HVUT.

It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290. (See Contact Information for a listing of Wyoming IRS Offices.)

**NOTE:** If the VIN on the Form 2290 does not match the VIN on the title, corrections must be made through the IRS before the Form 2290 will be accepted. See instructions for correcting the VIN number below.

<b>❖ <u>Corrections to Heavy Highway Use Tax - IRS Form 2290</u></b>
How to correct the VIN number on a Schedule 1 of the 2290 Application:
1. Fill out a new schedule 1 with the correct VIN number.
2. Put the new schedule 1 with a copy of the incorrect Schedule 1. Circle the VIN number that is to be corrected.
3. Fax both copies with a cover letter that states <b>“EXPEDITE”</b> to (859)669-3981.
4. The corrected 2290 will be faxed back to you within a few days.
5. Submit the corrected 2290 to the WYDOT IRP office (Fax to 307-777-4772 or email to MVS@wyo.gov) with your IRP account number written on the top of the copy.
NOTE: This correction process ONLY works for VIN numbers with only one to three digits that are incorrect.

## Vehicle Title

Wyoming Statutes indicate that a vehicle must be titled in Wyoming prior to registration unless the owner, lessee or operator of the vehicle presents proof of a current registration from any jurisdiction, a copy of the Out-Of-State title, and any other requested documentation from any other source necessary to satisfy the department that the applicant is the owner, lessee or otherwise has lawful right to the vehicle.

## Insurance

To obtain Wyoming apportioned plates, an applicant must have proof of current liability insurance in amounts provided by W.S. 31-9-405 or a bond on file with WYDOT in amounts provided by W.S. 31-9-102. The insurance document may be for the carrier’s entire fleet, or may be a separate insurance card for each vehicle or trailer.

## Lease Agreement

A copy of the lease agreement must be submitted if the vehicle is being leased onto a carrier. The lease must, at a minimum, identify the lessee and the lessor, identify the leased vehicle by VIN, the effective date of the agreement, how the lessee will be paid (i.e. per load, per mile, etc.), who is responsible for fuel tax matters, and signatures of both parties.

## Fees

### **Registration Fees for the power unit (Trucks/Truck Tractors/Vans/Buses/Etc.)**

All Wyoming based apportioned vehicles are subject to yearly registration fees. Registration fees are calculated according to each jurisdiction’s specific registration schedules. These fees are then sent to other IRP and CAVR jurisdiction according to:

- Percentage of distance travelled in each jurisdiction
- Vehicle identification information and
- Maximum weight
- Value, age, unladen weight, axles, etc... (in some jurisdictions)

**Example of power unit fee calculations:**

The operator of this unit travels in Wyoming, Idaho, Nebraska, and South Dakota. He travels 25,000 miles in each state for a grand total of 100,000 miles at the end of the distance reporting period. The operator has registered combined gross weight of 80,000 pounds in each state. The registration fee would be computed\* as follows:

	Distance in Miles	Percentage	Times	Full Year Fee	Apportioned Fee
WY	25,000	.25	*	\$2,407.50	\$ 601.88
ID	25,000	.25	*	\$3,385.00	\$ 846.25
CO	25,000	.25	*	\$3,245.00	\$ 811.25
SD	25,000	.25	*	\$1,460.00	\$ 365.00
<b>Total</b>	<b>100,000</b>				<b>\$2,624.38</b>

\* Full Year Fees used in this example are for illustration only, and will differ based on age, factory price, purchase price, etc. of vehicle.

**Wyoming based carrier's** portions of the registration fees include **county** plus **state** fees.

"Factory Price" means the manufacturer's suggested retail price of the make, model and trim level of a vehicle, when new, but excludes federal excise taxes, the cost of transportation from the place of manufacture to the place of sale to the first user. The factory price shall be determined from any current, nationally recognized price guide or as listed on the title.

"Special Equipment" includes any equipment not included in the manufacturer's suggested retail price and not required for the operation of a vehicle upon a highway, but that is attached to the vehicle during the period for which registration is issued and used for a business or other purpose.

- **County** fee formula = \$15 plus:  
Factory Cost + Special Equipment Value x 3% x .60 (vehicle is in the 1<sup>st</sup> year of service)  
Factory Cost + Special Equipment Value x 3% x .50 (vehicle is in the 2<sup>nd</sup> year of service)  
Factory Cost + Special Equipment Value x 3% x .40 (vehicle is in the 3<sup>rd</sup> year of service)  
Factory Cost + Special Equipment Value x 3% x .30 (vehicle is in the 4<sup>th</sup> year of service)  
Factory Cost + Special Equipment Value x 3% x .20 (vehicle is in the 5<sup>th</sup> year of service)  
Factory Cost + Special Equipment Value x 3% x .15 (vehicle is in the 6<sup>th</sup> year of service or more)
- **State** fee (based on gross or combined gross weight) :

Gross Weight	State Fee
0000 - 26,000	198.00
26,001 - 28,000	214.50
28,001 - 30,000	231.00
30,001 - 32,000	247.50
32,001 - 34,000	275.00
34,001 - 36,000	302.50
36,001 - 38,000	330.00
38,001 - 40,000	357.50

40,001 - 42,000	350.00
42,001 - 44,000	412.50
44,001 - 46,000	440.00
46,001 - 48,000	467.50
48,001 - 50,000	495.00
50,001 - 52,000	522.50
52,001 - 54,000	550.00
54,001 - 55,000	563.75
55,001 - 56,000	577.50
56,001 - 58,000	605.00
58,001 - 60,000	632.50
60,001 - 62,000	660.00
62,001 - 64,000	687.50
64,001 - 66,000	715.00
66,001 - 68,000	742.50
68,001 - 70,000	770.00
70,001 - 72,000	797.50
72,001 - 74,000	825.00
74,001 - 76,000	852.50
76,001 - 78,000	880.00
78,001 - 80,000	907.50
80,001 - 82,000	948.75
82,001 - 84,000	973.75
84,001 - 86,000	998.75
86,001 - 88,000	1,023.75
88,001 - 90,000	1,048.75
90,001 - 92,000	1,073.75
92,001 - 94,000	1,098.75
94,001 - 96,000	1,123.75
96,001 - 98,000	1,148.75
98,001 - 100,000	1,173.75
100,001 - 102,000	1,198.75
102,001 - 104,000	1,223.75
104,001 - 106,000	1,248.75
106,001 - 108,000	1,273.75
108,001 - 110,000	1,298.75
110,001 - 112,000	1,323.75
112,001 - 114,000	1,348.75
114,001 - 116,000	1,373.75
116,001 - 117,000	1,398.75

Please note: **Out of state based carrier's** portions of the registration fees include **EHUT** (Equalized Highway Use Tax) plus **state** fees.

#### **Registration Fees for trailers**

All Wyoming based trailers are subject to yearly registration fees. Trailer fees are not apportioned. The fee for the trailer is based on the value and age. These fees are collected and then sent to the County Treasurer in the County where your business is located.

#### **Example of trailer fee calculations:**

<b>Factory Price + Special Equipment</b>	<b>Year of Trailer</b>	<b>Factor</b>	<b>Trailer Plate Fee</b>
<b>\$20,000.00</b>	<b>New or 1<sup>st</sup> year of service</b>	<b>.03 x .60</b>	<b>\$360.00</b>

\$20,000.00	2 <sup>nd</sup> year of service	.03 x .50	\$300.00
\$20,000.00	3 <sup>rd</sup> year of service	.03 x .40	\$240.00
\$20,000.00	4 <sup>th</sup> year of service	.03 x .30	\$180.00
\$20,000.00	5 <sup>th</sup> year of service	.03 x .20	\$120.00
\$20,000.00	6 <sup>th</sup> year of service and older	.03 x .15	\$90.00

## Applications and Forms

### Completion of Applications

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. **Incorrect or partial completion of an application will delay processing.** Data on the application is subject to review and verification; base jurisdiction acts for all jurisdictions in the collection and verification of such information and **the registrant's signature attests to the accuracy.** Please use blue or black ink.

### Applications and Forms

Applications and forms are available in **Appendix C**, on our website, or by calling our office.

Telephone: (307) 777-4829  
Fax: (307) 777-4772  
Email: MVS@wyo.gov

WYDOT  
MVS - IRP Section  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340

[www.dot.state.wy.us](http://www.dot.state.wy.us)

[http://www.dot.state.wy.us/home/trucking\\_commercial\\_vehicles/irp.html](http://www.dot.state.wy.us/home/trucking_commercial_vehicles/irp.html)

### Options for Receiving Credentials (Plates and/or Cab Cards)

Payment must be made in the form of cash, check, certified check, cashier's check, money order, credit card (additional 3.5% processing fee) or with an e-check (additional \$2.00 processing fee) made payable to **WYDOT-IRP**. When paying by check, please add your IRP Account # (found on your billing statement) in the Memo portion of the check.

The credentials will be mailed/emailed out the day the payment is processed; or the credentials may be picked up in our office as soon as the payment is processed.

## New Accounts

A first time registrant must apply by mail or in person, by submitting a completed Wyoming IRP application. An applicant must have an established place of business in Wyoming or prove residency in Wyoming to be eligible for apportioned licensing.

You must submit the following when applying for a new account:

- Complete the IRP Application
- Complete the Wyoming Apportioned Registration Application Schedule A/C. Provide a Wyoming title or copy of an Out-Of-State title and current Out-of-State Cab Card/Registration for each vehicle.
- Provide a stamped and current Federal Heavy Highway Vehicle Use Tax (Form 2290) for each vehicle registered over 55,000 lbs.
- Provide proof of liability insurance for each vehicle.
- Provide proof of sales tax paid for each vehicle.
- Provide 3 proofs of Residency or Established Place of Business Documentation. Provide your Tax Identification Number or Federal Employee Identification Number (TIN or FEIN)
- Provide Lease Agreements if you will be using another company's DOT Number.
- We will verify that your USDOT Number includes INTERSTATE authority. We will verify that your MCS-150 form has been updated within the last 2 years.
- Signed "Agreement to Prepare and Maintain Records" form. Signed "Certification of Wyoming Place of Business or Residency" form.
- Signed "Section 15 – Safety Regulations" form. If a vehicle to be apportioned has current Wyoming county registration, a copy of the registration must be submitted. Partial credit for duplicated county/state fees **may** be available for refund if the license plates and original registration documents are received within 10 calendar days after the issuance of the apportioned credentials.
- Any other information that WYDOT deems pertinent.

Most first-time registrants will have no actual mileage. If you believe you have actual mileage that occurred between July 1 and June 30 of the current year, please contact our office. We will provide the appropriate mileage forms.

## Average Per Vehicle Distance

The average per vehicle distance (APVD) was developed from the total actual distance for all Wyoming based prorated vehicles. Wyoming's average per vehicle distance chart is revised annually, using the previous year's actual reported distance and the number of units renewed for that year. The result is the average distance that a Wyoming based fleet operates in a year, which is used when a carrier has no actual miles for the registration period. The APVD chart is available upon request. Wyoming IRP staff will use the APVD chart for new carriers or new fleets with no actual miles.

### **Walk-in Applications**

Applications will be processed in the order received. Once the application is processed, the applicant is given a **Billing Notice** showing the total fees due. **Credentials (plates and/or cab cards) will not be issued until proper payment is accepted and processed.**

- Same day service will not be available for new accounts received after 3:00 p.m.

### **Mailed/Emailed/Online Applications**

Applications will be processed in the order received. Once the application is processed, a **Billing Notice** is mailed/mailed to the applicant. You must submit a copy of the billing notice with your payment to avoid delays. **Credentials (plates and/or cab cards) will not be issued until proper payment is accepted and processed.**

**No Temporary Registration Authority (TRA) will be issued for new registrants, renewals, or registrants with any outstanding fees due.**

### **Account Number**

An account number will be assigned to you. This account number will appear on your Billing Notice, your Cab Card, and on all renewal documentation related to your account.

