



# South Carolina Department of Motor Vehicles

IRP-8  
(10/19)

## NEW IRP ACCOUNT CHECKLIST

CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 FOR FURTHER INFORMATION

APPLICANT/BUSINESS NAME:	IRP CUSTOMER NUMBER:
VERIFIED BY:	FLEET NUMBER:
VEHICLE OWNER:	USDOT NUMBER:

- IN ORDER TO OPEN AN IRP ACCOUNT, YOU MUST HAVE A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.
- EVERY OWNER OF A CMV SUBJECT TO REGISTRATION SHALL MAKE APPLICATION TO DMV ON APPROPRIATE FORMS AND THE FORMS MUST BEAR THE SIGNATURE OF THE OWNER AS STATED IN SC CODE OF LAW SECTION 56-3-230.
- THE OWNER OPERATOR MUST PROVIDE AN OPERATIONAL LEASE AGREEMENT, IRP-9, TO SHOW THE COMPANY RESPONSIBLE FOR THE SAFETY OF THE VEHICLE.

The following items were received/verified in accordance to IRP procedures for the above apportioned account/fleet:

**Scheduled A/E Application**

**New Vehicle(s)**

- |   |  |
|---|--|
| <input type="checkbox"/> Title/MCO                      | <input type="checkbox"/> Receipt for HVUT/2290   |
| <input type="checkbox"/> Title Application              | <input type="checkbox"/> Financial Lease Agreement (Lease to Purchase, if applicable)  |
| <input type="checkbox"/> Bill of Sale(s)                | <input type="checkbox"/> Operational Lease Agreement indicating USDOT number and motor carrier authority number responsible for safety |
| <input type="checkbox"/> Infrastructure Maintenance Fee |  |
| <input type="checkbox"/> Proof of Insurance             |  |

**Road Use Fee:** Apportionable vehicles with a GVW of 26,000 lbs or less must provide a current year paid property tax receipt from the county or Affidavit & Notification of Sale of Motor Vehicle from the dealer. Apportionable vehicles with a GVW of 26,001 lbs. will pay the road use fee to SCDMV at the time of registration.

**Schedule B Application**

- Is carrier new to IRP?  Yes  No  
 If no, is carrier using actual distance or Average Per Vehicle Distance (APVD)?  Yes  No

**VERIFIED BASING REQUIREMENTS:**

**Established Place of Business in South Carolina**

- |   |  |
|---|--|
| <input type="checkbox"/> Physical Structure               | <input type="checkbox"/> Open during normal business hours |
| <input type="checkbox"/> Physical Address                 | <input type="checkbox"/> Records available                 |
| <input type="checkbox"/> Staffed by permanent employee(s) |  |

**Proof of Residency** – Applicant must have a valid South Carolina Driver’s License and 3 of the following documents (All documents must have the same name and the same address.):

- South Carolina Articles of Incorporation (registered to conduct business in South Carolina)
- Vehicle titled in base Jurisdiction or Financial Lease Agreement
- Applicant’s current year residence or business rental agreement
- Most recent utility bill: landline phone (no cell phone), gas, electric, water/sewer OR garbage
- Applicant’s prior year state OR federal income taxes
- Prior year paid county auto and/or residence property tax receipt or most recent mortgage statement
- Current year business license

**South Carolina intrastate vehicle base plate changing to IRP Apportioned Plate**

- Must turn in Intrastate Plate

**MC-7 Agreement to Prepare and Maintain Records**

**MC-25 Power of Attorney**

After the account is established, a Power of Attorney, MC-25, is required to anyone who will conduct business on behalf of the account holder.

CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL OR HAS BEEN INSTRUCTED THE MCS MANUAL CAN BE OBTAINED AT [WWW.SCDMVONLINE.COM](http://WWW.SCDMVONLINE.COM) AND SIGNIFIES WITH THEIR INITIALS.

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CARRIER’S INITIALS