



# 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)

Title/MCO

Title Application

Bill of Sale(s)

Infrastructure Maintenance Fee

Proof of Insurance

Receipt for HVUT/2290

Financial Lease Agreement (Lease to Purchase, if applicable)

Operational Lease Agreement indicating USDOT number and motor carrier authority number responsible for safety

**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

Physical Structure

Physical Address

Staffed by permanent employee(s)

Open during normal business hours

Records available

**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

One of the following most recent utility bills: 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.

\_\_\_\_\_  
CARRIER'S INITIALS