This account number will remain the same as long as your account remains open. You must have your account number available when contacting the WYDOT IRP office to identify your records.

### **General Account Rules**

1. Vehicles may be added to the account.
2. Vehicles may be deleted from the account. (Please note credit is not always available when a vehicle is deleted and you may receive more of a credit if you add another vehicle at the same time that you delete a vehicle.)
3. Transfers are not allowed between accounts.
4. Weight increases during the registration year are allowed. Additional fees will be due and you may need to provide an updated IRS Form 2290.
5. Supplemental applications will not be processed unless the account is current and all outstanding fees have been paid.
6. Decreases in weight are only allowed at renewal.

### **Billing Notice**

When Wyoming processes each application, the fees are calculated for all IRP jurisdictions where miles are listed. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax, or clean air levy. All fees are inclusive with the breakdown for each jurisdiction on the notice.

The billing notice is either mailed or emailed to the carrier's address information listed on the application. The notice shows the total due for the registration. The billing notice typically breaks down charges into:

- Total amounts calculated for each jurisdiction apportioned
- Credential fees due (plate fees, cab card fees)
- Vehicle(s) listed on the application

### **Payment**

The **total amount due** is shown on the **first page** of the billing notice. Do not remit funds for any amounts listed for the individual jurisdiction charges on the invoice as these are subtotals only and have already been included in the total amount due shown on page 1 of the billing notice. Fees must be paid in full before credentials (plates and/or cab cards) will be issued.

**Note:** Renewals occur on a staggered quarterly basis, set when you apply for an apportioned account. Fees billed for the **renewal application** must be received 30 days before the current credentials expire to allow ample time for the carrier to receive credentials (plates and/or cab cards).

Please make your payment payable to:

**WYDOT – IRP**

Please mail your funds with a copy of the billing to:

**WYDOT – IRP**

5300 Bishop Blvd.

Cheyenne, WY 82009

### **Credentials**

#### *Cab Cards / License Plates*

A cab card is your registration and authority to operate in jurisdictions. The cab card takes the place of the registration certificate that may have been originally issued for your vehicle. The cab card for each power unit **must be carried in the vehicle at all times**. Enforcement personnel look at this for proper registration. When you receive your cab cards, please check the following information for accuracy:

- Vehicle information (VIN, vehicle description, etc.)
- Weights in Jurisdictions (except Quebec will show number of axles)
- Name
- Expiration date
- USDOT number
- If leased, verify the USDOT of the company responsible for safety
- Plate number listed on the cab card matches the license plate that was issued

**If there are any errors, contact the IRP Unit immediately** at (307) 777-4829 so a corrected cab card can be issued.



The weights on the cab card will be shown as pounds for all U.S. Jurisdictions and as kilograms for all Canadian Provinces except Quebec. Quebec will show the number of axles.

The cab card will be accompanied by the license plate issued for your vehicle and/or expiration stickers. Please verify that the license plate number listed on the cab card matches the plate received before placing the plate on the vehicle. If you already have the license plate, verify that the license plate number listed on the cab card matches the plate on the vehicle.

### *Enforcement*

Enforcement representatives look for the cab card to verify that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way.

Commercial vehicles not displaying a current registration plate, plate stickers and cab card; a valid trip permit; or a temporary vehicle registration are in violation and the registrant will be subject to penalties and fines in all jurisdictions in which the vehicle travels.

## **Distance/Operational Records – IRP**

**Keep all distance/operational records for the current and past three registration years.**

Every IRP carrier must maintain records to substantiate the actual distance travelled and all information used to determine registration fees for all vehicles in IRP fleets. An “Agreement to Prepare and Maintain Records” document must be signed and presented with a new or renewal application.

Wyoming may impose an assessment on a Registrant that fails to maintain records in accordance with the Audit Procedures Manual (APM) or that fails to provide records within 30 calendar days of the issuance of a written request. For the first offence, the assessment will be in the amount of 20% of the apportioned fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain including apportionable fees based on Estimated Distance; for the second offence, the assessment will be in the amount of 50%; for the third and subsequent offences, the assessment will be in the amount of 100%.

Sums found to be due and owing upon audit bear interest of one and three-quarter percent (1.75%) per month from the date when the fees should have been paid until the date of actual payment. Deliberate and willful evasion will cause an additional assessment of one percent (1%) per month on sums found due and owing upon audit, from the date when the fees should have been paid. See **W.S. 31-18-201 (r)**.

Any credits calculated for Member Jurisdictions which are caused by the inadequacy of the Operational Records will not be reflected in the fees netted under Article X of the Plan.

## Source Documents

- **Driver's Trip Records**

An acceptable source document to record distances is an "Individual Vehicle Distance Record" (IVDR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDRs are a driver's trip sheets and the driver's log. These and other records are acceptable provided they contain the following basic information:

1. Registrant's name
2. Date of trip (beginning and end)
3. Trip origin and destination
4. The route of travel (highway numbers)
5. The beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
6. Total trip distance
7. The distance traveled in each Jurisdiction
8. Vehicle unit numbers, for both power unit and trailer(s)
9. Fleet number (if registrant has more than one fleet)
10. Driver's name and signature

- **Trip Permits**

Copies of all trip permits obtained for operations by apportioned vehicles must be on file. The distances travelled under these permits are to be reported on the next renewal application for IRP registration.

## Monthly Summaries

The IVDR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance travelled) and by fleet (distance by jurisdiction, total distance).

## Yearly Summaries

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance broken down by month and/or quarter for each jurisdiction.

## Reporting Period

"Reporting Period" means, 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.

## Records Retention Period

You must keep all operational and distance records that support the application and supplements for the **current registration year and three previous registration years**. For example, records for **Registration Year 2022** must be retained through **December 31, 2025**. Note that accounts that have a March, June or September expiration date must retain an additional prior year of distance records. Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. Once the vehicle is deleted or removed, you must keep those records **three years** after the close of the registration year.

Registration Month	Distance Reporting Period	Record Retention Start Date	Record Retention End Date
September 2022	July 1, 2020 – June 30, 2021	July 1, 2020	December 31, 2025
October 2022	<b>July 1, 2021 – June 30, 2022</b>	<b>July 1, 2021</b>	December 31, 2025
November 2022	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2025
December 2022	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2025
January 2023	July 1, 2021 – June 30, 2022	July 1, 2021	<b>December 31, 2026</b>
February 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
March 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
April 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
May 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
June 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
July 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
August 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
September 2023	July 1, 2021 – June 30, 2022	July 1, 2021	December 31, 2026
October 2023	<b>July 1, 2022 – June 30, 2022</b>	<b>July 1, 2022</b>	December 31, 2026
November 2023	July 1, 2022 – June 30, 2022	July 1, 2022	December 31, 2026
December 2023	July 1, 2022 – June 30, 2022	July 1, 2022	December 31, 2026

For further information, see the IRP website at [www.irponline.org](http://www.irponline.org) for a copy of the Plan.

## Changes to Your Account

(Samples can be found in the Appendix)

You can make changes to your account throughout the year by logging into your account to make the changes or completing a **Schedule A/C** (for most changes) at any time after the original application has been filed and paid. You must submit a **Schedule A/C** for the following transactions:

### How to Add a Vehicle

Vehicles may be added to an existing fleet anytime during the registration year. Distance information provided with your original application will be used to calculate the fees due.

**Requirements:** Schedule A/C, current insurance, a stamped receipted 2990 (if applicable), a copy of the lease agreement (if applicable), Wyoming title or copy of Out-of State title and current Out-of-State Cab Card/Registration.

### How to Delete a Vehicle

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. Keep accurate records of any deletions made after renewal for possible credit if a new vehicle is purchased later in the year. Please note, you may be eligible for more credit if the vehicle is deleted at the same time a new vehicle is being added. **\*Not all jurisdictions allow fee transfers.**

**Requirements:** Schedule A/C

### How to Replace a Vehicle

A vehicle may be replaced at any time during the registration year. Credits may be allowed when a vehicle is destroyed or sold. To apply the credits from a previous vehicle to the new vehicle, the information must be provided on the Schedule A/C. **\*Not all jurisdictions allow fee transfers.**

**Requirements:** Schedule A/C

### How to Increase a Vehicle's Weight

A change to vehicle weight may be made at any time during the registration year. If the gross vehicle weight is increased, you will be billed for the weight difference.

**Requirements:** Schedule A/C, a stamped receipted 2290 (if there is any weight increase over 55,000 pounds or any adjustments beyond that).

### How to Replace Lost/Stolen Credentials

Replacement fees are as follows:

Replacement Plate and Expiration Sticker with Cab Card	\$18.00 + \$2.00 postage for each plate
Replacement Cab Card	\$4.00
Replacement Expiration Sticker for Plate	\$6.00

**Requirements:** Schedule A/C

### Name/Ownership Change

If you are changing the name of your company, but not changing ownership, you must submit a Schedule A/C with your new information.

*If the **ownership of the company is changing**, you must apply for a **new account**.*

**Requirements:** Schedule A/C

### Dot Number Change

Submit Schedule A/C with your new information. See Sample in Appendix.

### Title Change

Submit Schedule A/C with your new information. See Sample in Appendix..

### Unit Number Change

Submit Schedule A/C with your new information. See Sample in Appendix.

## Permits

### Temporary Registration Authority (TRA)

A 45 day temporary tag may be issued for a purchase of a power unit from a private party. A 60 day temporary tag may be issued for a purchase from a dealership. The temporary tag will be issued for IRP accounts in good standing only. A temporary tag covers a specific vehicle and cannot be transferred from one vehicle to another. **If you receive a temporary tag, you are REQUIRED to pay the registration fee for the registration year, even if the vehicle sale or lease falls through.**

Please remember the following: A temporary tag will not be issued for any vehicle on the renewal while that application is still outstanding; nor will a temporary tag be issued for any unit that was removed from the renewal and is in the process of being reinstated.

**Requirements:** Schedule A/C, Bill of Sale (signed and notarized), Proof of Current Insurance

As soon as we receive a copy of the Wyoming title, we will issue a bill for the license plates. Upon payment of the bill, your license plates and cab card will be issued. Note that for any vehicles 55,000 pounds or more, you must also submit a copy of the watermarked or stamped 2290 within 60 days of the vehicle's purchase date or the plates for that vehicle will be suspended.

**PLEASE NOTE: WYOMING DOES NOT ISSUE TEMPORARY TAGS FOR TRAILERS.**

### Trip Permit

Effective with the 2015 registration, due to Full Reciprocity, all states will be listed on every cab card. With this change, trip permits will not be needed for any apportioned vehicle.

Trip permits allow you to operate your vehicle during a specified period in that jurisdiction, provided you have obtained all required operating authority for the member jurisdiction. Trip permit operation may be limited to interstate movement in certain jurisdictions.

Wyoming trip permits are issued for ninety-six (96) hours at a cost of \$40.00 for a truck/trailer combination. They are available through the Ports of Entry. (See Contact Information for a list of Ports of Entry)

### Oversize/Overweight Permit

All loads over legal size or weight limits must have prior approval before entering the State of Wyoming. You must register your vehicle at the maximum weight for Wyoming before purchasing an oversize or overweight permit. These special transportation permits may be obtained through the Port of Entry. (See Contact Information for a list of Port of Entry) Permits for Super Loads must be obtained by calling (307) 777-4376.

### Unladen Permit

The unladen permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the Wyoming apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job. The unladen permit is valid for vehicles operating at unladen weight only, and is not-transferable. The Wyoming unladen permit is valid for 10 days at a cost of \$20.00.

## Renewals

**SAME DAY SERVICE WILL NOT BE AVAILABLE FOR RENEWAL APPLICATIONS.**

Wyoming apportioned credentials are issued based on a staggered quarterly renewal period. The IRP Unit will email renewal packets to all account holders six to eight weeks prior to the expiration date of your current credentials. If you have not received your renewal packet by the middle of the month prior to your expiration month, contact the IRP office at (307) 777-4829.

