

STEPS TO FOLLOW TO RE-REGISTER

1. You should receive your renewal notice prior to your renewal month. This notice will contain:
 - A. Special notices concerning the current year's re-registration;
 - B. Carrier and vehicle information for the account; and
 - C. MCS-150 forms, if MCS-150 has not been updated within 12 months of assigned renewal month.
NOTE: It is recommended that the MCS-150 form is updated online prior to submitting the renewal supplement.
2. Read all notices and carefully follow the steps listed under the IRP Renewal Instructions.
3. Renewal supplements should be submitted and paid online. Required documents should then be submitted to the MCS office with the Document Shortage Notice as soon as possible. These documents may be submitted with the payment of your bill. Any payment of \$750 or more must be submitted electronically.
4. After you have submitted your completed application(s), you will receive a bill for payment of your registration(s) and a notification of additional documents that are needed for registration. You will need to send to our office:
 - A. A copy of the bill.
 - B. Payment.
 - C. If received, a copy of the Notification of Additional Documents Needed for Registration.
 - D. The documents requested on the Notification of Additional Documents Needed for Registration.

PENALTY AND INTEREST PROVISIONS

1. **Change of ownership penalty** – a penalty of fifteen dollars (\$15) shall be assessed if the change of vehicle ownership is not filed with the IRP office within 20 days of the date of transfer.
2. **Late Registration penalty** – A penalty of fifteen dollars (\$15) shall be assessed for the late registration of a motor vehicle. "Late registration of a motor vehicle" shall include:
 - a. **New Vehicles** – the failure to register the vehicle within 20 calendar days of the date of purchase or acquisition.
 - b. **Renewals** – the failure to renew the registration in the designated renewal month.
3. **Interest** – interest on delinquent license tax and registration fees levied on motor vehicles shall be charged beginning after the period allowed for registration or renewal.

ENFORCEMENT

Credentials (registration cab card and IRP license plate) must be on the vehicle by the last day of your renewal month. Alabama IRP vehicles not displaying the current license plate and cab card, a valid trip permit, or temporary vehicle registration will be in violation of Alabama law, and the driver is subject to arrest and fines in all jurisdictions.

Alabama carriers should learn the requirements of other jurisdictions before operating in them. Enforcement personnel look to the cab card for proof that vehicles are properly registered. This cab card should be carried in the vehicle described on the card and must not be mutilated or altered in any way.

If a registrant renews an IRP vehicle registration and obtains the new credentials prior to the assigned renewal month, the registrant may attach the new license plate to the vehicle; however, the new cab card **AND** current cab card must be kept in the vehicle until the new registration goes into effect. Law enforcement will look to the current, not future registration, for compliance with registration laws up to the time the

future registration goes into effect. All important registration dates are listed on the cab cards. IRP registration DOES NOT exempt a carrier from fuel tax or operating authority requirements.

NOTE: Enforcement personnel will be noting the Vehicle Identification Number (VIN) on the vehicle itself and on the cab card. Exercise extreme care to ensure this number is correctly submitted on your IRP registration application. (The certificate of title and VIN plate are the best sources for the VIN number.)

SUPPLEMENTAL IRP APPLICATIONS

Before a supplemental application can be processed, the IRP renewal application must be processed and paid. Once the renewal application has been processed and paid, the appropriate IRP forms and supporting documentation may be submitted as outlined below. **All IRP supplemental applications should be submitted online.**

Supplemental applications may be submitted to:

1. Add a vehicle(s);
2. Remove a vehicle(s);
3. Transfer a tag from one vehicle to another;
4. Increase a vehicle's weight;
5. Report the change of ownership of a vehicle;
6. Add a jurisdiction(s) to a fleet;
7. Change the type of operation or commodity class of a fleet;
8. Replace credentials (license plate and/or cab cards);
9. Change IRP account information.

TO ADD A VEHICLE TO AN EXISTING FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction. A separate schedule should be used for each different weight group.
3. Describe the added units.
4. Sign and date the application.

TO REMOVE A VEHICLE FROM A FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the deleted units.
3. Sign and date the application.

Note: The State of Alabama does not refund unexpired license fees. A list of IRP jurisdictions that refund unexpired license fees is located on the IRP website at www.irponline.org.

TO TRANSFER A TAG FROM ONE VEHICLE TO ANOTHER

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction if different from the deleted unit(s).
3. Describe the added units.
4. Describe the deleted units.
5. If the deleted vehicle is still in the possession of the owner, a license plate may not be transferred from the deleted vehicle unless the deleted vehicle is junked or totally destroyed.
6. Sign and date the application.