

## IRP Proof of Established Place of Business or Residency

**Proofs.** You must provide different 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” 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.

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.

### Established Place of Business (Additional proofs may be requested)

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Utility bill in business’s name, showing location address as the service address.
- \_\_\_\_\_ Proof that the office is open and staffed during regular business hours by Wyoming employee(s) who perform(s) duties related to the general management of trucking related business (copies of pay stubs **and** job description or job posting).
- \_\_\_\_\_ Income tax return for business showing a Wyoming address.

### **OR**

### Wyoming Residency (Copy of Wyoming Driver’s license and at least two other proofs required; additional proofs may be requested)

- \_\_\_\_\_ Copy of Wyoming Driver’s license If registering as individual owner OR if registering as an LLC or Corporation with WY Secretary of State, a copy of Wyoming Driver’s license held by a principal owner.
- \_\_\_\_\_ Utility bill in personal name, showing location address as the service address.
- \_\_\_\_\_ Personal vehicle registered in Wyoming in applicant’s name.
- \_\_\_\_\_ Property tax bill for personal residence in Wyoming.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Income tax return for individual showing Wyoming address.
- \_\_\_\_\_ Other factors that clearly evidence the Applicant’s legal residence in Wyoming.

**New applications will not be processed after 3:00 pm. 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](mailto:MVS@wyo.gov) with any questions. Location: 5300 Bishop Blvd Cheyenne WY 82009**