**If you have a new address or an out of state mailing address, you will be required to furnish proof of an Established Place of Business or Wyoming Residency.**

Because the renewal is printed/emailed and issued before expiration, any supplemental activity that takes place after the renewal is printed/emailed will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. It is essential that you review the renewal application for accuracy and omission of pertinent information. Make changes to your pre-printed/emailed renewal for the following situations: 1) Cross out all deleted vehicles with a single line. 2) Add all pertinent information for any vehicles that were recently added to your fleet but were not included on the pre-printed Renewal. 3) Add all pertinent information for any newly acquired vehicles. (Newly acquired vehicles need the following: copy of title, proof of insurance, and Stamped Form 2290). If renewing online, you would make the appropriate changes using the delete vehicle, add vehicle, or amend vehicle radio buttons on the vehicle tab.

Completed forms will be processed in the order that they are received. **The renewal application must be received at least 30 days prior to the expiration of the current registration** to allow time for

processing of the application. Do not send fees with your renewal application. A billing notice will be generated and mailed to the mailing address on your renewal. Fees must be paid in full before credentials will be issued. Fees may be made through the online portal or over the phone with a credit card for an additional 3.5% processing fee, with an e-check for an additional \$2.00 processing fee.

You may pay the bill with check made payable to **WYDOT-IRP** in the **total amount due** shown on **page 1** of the billing notice. Please send a copy of the billing notice with your payment and write your account number in the memo section of the check to avoid delays. Please mail your payment with a copy of the billing to: **WYDOT - IRP 5300 Bishop Blvd. Cheyenne, WY 82009**

Once you receive your billing notice, examine it carefully. Verify that all the jurisdictions that you traveled in between July 1 and June 30 are listed on your bill. Verify that all the vehicles you want to apportion are listed on your bill. If you notice any errors, please contact our office so that we can make the proper corrections to your bill.

\*If you are **not renewing** your account for the next year, please sign and return the renewal with the words “**DO NOT RENEW**” written across the Schedule A/C.

## Refunds/Transfer of Fees

### Wyoming Refund Policy

There are no refunds unless the fee was collected in error. Wyoming State Statute 31-3-104 (d) “Except as otherwise provided no fees shall be refunded unless paid and collected by mistake.” Wyoming has no provision for refunding proportional registration fees when a vehicle is deleted.

### IRP Jurisdictions Refund Policy

Applications for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the carrier and the individual jurisdictions, in accordance with their statutes.

### Wyoming Transfer of Fees

Wyoming **will allow** transfer of apportioned fees under the following conditions:

- Upon legal transfer of owners. W.S. 31-2-214
- Upon termination of a lease agreement
- When a vehicle is sold.
- When a vehicle has been destroyed.
- When a vehicle is transferred from one fleet to another with the credit being applied to the new fleet.

Credit is not allowed on the administrative fee.

Credit must be used in the current registration year or it will be forfeited.

Wyoming **will not allow** transfer of apportioned fees when transferring plates to a previously owned vehicle unless the vehicle changed owners and a new title is provided.

## Audits – IRP

### Authority to Audit

Under Article X, Section 1015 of the International Registration Plan (IRP), Wyoming, as a member jurisdiction is required to conduct audits of Wyoming based Registrants. The Department of Audit's auditors shall conduct IRP audits on behalf of all IRP member jurisdictions in accordance with the International Registration Plan and the Plan's Audit Procedures Manual.

### Purpose of Audit

The purpose of the audit shall be to verify the accuracy of the distances reported in a Registrant's "Apportioned Registration" application and, where inaccuracies are found, to adjust the Registrant's fees accordingly.

### Audit Procedures

The Department's auditors will determine the accuracy and completeness of the distance and vehicle information recorded on the Registrants' source documents, the monthly and yearly summaries, and on the forms used for IRP registration. Department auditors will adhere to the guidelines and standards in the IRP and the Department's IRP Audit manual.

Wyoming may impose an assessment on a Registrant that fails to maintain records in accordance with the Audit Procedures Manual (APM) or that fails to provide records within 30 calendar days of the issuance of a written request. The assessment will be in the amount of twenty percent (20.0%) of the apportionable fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain including apportionable fees based on Estimated Distance. In an instance where Wyoming knows that it is the Registrant's second such offense, Wyoming will impose an assessment in the amount of fifty percent (50.0%) of the apportionable fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain. When Wyoming knows it is the Registrant's third offense, and on any subsequent offenses of the Registrant known to Wyoming, Wyoming shall impose an assessment of one hundred percent (100.0%) of the apportionable fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain.

Audit reports will be made part of the Registrant's IRP account, and copies will be distributed to the Registrant and all affected jurisdictions.

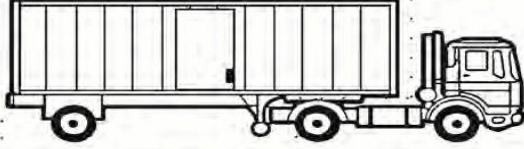
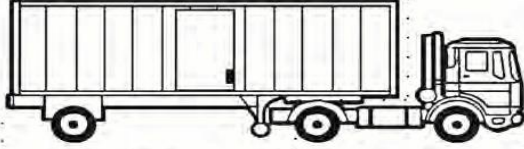
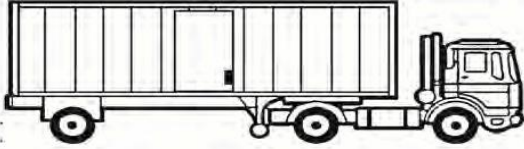
### Appeals Process – Final Assessments Determined By an Audit

The appeals process can be found on the IRP website at [www.irponline.org](http://www.irponline.org)







## Appendix A

### Weight Examples

	Definition	Picture Description
<b>Unladen Weight</b>	Weight of vehicle, including all accessories, excluding load.	 <p>Semi-Trailer Unladen Weight      Tractor Unladen Weight</p>
<b>Gross Weight</b>	Unladen weight of vehicle plus weight of load carried.	 <p>Semi-Trailer Gross Weight      Tractor Gross Weight</p>
<b>Combined Gross Weight</b>	Weight of power unit plus weight of any trailer with load.	 <p>Combined Gross Weight</p>

## Vehicle Examples

	Definition	Picture Description
<b>Tractor (TR)</b>	A motor vehicle designed and used primarily for drawing other vehicles. Also known as semi, truck, truck tractor, road tractor, etc.	
<b>Truck (TK)</b>	A motor vehicle designed, used or maintained primarily for the transportation of property. Also known as a truck, pickup, box truck, van, etc.	
<b>Bus (BS)</b>	A motor vehicle designed and used for transporting passengers.	
<b>Trailer (ST)</b>	Any trailer.	

## Vehicle Types

Descriptions are the types of power units and trailers listed in Section 2, Column 7 of the Schedule A/C.

DESCRIPTION	TITLED BODY STYLE	IRP TYPE
<b>PASSENGER VEHICLES</b>		NOT ELIGIBLE
<b>TRUCKS (SINGLE ) Light and Medium Duty</b>		
Avalanche, Blazer, Bronco, Escalade, Jeep, Scout, Suburban, Travel-all, Utility etc.		NOT ELIGIBLE
Cargo (Enclosed delivery truck - includes Water, Furniture, etc.)	CARGO	TK
Converted Buses (Buses converted into Workshops, Offices, Tool Houses, etc.)	TBUS	BS
Mounted Equipment (Any truck with equipment added after purchase – Compressor, Crane, Welder, etc)	MTEQT	TK
Pickup (10,000 lbs. or less)	PU	TK
Special Mobile Equipment (Any truck purchased with special equipment - Digger, Drill, etc)	SPEQT	TK
Truck (Between 10,001 lbs and 26,000 lbs)	TRK	TK
Van (Metro, Non-Refrigerated, Refrigerated, Heated, Insulated)	VANT	TK
Wrecker	WKR	TK
<b>TRUCKS (SINGLE ) Light and Medium Duty Modified to pull a trailer or fifth wheel</b>		TK
<b>TRUCK TRACTOR Heavy-duty 26,001 and over GVW</b>	TTRAC	TR
<b>TRAILERS</b>		
Any trailer	Various codes	

See Picture examples of which code to use on the prior page.

**Maximum Weights for IRP Jurisdictions**  
(for up-to-date information go to [www.irponline.org](http://www.irponline.org))

<b>Jurisdiction</b>	<b>Maximum Operating Weight (in lbs.)</b>	<b>Maximum Cab Card Weight (in lbs.)</b>
Alabama	80000	QUAL
Alberta	139992	139992
Arizona	80000	80000
Arkansas	80000	80000
British Columbia	139994	139994
California	80000	80000
Colorado	85000	80,000; 82,000-if vehicle contains an alternative fuel system and operates on alternative fuel or both alternative fuel and conventional fuel
Connecticut	No maximum weight	Because there is no weight limit the weight on the cab card should reflect actual vehicle weight.
Delaware	80000	80000
Dist of Columbia	80000	80000
Florida	80000	80000
Georgia	80000	80000
Idaho	129000	129000
Illinois	80000	80000
Indiana	80000	80000
Iowa		
Kansas	85500	85500
Kentucky	80000	80000
Louisiana	88000	88000
Maine	100000	100000
Manitoba	139994	139994
Maryland	80000	80000
Massachusetts	No Max	No Max
Michigan	160001	160001
Minnesota	80000	Maximum cab card weight is unlimited.
Mississippi	80000	80000
Missouri	80000	80000
Montana	138000	138000
Nebraska	94000	94000
Nevada	129000	80000

<b>Jurisdiction</b>	<b>Maximum Operating Weight (in lbs.)</b>	<b>Maximum Cab Card Weight (in lbs.)</b>
New Brunswick		
New Hampshire	80000	80000
New Jersey	80000	80000
New Mexico	86400	80000
New York	80000	No max operating weight. Permit issued by Department of Transportation.
Newfoundland and Labrador	137788	137788
North Carolina	80000	80000
North Dakota	105500	105500
Nova Scotia	137788	137788
Ohio	80000	80000
Oklahoma	90000	90000
Ontario	139992	139992
Oregon	105500	105500
Pennsylvania	80000	80000
Prince Edward Is.	137788	137788
Quebec	N/A axles	N/A
Rhode Island	80000	80000
Saskatchewan	139994	139994
South Carolina	80000	80000
South Dakota		
Tennessee	80000	80000
Texas	80000	80000
Utah	129000	80000
Vermont	80000	80000
Virginia	80000	80000
Washington	105500	105500
West Virginia	80000	80000
Wisconsin	80000	80000
Wyoming	117000	117000

## Weights for Wrecker and Tow Trucks

The registered weights for wreckers and tow trucks varies by jurisdiction. IRP published the following guidelines, effective 03/02/2020:

[https://www.irponline.org/resource/resmgr/jurisdiction\\_info\\_2/wreckers\\_7\\_27\\_18.xlsx](https://www.irponline.org/resource/resmgr/jurisdiction_info_2/wreckers_7_27_18.xlsx)

