

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.