

New IRP Account Checklist

Same day service is not guaranteed. We encourage you to mail the application and all supporting forms to our office. Mailing the paperwork gives us the opportunity to review it for completeness and accuracy, and to request additional information if needed. If you are missing a required document, we cannot issue the plates / cab cards / registration stickers.

To expedite the processing of your new IRP account to receive apportioned plates, please provide the following support documentation. Any incomplete or missing documentation will prevent us from registering your vehicles. You must also submit an IRP application, and an A/C form for all the units you are registering.

- _____ Proof of Valid EIN (SSN not allowed). Please provide a copy of the letter or email from the IRS which contains your assigned EIN. Please note that a sole proprietor must also have an EIN, a free process that takes minutes to create at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- _____ If an LLC or corporation, your account must be in good standing with the Wyoming Secretary of State's office; we will check their website before issuing credentials.
<https://wyobiz.wyo.gov/Business/FilingSearch.aspx>
- _____ Your USDOT number must be active and in good standing. We will check with SAFER before issuing credentials: <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>
- _____ [The three annual forms](#) are complete and signed (Proof of Established Place of Business or Residency; Agreement to Prepare and Maintain Records; IRP Section 15 Safety Regulations)
- _____ You must complete a [power of attorney form](#) to grant a third party or service provider the ability to make changes to your account, such as adding or deleting vehicles, changing weights or submitting renewal paperwork.
- _____ Proof of Insurance: Expiration must be a future date, and must be either a fleet level document, or list the VIN for each vehicle you list on the A/C form. We prefer an insurance card or certificate of liability insurance; we will accept a Declarations Page. We will NOT accept a Policy Endorsement by itself, nor a document titled, "Evidence of Commercial Property Insurance."
- _____ IRS Form 2290, Heavy Vehicle Use Tax for vehicles 55,000 pounds or more. Note that this form encompasses July 1 – June 30. We must have the current year's form for each vehicle; the form must be watermarked if e-filed, or stamped by an IRS Service Center. Please ensure the VIN is accurate on the 2290, and that the weight group reported to the IRS matches the declared GVW listed on the A/C form.
- _____ Copy of title for each vehicle you are adding to your account.
 - _____ If you have an out of state title, we need a copy of the vehicle's current registration.
 - _____ If your registration has expired, we need a copy of the driver's license or SOS paperwork for the person or entity listed on the title. Note that Wyoming is a continuous registration state; you will be charged back fees to bring the registration current.
- _____ If new vehicle under 10K pounds, copy of sales tax receipt issued by your local County Clerk.
- _____ If you are using another company's DOT, provide lease agreements. The agreement must contain **at a minimum**, the effective date of the lease, names and signatures of the lessee and lessor, the VIN / make / year, and the payment terms (by month, by mile, by load, etc.)

Proof of Established Place of Business or Residency

Proofs. You must provide at least three proofs, depending on if you have an Established Place of Business or if you are establishing Wyoming Residency (most common option for owner/operators operating out of their home.) Please note that a resident agent, virtual office, service provider or similar may **not** be used as a location address.

Established Place of Business (minimum of 3 proofs required; additional proofs may be requested)

- _____ Utility bill in business's name, showing location address as the service address.
- _____ Income tax return for business showing WY address.
- _____ Proof of a physical structure owned or leased by the applicant. Examples: copies of lease agreement, property tax bill or receipt, photos of business signage visible to the public.
- _____ Proof that the office is open and staffed during regular business hours by a full time employee (not part time).
- _____ Proof of WY employee(s) who perform(s) duties related to the general management of trucking related business.

OR

Wyoming Residency (minimum of 3 proofs required; additional proofs may be requested)

- _____ If registering as individual owner not an LLC or corporation, **must** provide a copy of a valid WY driver's license for the applicant.
- _____ Utility bill in personal name, showing location address as the service address.
- _____ Personal vehicle titled in applicant's name.
- _____ Property tax bill for personal residence.
- _____ Income tax return for individual showing WY address.
- _____ For leased properties, a copy of the lease. The lease must contain at a minimum, the effective date of the lease, names and signatures of the lessee and lessor, the address of the property, and when the lease expires.
- _____ Registration as an LLC or Corporation with WY Secretary of State; with principal owner being a WY resident as evidenced by holding a Wyoming Driver's License.
- _____ Other factors that clearly evidence Applicant's legal residence in Wyoming.

Our office hours are 8:00 am to 4:30 pm, Monday – Friday, excluding holidays.

Please call 307-777-4829 or email MVS@wyo.gov with any questions.

Location: 5300 Bishop Blvd Cheyenne WY 82009

New applications will not be processed after 3:00 pm.