Jurisdictions	Wreckers Registration	Wreckers Registration - Other
Alabama	Unladen weight of wrecker	Motor Vehicle Wreckers shall be licensed and registered based on the gross vehicle weight of the wrecker only without regard to the gross vehicle weight of any motor vehicle to be towed by the wrecker.
Alberta	Combined gross weight of wrecker and towed vehicle	
Arizona	Combined gross weight of wrecker and towed vehicle	
Arkansas	Weight of fully equipped wrecker	
British Columbia	Weight of fully equipped wrecker	
California	Combined gross weight of wrecker and towed vehicle	
Colorado	Combined gross weight of wrecker and towed vehicle	
Connecticut	Combined gross weight of wrecker and towed vehicle	
Delaware	Weight of fully equipped wrecker	
Dist of Columbia	Unladen weight of wrecker	
Florida	Combined gross weight of wrecker and towed vehicle	
Georgia		N/A
Idaho		If a wrecker is used for any purpose other than towing and recovery or if a wrecker hauls disabled vehicles on flatbeds or trailers rather than towing them, registration is required based on combined gross vehicle weight. If the wrecker is towing the disabled vehicle, registration is based on unladen weight of the wrecker only.
Illinois	Weight of fully equipped wrecker if disabled vehicle has current registration	Weight of fully equipped wrecker if disabled vehicle has current registration. Weight of towed vehicle covered by third plate issued to wrecker. Rollback units must plate for entire gross weight including any vehicle carried thereon.
Indiana	Combined gross weight of wrecker and towed vehicle	
Iowa	Unladen weight of wrecker	
Kansas	Unladen weight of wrecker	
Kentucky	Weight of fully equipped wrecker	
Louisiana	Combined gross weight of wrecker and towed vehicle	
Maine	Weight of fully equipped wrecker	
Manitoba		N/A
Maryland	Weight of fully equipped wrecker if disabled vehicle has current registration	
Massachusetts	Combined gross weight of wrecker and towed vehicle	

Michigan		The body style of WR or WK will be listed on the IRP cabcards depending on the following qualifications: WR- a truck with a hoist, towing apparatus, or self-loading flatbed, or any combination of these items permanently affixed to the truck, used to transport not more than 2 vehicles. The unladen weight is used when registering this type of wrecker. WK- a truck with a hoist, towing apparatus, or self-loading flatbed, or any combination of these items permanently affixed to the truck, used to transport more than 2 vehicles or is hauling additional vehicles using a trailer. GVW weight will be used when registering this type of wrecker.
Minnesota	Weight of fully equipped wrecker	
Mississippi	Combined gross weight of wrecker and towed vehicle	
Missouri	Combined gross weight of wrecker and towed vehicle	
Montana	Weight of fully equipped wrecker	the maximum gross loaded weight shall be determined by the owner
Nebraska	Weight of fully equipped wrecker if disabled vehicle has current registration	
Nevada	Unladen weight of wrecker	
New Brunswick	Unladen weight of wrecker	In NB wrecker trucks used exclusively to tow wrecked, disabled and stalled motor vehicles are registered using the unladen weight of the wrecker.
New Hampshire	Weight of fully equipped wrecker	
New Jersey	Weight of fully equipped wrecker	
New Mexico		Wreckers based in New Mexico can register at the weight of the wrecker and the equipment it is required to carry. Wreckers from other jurisdictions are required to register at the weight of the wrecker, equipment and vehicle attached Operational Weight: Unladen Gross Weight.
New York	Weight of fully equipped wrecker	
Newfoundland and Labrador	Combined gross weight of wrecker and towed vehicle	
North Carolina	Weight of fully equipped wrecker	
North Dakota	Weight of fully equipped wrecker	
Nova Scotia	Combined gross weight of wrecker and towed vehicle	
Ohio		Tow Truck Wrecker Units - Gross Vehicle Weight (GVW) for tow trucks does not include the weight of the vehicle being towed. Unladen weight and GVW on registration will be the same. Rollback Wrecker Units - Gross Vehicle Weight (GVW) for rollback wrecker units, where the vehicle being transported is wholly off the ground and in the bed of the rollback vehicle, must include the maximum weight of any vehicle/load carried thereon with the weight of the fully equipped vehicle. GVW or CGVW will be used for registration purposes. If a rollback is also equipped to tow a second vehicle the weight of the towed vehicle is not included in the GVW or CGVW for registration purposes. Commercial Tow Dollies - The weight of a commercial tow dolly and the maximum weight of the vehicle being towed must be combined with the fully equipped vehicle's GVW for the Combined Gross Vehicle Weight (CGVW) for registration fees.
Oklahoma	Weight of fully equipped wrecker	
Ontario	Unladen weight of wrecker	
Oregon	Weight of fully equipped wrecker	

Pennsylvania		Wreckers are titled as trucks in Pennsylvania. The trucks are registered according to the weight of the vehicle.
Prince Edward Is.	Combined gross weight of wrecker and towed vehicle	Limited to vehicles designed for this specific purpose.
Quebec	Unladen weight of wrecker	
Rhode Island	Combined gross weight of wrecker and towed vehicle	Vehicle Type: TK (Truck)
Saskatchewan		Determined by body configuration, # axles & axle spacing, and tire size. Maximum GVW 63,500 kg.
South Carolina	Combined gross weight of wrecker and towed vehicle	
South Dakota	Weight of fully equipped wrecker	
Tennessee	Combined gross weight of wrecker and towed vehicle	
Texas	Combined gross weight of wrecker and towed vehicle	
Utah	Combined gross weight of wrecker and towed vehicle	
Vermont	Weight of fully equipped wrecker	
Virginia	Combined gross weight of wrecker and towed vehicle	
Washington		Wreckers charged at 14,000 gvw regardless of weight of wrecker or vehicle being towed.
West Virginia	Combined gross weight of wrecker and towed vehicle	
Wisconsin	Weight of fully equipped wrecker	
Wyoming		Gross weight of the towing vehicle WS 31-18-401(b)(vi)

## Appendix B – Other Agency Contacts

### Wyoming IRS Offices (For more information regarding Form 2290 – Heavy Highway Vehicle Use Tax)

Call 844-545-5640 to schedule an appointment at any of these Wyoming locations:

City	Street Address	Days/Hours of Service	Telephone*
Casper	100 E. B St. Casper, WY 82601	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 12:30 p.m. - 1:30 p.m.)	(307) 261-6390
Cheyenne	5353 Yellowstone Rd. Cheyenne, WY 82009	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 12:30 p.m. - 1:30 p.m.)	(307) 633-0888
Sheridan	1949 Sugarland Dr. Sheridan, WY 82801	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 11:30 a.m. - 12:30 p.m.)	(307) 672-2788

\* Note: The phone numbers in the chart above are not toll-free for all locations. When you call, you will reach a recorded business message with information about office hours, locations and services provided in that office. You may leave a message to request an appointment for help resolving a tax issue or to reschedule an existing appointment. You will receive a return call within two business days. If face-to-face assistance is not a priority for you, you may also get help with IRS letters or resolve tax account issues by phone, toll free at 1-800-829-1040 (individuals) or 1-800-829-4933 (businesses).

You may obtain more information and forms by accessing the IRS website.

[www.irs.gov](http://www.irs.gov) or <https://www.irs.gov/forms-pubs/about-form-2290>



## IRP Jurisdictions

<b>Alabama</b> Alabama Department of Revenue – Motor Vehicles Division P.O.Box 327620 Montgomery, AL 36132-7620 Phone: 334-242-9000	<b>Delaware</b> Delaware Motor Carrier Services 303 Transportation Circle Public Safety Building, Room 212 Dover, DE 19901 Phone: 302- 744-2702 Fax: 302- 739-6299	<b>Kansas</b> Kansas Division of Vehicles 915 SW Harrison Docking State Office Building Topeka, KS 66626-0001 Phone: 785-296-6541 Fax: 785-291-3755
<b>Alberta</b> Alberta Transportation Prorate Services 1 <sup>st</sup> Floor, 803 Manning Road NE Calgary, AB T2E 7M8 Phone: 403-297-2920	<b>District of Columbia</b> District of Columbia Dept of Motor Vehicles 95 M Street SW Washington District of Columbia, 20024 Phone: 202- 729-7079 Fax: 202- 729-7174	<b>Kentucky</b> Kentucky Transportation Cabinet 200 Mero Street Frankfort, KY 40622 Phone: 502-564-1257
<b>Arizona</b> Arizona Motor Vehicle Division 1801 W Jefferson Street Phoenix, AZ 85007 Phone: 602-712-6775 Fax: 602-712-3284	<b>Florida</b> Florida Bureau of Commercial Vehicle and Driver Services 2900 Apalachee Parkway Neil Kirkland Building MS 62 Tallahassee, FL 32399-0625 Phone: 850- 617-3711	<b>Louisiana</b> Louisiana Office of Motor Vehicles 7979 Independence Blvd. Baton Rouge, LA 70806 Phone: 225-925-4390 Fax: 225-925-4669
<b>Arkansas</b> Arkansas Dept of Finance and Administration, IRP Unit P.O. Box 8091 Little Rock, AR 72203 Phone: 501- 682-4651 Fax: 501-682-1116	<b>Georgia</b> Georgia Department of Revenue PO Box 740382 Atlanta, GA 30374-0382 Phone: 855- 406-5221 Fax: 770-359-1823	<b>Maine</b> Maine Bureau of Motor Vehicles 101 Hospital Street 29 State House Station Augusta, ME 04333-0029 Phone: 207-624-9000 x52135 Fax: 207- 624-9062
<b>British Columbia</b> Insurance Corporation of British Columbia PO Box 7500, Stn Main Vancouver, BC V6B 5R9 Canada Phone: 604-981-8305 Fax: 604-443-4451	<b>Idaho</b> Idaho Division of Motor Vehicles P.O. Box 7129 Boise, ID 83707 Phone: 208- 334-8611 Fax: 208- 334-2006	<b>Manitoba</b> Manitoba Public Insurance 510-234 Donald Street Box 6300 Winnipeg, MB R3C 4A4 Canada Phone: 204-985-7775 Fax: 204-953-4998
<b>California</b> California Department of Motor Vehicles P.O. Box 932382 Sacramento, CA 95818 Phone: 916- 657-7971 Fax: 916- 657-7372	<b>Illinois</b> Illinois Vehicle Services Department Room #300, Howlett Building 501 South 2nd Street Springfield, IL 62756 Phone: 217- 785-3000 Fax: 217- 557-6328	<b>Maryland</b> Maryland Motor Vehicle Administration 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062 Phone: 410-768-7000
<b>Colorado</b> Colorado Dept. of Revenue - Title & Registration Section PO Box 173350 Denver, CO 80217-3350 Phone: 303-205-5608 Fax: 303-205-5981	<b>Indiana</b> Indiana Department of Revenue 7811 Milhouse Road, Suite M Indianapolis, IN 46241 Phone: 317-615-7340 Fax: 317-615-7310	<b>Massachusetts</b> Massachusetts Registry of Motor Vehicles 25 Newport Ave Ext Quincy Quincy, MA 02026 Phone: 857- 368-8120 Fax: 857- 368-0823
<b>Connecticut</b> Connecticut Department of Motor Vehicles 60 State Street Wethersfield, CT 06161 Phone: 860 263-5281 Fax: 860 263-5582	<b>Iowa</b> Iowa DOT / Motor Vehicle Division 6310 SE Convenience Boulevard Ankeny, IA 50021 Phone: 515-237-3268 Fax: 515-237-3252	<b>Michigan</b> Michigan Secretary of State 7064 Crouner Drive Secondary Complex Lansing, MI 48918 Phone: 517-335-6119 Fax: 517-335-6116

