

New IRP Account Checklist

Same day service is not guaranteed. We must have an original application to proceed. 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 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>
- _____ [Proof of Established Place of Business or Residency](#), with supporting documents
- _____ 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. If your location address on SAFER does not match the location address on your application, you must include supporting documentation: <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; WyDot Section 9 Safety Regulations)
- _____ Signed and completed copy of [Wyoming Schedule B](#) (Distance form) and supporting documentation if prior IRP account
- _____ 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.
- _____ 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.
- _____ 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."
- _____ Copy of title for each vehicle you are adding to your account.
 - _____ If the name on the title is different from the name of the IRP applicant, provide a copy of the lease agreement. 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 of the vehicle(s), and the payment terms (by month, by mile, by load, etc.)
 - _____ If you have a Wyoming title more than 60 days old, we need a copy of the vehicle's current registration
 - _____ 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, the DOT number you will be operating under and the payment terms (by month, by mile, by load, etc.)