

INTRODUCTION

This manual explains how to obtain IRP and IFTA licenses for commercial vehicles in the State of Alabama. Questions concerning IRP/IFTA licenses not addressed in this manual may be directed to the Alabama Motor Carrier Services (MCS) office. Applications and forms are available on the website or can be obtained by contacting the MCS office.

Mailing Address: Alabama Department of Revenue
Motor Vehicle Division
Motor Carrier Services
P.O. Box 327620
Montgomery, AL 36132-7620

Office Location: Room 1239
Gordon Persons Building
50 North Ripley Street
Montgomery, AL 36104

Email: mcs@revenue.alabama.gov

Telephone: (334) 242-2999

Fax: (334) 242-9073

Website: www.revenue.alabama.gov

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Walk-in service hours are 7:30 a.m. to 4:30 p.m. The MCS office will be closed on all official state holidays listed in APPENDIX A of this manual.

Walk-in service is available to all customers with non-renewal transactions. Limited assistance is also available at each of the Alabama Department of Revenue Taxpayer Service Centers. See appendix B for the service center locations. Walk-in service for IRP/IFTA license renewals is not available, except as noted below.

IRP/IFTA license renewals are completed online or by mail; however, limited walk-in service is available to renewal customers. Renewal applications may be dropped off at the MCS office; they will however, be processed the same as mailed-in applications. After the MCS office has received your renewal application, processed it, and informed you of your bill amount, you may pay for and pick up your IRP license plate(s) and/or IFTA decals from the MCS office.

Additionally, the MCS office is unable to offer same day processing for ANY transaction that involves more than 20 vehicles. This includes the presentation of required supporting documents (ad valorem tax receipts, proof of FHVUT payment, etc.) for applications for which a bill has already been received.

All IRP applications will be processed through the Motor Vehicle Division, Motor Carrier Services (MCS) office, in Montgomery, AL. No IRP application will be accepted in the County Probate Judge or License Commissioner offices.

All new applicants are issued a User Id and password to facilitate online filing of applications or tax returns once the MCS office processes your initial license applications for IRP and/or IFTA. The User Id is the nine (9) digit taxpayer Id number under which the account was established.