<b>Minnesota</b> Minnesota Driver and Vehicle Services Division 445 Minnesota Street Suite 188 St. Paul, MN 55101-5195 Phone: 651-205-4141 Fax: 651-797-1187	<b>New Jersey</b> New Jersey Motor Vehicle Commission 225 E. State Street PO Box 178 Trenton, NJ 08666 Phone: 609-633-9400 Fax: 609-633-9394	<b>Oklahoma</b> Oklahoma Corporation Commission - Transportation Division 2101 N. Lincoln Blvd Jim Thorpe Bldg Oklahoma City, OK 73105 Phone: 405-521-3036 Fax: 405-522-6246
<b>Mississippi</b> Mississippi Department of Revenue P.O. Box 22828 Jackson, MI 39225 Phone: 601-923-7142 Fax: 601-923-7133	<b>New Mexico</b> New Mexico Taxation and Revenue Dept 2546 Camino Entrada Santa Fe, NM 87507 Phone: 888 683-2821 Fax: 505-476-1570	<b>Ontario</b> Ontario Ministry of Transportation Vehicle Programs Office – IRP Program 145 Sir Willima Hearst Ave, Rm 143 Toronto Ontario M3M-0B6 Canada Phone: 416-235-3923 Fax: 416-235-3924
<b>Missouri</b> Missouri Motor Carrier Services 830 MoDOT Drive PO Box 270 Jefferson City, MO 65102-0270 Phone: 573-751-6433 Fax: 573-751-0916	<b>New York</b> New York Department of Motor Vehicles 6 Empire State Plaza Albany, NY 12228-0002 Phone: 518 4402-2180	<b>Oregon</b> Oregon Dept of Transportation – Commerce & Compliance Division 3930 Fairview Industrial Drive SE Salem, OR 97302 Phone: 503-378-6643 Fax: 503-378-5765
<b>Montana</b> Montana Motor Carrier Services Division 2701 Prospect Avenue Helena, MT 59620 Phone: 406-444-6130 Fax: 406-444-7670	<b>Newfoundland and Labrador</b> Newfoundland and Labrador Motor Registration Division P.O. Box 8700 St. John's, NL A1B-4J6 Canada Phone: 709 729-4921 Fax: 709 729-0102	<b>Pennsylvania</b> Pennsylvania Safety Administration 1101 S Front St, Riverfront Office Center Executive Offices, 4th Floor Harrisburg, PA 17104 Phone: 717-346-0608 Fax: 717-783-6349
<b>Nebraska</b> Nebraska Department of Motor Vehicles 301 Centennial Mall South Lincoln, NE 68509 Phone: 402-471-4435 Fax: 402-471-4024	<b>North Carolina</b> North Carolina Division of Motor Vehicles 1425 Rock Quarry Road Ste 100 Raleigh, NC 27610 Phone: 919-615-6700 Fax: 919-715-9129	<b>Prince Edward Island</b> Prince Edward Island Highway Safety Division P.O. Box 2000 Charlottetown, PE. C1A-9R9 Canada Phone: 902 368-5200 Fax: 902 368-6269
<b>Nevada</b> Nevada Department of Motor Vehicles 555 Wright Way Carson City, NV 89711-0600 Phone: 775-684-4711 x1 Fax: 775-684-4619	<b>North Dakota</b> North Dakota Department of Transportation 608 E. Boulevard Avenue Suite 103 Bismarck, ND 58505-0780 Phone: 701-328-1287 Fax: 701-328-4545	<b>Quebec</b> Societe de l'Assurance Automobile du Quebec 333 Boulevard Jean-Lesage, C.P. 19600 Quebec City, QC G1K-8J6 Canada Phone: 418-528-4343 Fax: 418-643-4624
<b>New Brunswick</b> New Brunswick Department of Public Safety PO Box 1998 140 Alison Blvd Fredericton New Brunswick E3B-5G4 Canada Phone: 506-453-2410 Fax: 506-453-4325	<b>Nova Scotia</b> Service Nova Scotia and Municipal Relations Attn: Shelley Kumar - IRP P.O. Box 2734 Halifax, NS B3J 3P7 Canada Phone: 902-424-5851 Fax: 902-424-0720	<b>Rhode Island</b> Rhode Island Division of Motor Vehicles 150 Midway Road, Suite 153 Cranston, RI 02920 Phone: 401-946-0090 Fax: 401-946-0033

<b>New Hampshire</b> New Hampshire Department of Safety Division of Motor Vehicles 23 Hazen Drive Stephen E. Merrill Building Concord, NH 03305 603-227-4000 603-271-1153	<b>Ohio</b> Ohio Bureau of Motor Vehicles 1970 West Broad Street P.O. Box 16520 Columbus, OH 43216-6520 Phone: 614- 777-8400 Fax: 614 -771-4016	<b>Saskatchewan</b> Saskatchewan Government Insurance Branch & IRP Issuing 2260 11th Avenue Regina, SK S4P 2N7 Canada Phone: 306- 751-1250 Fax: 306- 359-0867
<b>South Carolina</b> South Carolina Dept of Motor Vehicles Motor Carrier Services 10311 Wilson Blvd, Bldg D Cube #105 Blythewood, SC 29016 Phone: 803- 896-3870 Fax: 803 -896-2698	<b>Utah</b> Utah Division of Motor Vehicles 210 North 1950 West Salt Lake City, UT 84134 Phone: 801- 297-6800 Fax: 801- 297-7697	<b>West Virginia</b> West Virginia Division of Motor Vehicles 5707 MacCorkle Avenue SE PO Box 17900 Charleston, WV 25317-0010 Phone: 304- 926-0799 Fax: 304-926-0797
<b>South Dakota</b> South Dakota Dept of Revenue - Motor Vehicles Division Anderson Building 445 E. Capitol Avenue Pierre, SD 57501-2080 Phone: 605- 367-7942 Fax: 605- 367-5830	<b>Vermont</b> Vermont Department of Motor Vehicles 120 State Street Montpelier, VT 05603-0001 Phone: 802- 828-2071 Fax: 802- 828-3577	<b>Wisconsin</b> Wisconsin Department of Transportation Division of Motor Vehicles 4822 Madison Yards Way, 3 <sup>rd</sup> Floor South Madison, WI 53705 Phone: 608- 266-9900 Fax: 608- 267-6886
<b>Tennessee</b> Tennessee Department of Revenue 500 Deaderick St Nashville, TN 37243 Phone: 615- 399-4265 Fax: 615- 253-1181	<b>Virginia</b> Virginia Department of Motor Vehicles 2300 W. Broad St. Richmond, VA 23269 Phone: 804- 249-5140 Fax: 804 367-1073	<b>Wyoming</b> Wyoming DOT – IRP 5300 Bishop Blvd Cheyenne, WY 82009-3340 Phone: 307-777-4829 Fax: 307-777-4772
<b>Texas</b> Texas TxDMV – MCD – Commercial Fleet Services 4000 Jackson Avenue Austin TX 78731 Phone: 800 - 299 -1700 Fax: 512-465-4723	<b>Washington</b> Washington Department of Licensing P.O. Box 9228 Olympia, WA 98507-9228 Phone: 360-664-1858 Fax: 360-570-7829	

## Appendix C - Forms



**APPLICATION FOR WYOMING BASED  
APPORTIONED LICENSE PLATES  
INTERNATIONAL REGISTRATION PLAN (IRP)**



WYDOT – IRP  
5300 BISHOP BLVD  
CHEYENNE WY 82009  
307-777-4829

Applicant Information	Name of Business Entity (Sole proprietorship – write your name here)			Trade name or Doing Business As name		
	Physical Address		City	County	State <b>WY</b>	Zip
	Mailing Address		City	County	State <b>WY</b>	Zip
	<input type="checkbox"/> Check if this address is your home					<input type="checkbox"/> Other – Please Explain
	<input type="checkbox"/> Check if this address is a business office. List office hours:					
	Contact Name		Email		Phone	
Organizational Structure	FEIN		US DOT Number		If you lease to another company, that company's US DOT Number:	
	Organizational Structure: <input type="checkbox"/> Individual <input type="checkbox"/> Limited Liability Co <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership					
	If a corporation or LLC, formed in which state and on what date:					
	If the applicant is a partnership, LLC or corporation, list names of all partners or principal officers:					
	Name		Title		Address	
Operational Information	Are your vehicles currently registered? <input type="checkbox"/> NO <input type="checkbox"/> YES, where?					
	Have you ever been previously registered with apportioned plates or IFTA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
	Check all that apply and provide jurisdiction: <input type="checkbox"/> IRP <input type="checkbox"/> IFTA					
	Were you ever affiliated with a company that has been revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES: Company name:					
	Do you plan to apply for IFTA? <input type="checkbox"/> YES, list state: <input type="checkbox"/> NO, why not?					
	Carrier <input type="checkbox"/> Exempt <input type="checkbox"/> Common/Contract Carrier <input type="checkbox"/> Household goods <input type="checkbox"/> Rental or leasing Type: <input type="checkbox"/> Private Carrier <input type="checkbox"/> Owner/operator under lease <input type="checkbox"/> Hazardous materials company					
	Describe the nature of the business requiring the use of a motor vehicle and list the commodities you transport:					
Agent	Service Provider Company (Include Power of Attorney form)			WY Account #		
	Mailing Address		City	State	Zip	
	Contact Name		Email		Phone	
I hereby certify that the information and statements made above are correct and acknowledge that false information could lead to the revocation of my IRP account.						
Signature	Signature of Applicant			Date		
	Authorized Agent Signature			Date		

WYOMING APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C																						
<input type="checkbox"/> CHECK HERE IF THIS IS A NEW ACCOUNT <input type="checkbox"/> CHECK HERE IF YOU NEED A TEMPORARY PERMIT. <b>NOTE IF TEMP IS ISSUED, ALL REGISTRATION FEES ARE DUE</b>										FOR WYDOT USE ONLY			SUPPLEMENT #		WEIGHT GROUP							
SECTION 1	(1) Applicant Name				(2) Business Street Address				(3) City			(4) State		(5) Zip Code		(6) Applicant Phone No.						
	(7) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.				(8) Account No.		(9) Fleet No.		(10) Business Mailing Address (if different)							(11) City		(12) State	(13) Zip Code			
	(14) TIN Taxpayer Identification Number				(15) US DOT Number of Applicant				(16) Contact Person			(17) Phone Number			(18) Email Address							
SECTION 2	VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.																					
	ALPHA CODES Questions 1, 7, & 10			1)TRANSACTION TYPE: A = Adding a Vehicle D = Deleting a Vehicle C = Lost Cab Card L = Lost Plate W = Weight Increase N = DOT # Change T = Title Update R = Replacement Stickers U = Unit # Change				7) VEHICLE TYPE: TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) ST = Any trailer BS = Bus CR = Crane WK = Wrecker/Tow Truck								10) FUEL TYPE: D = Diesel G = Gas P = Propane E = Electric H = Hybrid O = Other						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(13a)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	
	T R A N S	T Y P E S	✓ Unit Travels 9,999 mi or less	Owners Unit Number	Year	Make of Vehicle (four letters)	Vehicle Type	Number of axles or bus seats	Unladen Weight (empty)	F U E L	Declared Gross or Combined Weight in all states except as listed below in Section 3	Purchase Price of Vehicle	Date of Purchase or Lease Mo/Yr	✓ If lease	C O L O R	Factory Price of Vehicle	US DOT No. Responsible for Safety	✓ See Inst. Section Two	✓ See Inst. Section Two	Title Number	Plate Number	
(21) If deleting a unit, list the reason for deletion. (IE sold, junked, traded-in, etc. Provide proof of sale for possible credit on subsequent purchase)																						
(22) Notes:																						
SECTION 3	WEIGHT INFORMATION:				AB	CA	FL	IN	MB	MO	ND	NM	OK	QC	TN	WA						
	If you will operate at a different weight (other than what is in column 11) in other states, indicate that weight by the corresponding state(s).				AL	CO	GA	KS	MD	MS	NE	NS	ON	RI	TX	WI						
					AR	CT	IA	KY	ME	MT	NH	NV	OR	SC	UT	WV						
					AZ	DC	ID	LA	MI	NB	NJ	NY	PA	SD	VA	WY						
					BC	DE	IL	MA	MN	NC	NL	OH	PE	SK	VT							
<div><div><div><div><div></div><div>I declare I am authorized to represent that the applicant</div><div><div>has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations;</div><div>accepts full responsibility for all fees and taxes related to vehicle operations;</div><div>has paid all applicable federal highway use taxes related to vehicles being registered through this application.</div></div></div><div><div>I further declare that all information on this application and any attachment is true, correct and complete to the best of my knowledge.</div><div>I hereby certify that the listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with the department in amounts provided by W.S. 31-9-102.</div></div></div></div></div>																						
Title (Owner, LLC member, officer, etc.)				Printed Name						Signature								Date				

APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

VERY IMPORTANT VERY IMPORTANT VERY IMPORTANT VERY IMPORTANT

- ❖ Owners of the vehicles registered at 55,000 lbs. or over must furnish evidence of having paid IRS Federal Highway Use Tax (Schedule 1-2290 form receipted by the IRS).
- ❖ **The Schedule A/C Apportioned Registration Application form will be returned to applicant if any applicable information is not filled out or application is not legible.** Applicant **WILL NOT** receive their credentials if the application form and payment are not accompanied by a Federal Schedule 1-2290 form receipted by the IRS when applicable, Wyoming title and proof of insurance. If no Wyoming title, provide a copy of the out of state title and current registration, or if new purchase, a copy of bill of sale with title to follow once issued.
- ❖ **THE DOT NUMBER ON A VEHICLE’S CAB CARD MUST MATCH THE DOT NUMBER OF THE CARRIER RESPONSIBLE FOR SAFETY. IF THESE NUMBERS DO NOT MATCH, CONTACT MOTOR VEHICLE SERVICES IMMEDIATELY.**

SCHEDULE A/C INSTRUCTIONS

Check the box if this is a new account.  
Check the box if you need a temporary permit.

