

TO INCREASE A VEHICLE'S REGISTERED WEIGHT

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 unit(s) with the original weights (additions).
4. Describe again the unit(s) with the original weights with weight increase as the reason removed (deletions).
5. Sign and date the schedule.

TO REPORT THE CHANGE OF OWNERSHIP/LEASE OF A VEHICLE

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the unit(s) for which ownership has changed with the NEW owners name (additions).
3. Describe again the unit(s) that changed ownership with change of ownership as the reason removed and the date of the change.
4. Provide the USDOT number of the carrier responsible for safety of the vehicle.
5. Sign and date the schedule.

Under Alabama law a \$15.00 penalty must be assessed if the change of vehicle ownership is not filed with the IRP office within 20 days of the date of transfer.

TO ADD A JURISDICTION TO A FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Mark an X beside each additional jurisdiction for which you wish to be apportioned.
3. Enter either actual (A) or estimated (E) in the apportion column.
4. Enter the mileage in the correct column.
5. Sign and date the schedule.

TO CHANGE THE TYPE OF OPERATION OR COMMODITY CLASS FOR AN IRP FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Indicate the new type of operation and commodity class.
3. Sign and date the schedule.

TO REQUEST REPLACEMENT CREDENTIALS

Using form MV: IRP-2:

1. Complete the registrant information.
2. Describe the unit(s).
3. Give the reason for the request for replacement credentials.
4. Indicate the replacement credentials requested: Cab card, tag, or both.
5. Sign and date the form.
6. Submit \$4.00 for each license plate replaced. This includes a \$2.00 shipping fee.
7. Submit \$1.25 for each cab card requested.

NOTE: When a license plate is lost or stolen, that fact must be reported to a law enforcement office before requesting a replacement license plate.

License plates for a stolen vehicle are not, by law, permitted to be replaced.