Section One

- 1) The Name of the Applicant** - The full name of the operation carrier or name under which the individual does business.
- 2-5) Business Street Address, City, State, Zip** - Where the Applicant has an established place of business /or/ residence. Where the business /or/ residence is physically located. *Note that registered agent, mail boxes or virtual offices may **not** be used as your street address.*
- 6) Applicant Phone Number**
- 7) Name or Address Change?** - Indicate if this is a name or address change. Provide 3 proofs of new physical address.
- 8) Account Number** - Assigned by the Wyoming Department of Transportation. If one has not been assigned, leave blank.
- 9) Fleet Number** - If more than one fleet is submitted under the same company name, use separate forms and designate as 1, 2, etc. Example: Fleet 1, Unit 1 Operates WY, CO, NE; Fleet 2, Unit 2 operates WY, ID, UT.

- 10-13) Business Mailing Address, City, State, Zip**  
Where the registration credentials should be mailed and/or where the applicant desires correspondence to be mailed or directed.
- 14) Taxpayer Identification Number (TIN)** - Write Federal ID number. Social Security Numbers are not accepted.
- 15) DOT Number** - Enter US DOT Number. This must match either the applicant name or the name on the lease agreement.
- 16) Contact Person** - The Person responsible for your paperwork or who is familiar with the requirements of the application.
- 17) Telephone Number** - Telephone number including the area code of the person to contact regarding this application.
- 18) Email Address** - Email address of contact person

Section Two

- 1) Transaction Type** - Select from codes listed in Section 2: A, D, C, L, N, T, R, U, W
- 2) Low Mileage Vehicle** - Unit travels less than 10,000 miles per year, check this column.
- 3) Unit Number** - Enter the unit number assigned by the Applicant. Do not duplicate any unit number.
- 4) Year of Vehicle** - The model year of the vehicle.

Section Two (cont.)

- 5) Make of Vehicle** - The make of the vehicle using a four letter abbreviation (Example: Peterbuilt = “PTRB”).
- 6) Vehicle Identification Number** - The vehicle identification number (VIN) shown on your vehicle’s certificate of title. The complete VIN must be recorded.
- 7) Vehicle Type** - Select from codes listed in Section 2: TK, TR, ST, BS, CR, WK
- 8) Axles or Seats** - The number of axles, including axles in tandem group or the rated seating capacity if the vehicle is a bus.
- 9) Unladen Weight** - The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding any load weight.
- 10) Fuel** - The type of fuel being used by the power unit. Select from codes listed Section 2: D, G, P, E, H, O
- 11) Declared Gross or Combined Weight** - The individual vehicle gross weight. (Equal to the empty weight of the truck-tractor and trailer plus the heaviest load to be transported in all states except as listed in Section 3
- 12) Purchase Price of Vehicle** - The actual purchase price of the vehicle when new or the actual purchase price of the vehicle paid by the current owner.
- 13) Date of Purchase and/or Lease** - Month/Year in which vehicle was purchased or leased.
- 13a) Check v** If the vehicle is being leased. Must provide copy of the lease.
- 14) Color** Two character color code
- 15) Factory Price of Vehicle**  
MSRP when new. (Listed on WY title.)
- (16) US DOT No. Responsible for Safety**  
Enter US DOT No. of person responsible for vehicle safety.
- 17) Check v**  
If motor carrier US DOT Number has changed since your last application.

Section Two (cont.)

- 18) Check v**  
If the motor carrier responsible for the safety of this vehicle is expected to change during this registration year.
- 19) Title Number**  
The current Title Number. (May be obtained from your title or from your local County.)
- 20) Current License Plate Number**  
Indicate the Apportioned license plate number which is currently assigned to the vehicle. Leave blank if this is a new vehicle.
- 21) Reason for Deletion**  
If deleting a unit, please indicate the reason for deletion. Provide proof of sale for possible credit on subsequent purchase.
- 22) Notes** Include additional information if needed

Section Three

If you will operate at a weight different from the weight listed in column 11 in other states, indicate the different weight next to the corresponding state(s). **EXAMPLE:** If Column 11 is 80,000 and you will operate in Oklahoma at 90,000, type “90,000” next to OK.

Sign and Date Application

Mail completed initial application to:  
**WYDOT - IRP Section**  
**5300 Bishop Blvd.**  
**Cheyenne, WY 82009**

Questions? Call IRP at 307-777-4829

Changes to existing accounts may be emailed to [mvs@wyo.gov](mailto:mvs@wyo.gov) Please put Attention IRP in subject line

## Certification of Wyoming Residency

**This form must be completed prior to IRP/IFTA Registration or Renewal. Support documentation must be provided upon initial application, and each renewal year if location address has changed.**

1. Is your **only** place of business an office within your personal residence in Wyoming?  
\_\_\_\_ Yes  
\_\_\_\_ No (Please fill out the next page with details of your established place of business)
2. Are you a Wyoming resident?  
\_\_\_\_ Yes (If you are a NEW registrant, or a RENEWING registrant whose location address has changed, please provide a copy of your Wy Driver's license and at least 2 other proofs of residency such as personal vehicle registration, utility bill, property tax bill for residence if owned, rental or lease agreement, etc.)  
\_\_\_\_ No (Please fill out the next page with details of your established place of business)

**Under penalties of perjury, the registrant declares that the information given is to the best of the registrant's knowledge true, accurate and complete. The registrant understands that in the event the residency is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded. Please print or type:**

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Printed Name of Registrant \_\_\_\_\_

Registrant's Signature \_\_\_\_\_



## Certification of Wyoming Established Place of Business

This form must be completed prior to IRP/IFTA Registration or Renewal. Support documentation must be provided upon initial application, and each renewal year if location address has changed.

1. Are you a Wyoming resident operating your business out of your personal residence or home?  
\_\_\_\_ Yes (Please complete the prior page)  
\_\_\_\_ No (Please continue)
2. Do you have an "established place of business" (outside of your personal residence) in Wyoming or any other jurisdiction? An established place of business is defined as a physical structure (not your home) open and staffed during regular business hours by one or more employees who manage the trucking related business (not contract employees). Trucking related business must constitute more than just credentialing, distance and fuel reporting and/or answering the phone. Employees must be in the permanent employment of the registrant, not contractual labor, performing trucking related duties.  
\_\_\_\_ Yes (Please list the physical address of every "established place of business" in every jurisdiction. Attach a separate page if more space is required.) \_\_\_\_\_  
\_\_\_\_ No (Please explain) \_\_\_\_\_
3. Is the physical structure of the "established place of business" located in Wyoming and owned, leased, or rented by the fleet registrant?  
\_\_\_\_ Yes (If you are a NEW registrant, or a RENEWING registrant whose location address has changed, please provide proof of ownership or lease/rental agreements)  
\_\_\_\_ No (Please explain) \_\_\_\_\_
4. Is this location staffed during regular business hours? (Monday – Friday 8 a.m. to 5p.m.)  
\_\_\_\_ Yes  
\_\_\_\_ No (Please explain) \_\_\_\_\_
5. Can you produce an invoice from a Wyoming utility company for this location, listed in the name of the fleet registrant?  
\_\_\_\_ Yes (If you are a NEW registrant, or a RENEWING registrant whose location address has changed, please provide invoice with physical location listed as the utility service address)  
\_\_\_\_ No (Please explain) \_\_\_\_\_
6. Is there a company employee(s) conducting the fleet registrant's business in the location during regular business hours?  
\_\_\_\_ Yes (Please provide a copy of employee paystub and description of job duties)  
\_\_\_\_ No (Please explain) \_\_\_\_\_
7. Are the operational records of the fleet located at this location?  
\_\_\_\_ Yes  
\_\_\_\_ No If no, can the operational records be made available at the Wyoming location in the event of an audit?  
\_\_\_\_ Yes \_\_\_\_ No **NOTE:** If the records cannot be brought to the Wyoming location, the registrant must pay all costs of travel and per diem expenses that the auditors incur in conducting the examination, in accordance with the IRP Plan, Section 1020 and in accordance with IFTA Plan, Article III, Section 325.

Under penalties of perjury, the registrant declares that the information given is to the best of the registrant's knowledge true, accurate and complete. The registrant understands that in the event the established place of business is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Printed Name of Registrant \_\_\_\_\_

Registrant's Signature \_\_\_\_\_

**WYDOT  
MVS -IRP/IFTA  
5300 Bishop Blvd  
Cheyenne, WY 82009  
[www.dot.state.wy.us](http://www.dot.state.wy.us)**

**AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH  
THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT**

**DISTANCE RECORDS (IFTA and IRP):** You must maintain original **driver-prepared** Individual Vehicle Distance Record (**IVDR**) on each vehicle for each trip and recap on monthly and quarterly fleet summaries. Driver prepared source documents must include the following:

- |   |   |
|---|---|
| 1. Date of trip (starting and ending)                           | 5. Total trip distance                                      |
| 2. Trip origin and destination                                  | 6. Distance traveled in each Jurisdiction                   |
| 3. Route of travel (highway numbers)                            | 7. Unit number or vehicle identification                    |
| 4. Beginning and ending odometer/hubometer readings of the trip | 8. Vehicle fleet number (for carriers with multiple fleets) |

**Note:** Licensees using on-board recording devices or GPS for reporting purposes should refer to the IFTA and IRP manuals for requirements. Odometer readings **and** physical distance record copies are still required when using on-board recording devices.

**Accountable distance** includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 proceeding the registration year) must be reported as **actual** on the IRP application.

**Interjurisdictional Travel:** Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

**FUEL RECORDS (IFTA Only):** You must maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately:

**Over-the-Road Fuel Purchases** must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for **tax-paid** credit. An **acceptable** fuel receipt or invoice must include:

- |                                       |  |
|---------------------------------------|--|
| 1. Date of purchase                   | 5. Price per gallon/liter                |
| 2. Name and address of seller         | 6. Unit number or vehicle identification |
| 3. Number of gallons/liters purchased | 7. Licensee's name                       |
| 4. Type of fuel purchased             |  |

**Bulk Storage Fuel Purchases** must be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank. To receive tax paid credit the following information must be maintained:

- |  |  |
|--|--|
| 1. Date of withdrawal                    | 4. Unit number or vehicle identification                                   |
| 2. Number of gallons/liters withdrawn    | 5. Purchase and inventory records showing tax paid on all bulk withdrawals |
| 3. Type of fuel                          | 6. Meter readings, inventory measurements, and monthly reconciliations     |
| 4. Unit number or vehicle identification |  |

**RECORD RETENTION:** All records pertaining to IFTA must be kept for four years, including unused decals. IRP distance records must be retained to support the reported distance for the **current registration year and three previous registration years**. Failure to make records available or provide adequate records for audit may result in an assessment based on estimation in the amount of 20% of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the records pertain including Apportionable Fees based on Estimated Distance for the first offense. In an instance where the Registrant has a second such offense, the assessment will be 50%. In an instance where the Registrant has a third offense, the assessment will be 100%.

**DECLARATION:** The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and reducing MPG to 4.00 for IFTA. WY IRP percent can be increased to 20%, 50% or up to 100% and privileges may be canceled if records are unacceptable.

COMPANY NAME		ACCOUNT NUMBER	DATE
AUTHORIZED EMPLOYEE'S NAME (PRINT)	SIGNATURE	TITLE	

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.

# WYOMING DEPARTMENT OF TRANSPORTATION

## Section 9 – Safety Regulations

The Wyoming Department of Transportation requires that all carriers operating under authority of permits or certificates issued by the Department comply strictly with:

- a) all Wyoming laws pertaining to safe operation and such rules and regulations promulgated by the Wyoming Department of Transportation.
- b) the following hazardous materials regulations of the United States Department of Transportation: 49 CFR Parts 105 through 107, 109, 110, 130, and 171 through 180; and
- c) the following USDOT motor carrier safety regulations: 49 CFR Parts 40, 303, 325, 350, 355, 356, 360, and 365 through 399 for interstate transportation and as amended in Appendix A to these rules for intrastate transportation.

The Wyoming Motor Carrier Rules and Regulations containing Section 9 and its appendix are available at no charge on the Wyoming Secretary of State's website at <https://rules.wyo.gov/Search.aspx?mode=1>

Copies of Federal Regulations may be obtained by checking with the following:

Wyoming Trucking Association  
P.O. Box 1175  
555 N. Poplar Ave.  
Casper, WY 82602  
(307) 234-1579  
[wtaoffice@wytruck.org](mailto:wtaoffice@wytruck.org)  
[www.wytruck.org](http://www.wytruck.org)

Labelmaster  
5724 N. Pulaski Rd.  
Chicago, IL 60646  
(800) 621-5808  
[orders@labelmaster.com](mailto:orders@labelmaster.com)  
[www.labelmaster.com/shop/regulatory-publications](http://www.labelmaster.com/shop/regulatory-publications)

J. J. Keller & Associates, Inc.  
P. O. Box 368  
3003 Breezewood Lane  
Neenah, WI 54957  
(877) 564-2333  
[sales@jjkeller.com](mailto:sales@jjkeller.com)  
[www.jjkeller.com/learn/custom-fmcsr](http://www.jjkeller.com/learn/custom-fmcsr)

Government Printing Office Superintendent  
of Documents  
732 North Capitol Street, N.W. Washington,  
DC 20401-0001  
(202) 512-1800  
[www.ecfr.gov](http://www.ecfr.gov)

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I hereby declare I am aware of the Wyoming Motor Carrier Safety Regulations applicable to my operations.

---

Carrier Name- PLEASE PRINT  
(As it appears on your operating authority)

---

DOT #

---

Signature of Carrier Representative

---

Date

Note that this document may be shared with:

Wyoming Highway Patrol  
Commercial Carrier Section  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340

# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☒ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change. You must provide 3 proofs of the new physical address.		(9) Account No.	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MIC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
ALPHA CODES Questions 1, 7, & 10										TRUCKS:										D = Diesel									
										N = DOT # Change T = Title Update R = Replacement Stickers U = Unit # Change W = Weight Increase										G = Gas P = Propane O = Other									
A = Adding a Vehicle D = Deleting a Vehicle C = Lost Cab Card L = Lost Plate										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus TRAILERS: ST = Any trailer																			
(1) T	(2) ✓	(3) Unit	(4) Y	(5) Make of Vehicle	(6) Vehicle Identification Number	(7) V	(8) A	(9) Unladen Weight (empty)	(10) F	(11) Declared Gross or Combined Weight	(12) Purchase Price of Vehicle	(13) Date of Purchase or Lease Mo/Yr	(13a) ✓	(14) Factory Price of Vehicle	(15) US DOT No. Responsible for Safety	(16) ✓	(17) See Inst. Section Two	(18) Wyoming Title Number (Mandatory)	(19) WY Apportioned Plate Number										
A		123	2012	PETERBILT	1XPDP1234P1232456	TR	3	17,000	D	80,000	85,000	1/2015		99,000	654321			02-12345											
(20) If deleting a unit, list the reason for deletion: WEIGHT INFORMATION: If you will operate at a different weight, (other than what is in column 11) in other states, indicate that weight by the corresponding states.																													
Provide the following for each vehicle: • Copy of title • Proof of insurance • Sales tax receipt • IRS Form 2290 for trucks weighing 55,000 lbs or more • Lease Agreement if you are using another Company's DOT #																													

TYPE OF OPERATION <input type="checkbox"/> EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.) <input type="checkbox"/> PRIVATE CARRIER <input type="checkbox"/> HOUSEHOLD GOODS CARRIER <input type="checkbox"/> OWNER – OPERATOR (Under Lease) <input type="checkbox"/> COMMON/CONTRACT CARRIER <input type="checkbox"/> RENTAL OR LEASING COMPANY <input type="checkbox"/> HAZARDOUS MATERIALS CARRIER										I declare I am authorized to represent that the applicant <input type="checkbox"/> has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations; <input type="checkbox"/> accepts full responsibility for all fees and taxes related to vehicle operations; <input type="checkbox"/> has paid all applicable federal highway use taxes related to vehicles being registered through this application. I declare that all information on this application and any attachment is true, correct and complete to the best of my knowledge. I certify that the listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with the department in amounts provided by W.S. 31-9-102.									
ABC INSURANCE Insurance Provider										#12345 Policy Number									
Signature										Date									

If temporary permit is needed send signed, dated bill of sale (notarized if purchased from private party) and proof of insurance.

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
ALPHA CODES Questions 1, 7, & 10										TRUCKS:										D = Diesel G = Gas P = Propane O = Other									
N = DOT # Change T = Title Update R = Replacement Stickers U = Unit # Change W = Weight Increase										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus TRAILERS: ST = Any trailer																			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(13a)	(14)	(15)	(16)	(17)	(18)	(19)										
T R A N S A C T I O N	Y E A R	U N I T N U M B E R	O W N E R S U N I T N U M B E R	M A K E O F V E H I C L E	V E H I C L E I D E N T I F I C A T I O N N U M B E R	V E H I C L E I D E N T I F I C A T I O N N U M B E R	V E H I C L E I D E N T I F I C A T I O N N U M B E R	U N L O A D E D W E I G H T (e m p t y)	F U L L G R O S S O R C O M B I N E D W E I G H T	D E C L A R E D G R O S S O R C O M B I N E D W E I G H T	P U R C H A S E O R L E A S E P R I C E O F V E H I C L E	D A T E O F P U R C H A S E O R L E A S E M O N T H S /Y E A R	Y E A R O F L E A S E	U S D O T N O. R E S P O N S I B L E F O R S A F E T Y	U S D O T N O. R E S P O N S I B L E F O R S A F E T Y	W Y M A K I N G T I T L E N U M B E R (M A N D A T O R Y)	W Y A P P O R T I O N E D P L A T E N U M B E R												
A		123	2012	PETERBILT	1XPDP1234P1232456	TR	3	17,000	D	80,000	85,000	1/2015	✓	✓	✓	✓	✓	02-12345											
Provide the following for each vehicle unless you are applying for a temporary permit:																													
• Copy of title																													
• Sales tax receipt																													
• IRS Form 2290 for trucks weighing 55,000 lbs or more																													
• Copy of lease agreement if using another company's DOT #																													

SECTION 3		TYPE OF OPERATION		I declare I am authorized to represent that the applicant	
<input type="checkbox"/> EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.)	<input type="checkbox"/> PRIVATE CARRIER	<input type="checkbox"/> HOUSEHOLD GOODS CARRIER	<input type="checkbox"/> OWNER - OPERATOR (Under Lease)	<input type="checkbox"/> COMMON/CONTRACT CARRIER	<input type="checkbox"/> RENTAL OR LEASING COMPANY
<input type="checkbox"/> HAZARDOUS MATERIALS CARRIER	ABC INSURANCE		#12345	Policy Number	Date
MVS 11/2014		Insurance Provider			



# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
<b>ALPHA CODES</b> Questions 1, 7, & 10 A = Adding a Vehicle D = Deleting a Vehicle C = Lost Cab Card L = Lost Plate										<b>TRUCKS:</b> TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus <b>TRAILERS:</b> ST = Any trailer										D = Diesel G = Gas P = Propane O = Other									
(1) T	(2) T	(3) Owners	(4) Y	(5) Make of Vehicle	(6) Vehicle Identification Number	(7) V	(8) A	(9) Unladen Weight (empty)	(10) F	(11) Declared Gross or Combined Weight	(12) Purchase Price of Vehicle	(13) Date of Purchase or Lease Mo/Yr	(13a) ✓ If lease	(14) Factory Price of Vehicle	(15) US DOT No. Responsible for Safety	(16) ✓ See Inst. Section Two	(17) ✓ See Inst. Section Two	(18) Wyoming Title Number (Mandatory)	(19) WY Apportioned Plate Number										
D		123	2012	PETERBILT	1XPDP1234P1232456	TR													A12345										

(20) If deleting a unit, list the reason for deletion: DESCRIBE WHY YOU ARE DELETING THE VEHICLE

WEIGHT INFORMATION:									
AB	CA	FL	IN	MB	MO	ND	NM	OK	QC
AL	CO	GA	KS	MD	MS	NE	NS	ON	RI
AR	CT	IA	KY	ME	MT	NH	NV	OR	SC
AZ	DC	ID	LA	MI	NB	NJ	NY	PA	SD
BC	DE	IL	MA	MN	NC	NL	OH	PE	SK
									VT
									WA
									WI
									WV
									WY

TYPE OF OPERATION

<input type="checkbox"/> EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.) <input type="checkbox"/> PRIVATE CARRIER <input type="checkbox"/> HOUSEHOLD GOODS CARRIER <input type="checkbox"/> OWNER – OPERATOR (Under Lease) <input type="checkbox"/> COMMON/CONTRACT CARRIER <input type="checkbox"/> RENTAL OR LEASING COMPANY <input type="checkbox"/> HAZARDOUS MATERIALS CARRIER		I declare I am authorized to represent that the applicant <input type="checkbox"/> has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations; <input type="checkbox"/> accepts full responsibility for all fees and taxes related to vehicle operations; <input type="checkbox"/> has paid all applicable federal highway use taxes related to vehicles being registered through this application. I further declare that all information on this application and any attachment is true, correct and complete to the best of my knowledge. The listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with	
<b>DELETING A VEHICLE</b>		Insurance Provider	Policy Number
		Signature	Date

If temporary permit is needed send signed, dated bill of sale (notarized if purchased from private party) and proof of insurance.

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FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>	(2) Business Street Address <b>1234 TRUCKING AVENUE</b>	(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.	(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)	(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>
(22) Fax Number <b>307-777-4772</b>						

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
ALPHA CODES Questions 1, 7, & 10										TRUCKS:										If you wish to transfer the plate from the DELETED vehicle to the new UNIT, write the same plate # in space 19 for the ADDED unit.									
N = DOT # Change T = Title Update R = Replacement Stickers U = Unit # Change W = Weight Increase										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus ST = Any trailer										D = Diesel G = Gas P = Propane O = Other									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(13a)	(14)	(15)	(16)	(17)	(18)	(19)										
TR	Y	Unit	Owners	Make of Vehicle	Vehicle Identification Number	V	A	U	F	Declared Gross or Combined Weight	Purchase Price of Vehicle	Date of Purchase or Lease Mo/Yr	✓ If lease	Factory Price of Vehicle	US DOT No. Responsible for Safety	✓ See Inst. Section Two	✓ See Inst. Section Two	Wyoming Title Number (Mandatory)	WV Apportioned Plate Number										
A	123	2012	PETERBILT	1XDPD1234P1232456	TR	3	17,000	D	80,000	85,000	1/2015	99,000	654321					02-12345	A12345										
D	456	2002	KENWORTH	1KWAA1234B789012	TR													01-45678	A12345										
<b>(20) If deleting a unit, list the reason for deletion: TRADED IN, REPLACING WITH 123</b>																													
<b>WEIGHT INFORMATION:</b>																													
If you will operate at a different weight, (other than what is in column 11) in other states, indicate that weight by the corresponding states.																													
See Section 3 instructions for weight information.																													
Provide the following for each vehicle unless you are applying for a temporary permit:																													
• Copy of title																													
• Sales tax receipt																													
• IRS Form 2290 for trucks weighing 55,000 lbs or more																													
• Copy of lease agreement if using another company's DOT #																													

TYPE OF OPERATION		I declare I am authorized to represent that the applicant	
<input type="checkbox"/> EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.)	<input type="checkbox"/> PRIVATE CARRIER	<input type="checkbox"/> has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations;	<input type="checkbox"/> accepts full responsibility for all fees and taxes related to vehicle operations;
<input type="checkbox"/> HOUSEHOLD GOODS CARRIER	<input type="checkbox"/> OWNER - OPERATOR (Under Lease)	Table federal highway use taxes related to vehicles being registered through this application.	
<input type="checkbox"/> COMMON/CONTRACT COMPANY	<input type="checkbox"/> RENTAL OR LEASING COMPANY	Information on this application and any attachment is true, correct and complete to the best of my knowledge.	
<input type="checkbox"/> HAZARDOUS MATERIALS CARRIER	<input type="checkbox"/> HAZARDOUS MATERIALS CARRIER	Added vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with the department in amounts provided by W.S. 31-9-102.	
Insurance Provider <b>ABC INSURANCE</b>		Policy Number <b>#12345</b>	Signature <b>[Signature]</b>
Date <b>[Date]</b>		Date <b>[Date]</b>	



# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

MVS 11/2014



# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
<b>ALPHA CODES</b> <b>Questions 1, 7, &amp; 10</b> <b>A</b> = Adding a Vehicle <b>D</b> = Deleting a Vehicle <b>C</b> = Lost Cab Card <b>L</b> = Lost Plate										<b>TRUCKS:</b> <b>TK</b> = Straight Truck (pickup, box truck, van, etc) <b>TR</b> = Tractor (semi) <b>BS</b> = Bus <b>TRAILERS:</b> <b>ST</b> = Any trailer										<b>D</b> = Diesel <b>G</b> = Gas <b>P</b> = Propane <b>O</b> = Other									
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
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(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
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# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
<b>ALPHA CODES</b> <b>Questions 1, 7, &amp; 10</b> A = Adding a Vehicle D = Deleting a Vehicle <b>C = Lost Cab Card</b> L = Lost Plate										<b>TRUCKS:</b> TK = Straight Truck (pickup, box truck, van, etc) <b>TR = Tractor (semi)</b> BS = Bus <b>TRAILERS:</b> ST = Any trailer										D = Diesel G = Gas P = Propane O = Other									
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# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTION TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
ALPHA CODES Questions 1, 7, & 10										TRUCKS:										D = Diesel G = Gas P = Propane O = Other									
A = Adding a Vehicle D = Deleting a Vehicle C = Lost Cab Card L = Lost Plate										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus TRAILERS: ST = Any trailer																			
(1) T	(2) T	(3) Y	(4) Y	(5) E	(6) A	(7) E	(8) A	(9) S	(10) S	(11) F	(12) U	(13) E	(14) L	(15) D	(16) G	(17) P	(18) O	(19)											
Owner's Unit	Unit	Travels	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Declared Gross or Combined Weight	Purchase Price of Vehicle	Date of Purchase or Lease Mo/Yr	✓ If lease	Factory Price of Vehicle	US DOT No. Responsible for Safety	See Inst. Section Two	See Inst. Section Two	WY Apportioned Plate Number											
Vehicle Identification Number										List vehicle(s) requiring replacement stickers.										A12345									
1XPDP1234P1232456																													

(20) If deleting a unit, list the reason for deletion:

WEIGHT INFORMATION:												
If you will operate at a different weight, (other than what is in column 11) in other states, indicate that weight by the corresponding states.												
AB	CA	FL	IN	MB	MO	ND	NM	OK	QC	TN	TX	WA
AL	CO	GA	KS	MD	MS	NE	NS	ON	RI	TX	TX	WI
AR	CT	IA	KY	ME	MT	NH	NV	OR	SC	UT	UT	WV
AZ	DC	ID	LA	MI	NB	NJ	NY	PA	SD	VA	VA	WY
BC	DE	IL	MA	MN	NC	NL	OH	PE	SK	VT	VT	

TYPE OF OPERATION

☐ EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.)

☐ PRIVATE CARRIER

☐ HOUSEHOLD GOODS CARRIER

☐ OWNER – OPERATOR (Under Lease)

☐ COMMON/CONTRACT CARRIER

☐ RENTAL OR LEASING COMPANY

☐ HAZARDOUS MATERIALS CARRIER

I declare I am authorized to represent that the applicant

- ☐ has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations;
- ☐ accepts full responsibility for all fees and taxes related to vehicle operations;

**REPLACEMENT STICKERS**

the department in amounts provided by W.S. 31-9-102.

ABC INSURANCE #12345

Insurance Provider Policy Number

Signature Date



# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

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FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
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(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>OLD DOT #</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION: See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

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ALPHA CODES Questions 1, 7, & 10										TRUCKS:										D = Diesel G = Gas P = Propane O = Other									
N = DOT # Change T = Title Update R = Replacement Stickers C = Deleting a Vehicle L = Lost Cab Card W = Weight Increase										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus ST = Any trailer																			
(1) T	(2) Y	(3) Unit	(4) Owners	(5) Make of Vehicle	(6) Vehicle Identification Number	(7) VIN	(8) Weight	(9) Unladen Weight (empty)	(10) F	(11) U	(12) E	(13) L	(14) Declared Gross or Combined Weight	(15) Purchase Price of Vehicle	(16) Date of Purchase or Lease Mo/Yr	(17) Factory Price of Vehicle	(18) US DOT No. Responsible for Safety	(19) Wyoming Title Number (Mandatory)	(20) WY Apportioned Plate Number										
N		123	2012	PETERBILT	1XPDP1234P1232456	TR																							

(20) If deleting a unit, list the reason for deletion:

WEIGHT INFORMATION:

If you will operate at a different weight, (other than what is in column 11) in other states, indicate that weight by the corresponding states.

AB	CA	FL	IN	MB	QC	TN	WA
AL	CO	GA	KS	MD	RI	TX	WI
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AZ	DC	ID	LA	MI	SD	VA	WY
BC	DE	IL	MA	MN	SK	VT	

TYPE OF OPERATION:

☐ EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.)

☐ PRIVATE CARRIER

☐ HOUSEHOLD GOODS CARRIER

☐ OWNER - OPERATOR (Under Lease)

☐ COMMON/CONTRACT CARRIER

☐ RENTAL OR LEASING COMPANY

☐ HAZARDOUS MATERIALS CARRIER

DOT # CHANGE

I declare I am authorized to represent that the applicant:

- ☐ has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations;
- ☐ accepts full responsibility for all fees and taxes related to vehicle operations;
- ☐ has paid all applicable federal highway use taxes related to vehicles being registered through this application.

the department in amounts provided by W.S. 31-9-102.

ABC INSURANCE #12345

Insurance Provider Policy Number

Signature Date

# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

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SUPPLEMENT #

WEIGHT GROUP

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(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

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(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
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(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
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(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
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(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y											
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(																						

# APPORTIONED REGISTRATION APPLICATION SCHEDULE A/C

☐ CHECK HERE IF THIS IS A NEW ACCOUNT

☐ CHECK HERE IF YOU NEED A TEMPORARY PERMIT

FOR WYDOT USE ONLY:

SUPPLEMENT #

WEIGHT GROUP

(1) Applicant Name <b>JOE CARRIER</b>		(2) Business Street Address <b>1234 TRUCKING AVENUE</b>		(3) City <b>CHEYENNE</b>	(4) State <b>WY</b>	(5) Zip Code <b>82009</b>	(6) Applicant Phone No. <b>307-777-4829</b>	(7) Date <b>1/1/2015</b>
(8) <input type="checkbox"/> Check here for Name or Address Change You must provide 3 proofs of the new physical address.		(9) Account No. <b>14725</b>	(10) Fleet No. <b>1</b>	(11) Business Mailing Address (if different)		(12) City	(13) State	(14) Zip Code
(15) County <b>LARAMIE</b>	(16) MC # <b>123456</b>	(17) Registration Yr. <b>2015</b>	(18) TIN Taxpayer Identification Number <b>123451234</b>	(19) US DOT Number of Applicant <b>654321</b>	(20) Contact Person <b>JOE CARRIER</b>	(21) Phone Number <b>307-777-4829</b>	(22) Fax Number <b>307-777-4772</b>	

VEHICLE INFORMATION:  
See ALPHA CODES below. List only one vehicle per line. Do not duplicate equipment numbers. Continue listing on an additional form if necessary.

1) TRANSACTIONS TYPE:										7) VEHICLE TYPE:										10) FUEL TYPE:									
ALPHA CODES Questions 1, 7, & 10										TRUCKS:										D = Diesel G = Gas P = Propane O = Other									
A = Adding a Vehicle D = Deleting a Vehicle C = Lost Cab Card L = Lost Plate N = DOT # Change T = Title Update R = Replacement Stickers U = Unit # Change W = Weight Increase										TK = Straight Truck (pickup, box truck, van, etc) TR = Tractor (semi) BS = Bus TRAILERS: ST = Any Trailer																			
(1) T	(2) T	(3) Y	(4) Y	(5) Y	(6) Y	(7) Y	(8) Y	(9) Y	(10) Y	(11) Y	(12) Y	(13) Y	(13a) Y	(14) Y	(15) Y	(16) Y	(17) Y	(18) Y	(19) Y										
TRAVELERS	UNIT	OWNERS	MAKE OF VEHICLE	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER	VEHICLE IDENTIFICATION NUMBER										
U	OLD	123	2012	PETERBILT	1XPDP1234P1232456	TR																							
	NEW	321																											

(20) If deleting a unit, list the reason for deletion:

WEIGHT INFORMATION:									
AB	CA	FL	IN	MB	MO	ND	NM	OK	QC
AL	CO	GA	KS	MD	MS	NE	NS	ON	RI
AR	CT	IA	KY	ME	MT	NH	NV	OR	SC
AZ	DC	ID	LA	MI	NB	NJ	NY	PA	SD
BC	DE	IL	MA	MN	NC	NL	OH	PE	SK

TYPE OF OPERATION

☐ EXEMPT COMMODITIES ONLY (Grain, Produce, Etc.)

☐ PRIVATE CARRIER

☐ HOUSEHOLD GOODS CARRIER

☐ OWNER - OPERATOR (Under Lease)

☐ COMMON/CONTRACT CARRIER

☐ RENTAL OR LEASING COMPANY

☐ HAZARDOUS MATERIALS CARRIER

**UNIT # CHANGE**

I declare I am authorized to represent that the applicant:

- ☐ has knowledge of federal and state motor carrier safety and hazardous materials laws and regulations;
- ☐ accepts full responsibility for all fees and taxes related to vehicle operations;
- ☐ has paid all applicable federal highway use taxes related to vehicles being registered through this application.

I declare that all information on this application and any attachment is true, correct and complete to the best of my knowledge.

I certify that the listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with the department in amounts provided by W.S. 31-9-102.

ABC INSURANCE	#12345	Signature	Date
Insurance Provider	Policy Number		