

Apportioned Registration Program Manual

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I. INTRODUCTION

Purpose

This manual has been prepared as a guide to securing apportioned registration in Pennsylvania and should provide the basic information needed when preparing applications for annual registration. The contents are not intended to cover every unique situation that may arise.

Without prior notice, it may not be possible to process an application completely on the day it is presented. However, assistance in preparing forms or requests for information will be provided to those who come to or telephone the office.

Office Location

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
Commercial Registration Section
Riverfront Office Center, 1st Floor
1101 South Front Street
Harrisburg, PA 17104

Mailing Address

Bureau of Motor Vehicles
Commercial Registration Section
P.O. Box 68286
Harrisburg, PA 17106-8286

Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday and closed on all official State holidays.

Customer Call Center 717-412-5300

II. APPORTIONED REGISTRATION PROGRAM

Summary

The International Registration Plan (IRP) is an agreement providing for registration reciprocity among member jurisdictions of the United States, District of Columbia, and Canadian Provinces. The unique feature of the Plan is that, even though apportionable fees are paid to the various jurisdictions in which vehicles of a fleet are operated, the only plate and cab card issued for each fleet vehicle is by the base jurisdiction. The Plan provides for payment of apportionable fees based on the proportion of total distance operated in all jurisdictions by the fleet of which a vehicle is part.

A fleet vehicle is called an apportionable vehicle in the Plan, and such a vehicle, when registered under the Plan and so far as registration is concerned, may be operated both between member jurisdictions and within any single jurisdiction for which it is so registered.

The purpose of the IRP program to promote and encourage the fullest possible use of the highway system by authorizing the apportioned registration of fleets of vehicles and the recognition of apportioned registered vehicles in other jurisdictions, thus contributing to the economic and social development and growth of each jurisdiction.

IRP Member Jurisdictions

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
AL – Alabama	IA – Iowa	NL – Newfoundland	QC – Quebec
AB – Alberta	KS – Kansas	NV – Nevada	RI – Rhode Island
AZ – Arizona	KY – Kentucky	NH – New Hampshire	SK – Saskatchewan
AR – Arkansas	LA – Louisiana	NJ – New Jersey	SC – South Carolina
BC – British Columbia	ME – Maine	NM – New Mexico	SD – South Dakota
CA – California	MB – Manitoba	NY – New York	TN – Tennessee
CO – Colorado	MD – Maryland	NC – North Carolina	TX – Texas
CT – Connecticut	MA – Massachusetts	ND – North Dakota	UT – Utah
DE – Delaware	MI – Michigan	NS – Nova Scotia	VT – Vermont
DC – District of Columbia	MN – Minnesota	OH – Ohio	VA – Virginia
FL – Florida	MS – Mississippi	OK – Oklahoma	WA – Washington
GA – Georgia	MO – Missouri	ON – Ontario	WV – West Virginia
ID – Idaho	MT – Montana	OR – Oregon	WI – Wisconsin
IL – Illinois	NE – Nebraska	PA – Pennsylvania	WY – Wyoming
IN – Indiana	NB – New Brunswick	PE – Prince Edward Island	

Apportioned Registration Objectives

Under the IRP, all member jurisdictions:

- Accept a single registration plate, issued by a base jurisdiction (Pennsylvania, for example),
- Accept a single registration card (cab card) issued by a base jurisdiction and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the operating authority issued by each jurisdiction.)

Apportioned registration does not:

- Waive or exempt a truck operator from obtaining authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA); or
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.); or
- Allow registrants to exceed the maximum length, width, height or axle limitations; or
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290); or
- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required.
- Exempt a carrier from filing for the corporation, excise, or other Federal, State, or Local taxes.

Apportionable Vehicle Definition

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a vehicle displaying Restricted Plates or a government-owned vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, nevertheless may be registered under the Plan at the option of the registrant.

Full Reciprocity Plan (FRP)

The IRP adopted the Full Reciprocity Plan (FRP) effective January 1, 2015. As a result, the trucking industry now has greater flexibility since apportioned registrants have access to operate in all 59 IRP jurisdictions.

FRP eliminated the first and second year estimate distances and the calculations used to determine jurisdictional fees. Now the registrant only reports their actual distance traveled in each jurisdiction annually. The registrant will only pay registration fees to the jurisdictions where distance was reported, however the apportioned registration “cab card” lists all 59 U.S. and Canadian IRP jurisdictions for immediate travel. Apportioned registrants are no longer required to obtain trip permits for jurisdictions that did not appear on their cab card.

New fleets created will pay fees to all 59 jurisdictions in their initial year based on the standardized Average Per Vehicle Distance (APVD) Chart. The APVD Chart is only used when new fleets are established that do not have any previous distance to report. Each year thereafter, the carrier will report and registration fees will be calculated based on the actual distance traveled. FRP will eliminate the need to add jurisdictions to the apportioned account. It will also eliminate the over “100 percent” fee calculation used when adding jurisdictions. Apportioned IRP registrants will not need trip permits as each IRP jurisdiction will be on the registration card.

Vehicles Required to be Apportioned Registered

You must register your vehicle(s) apportionately if the vehicle(s) travels or is intended for travel in two or more of the member jurisdictions and:

- is used for the transportation of persons for hire or is designed, used, or maintained primarily for the is a power unit having a gross or registered weight in excess of 26,000 pounds, or - is a power unit having three or more axles regardless of weight, or
- is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles or combinations, having a gross vehicle weight of 26,000 pounds or less and two axle vehicles, may be apportioned at the option of the registrant.

Vehicles Exempt from Apportioned Registration

The following vehicles are exempt from the apportioned registration program:

1. Government-owned vehicles.
2. City pick-up and delivery vehicles.
3. Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or family).
4. Vehicles operating with a restricted plate.

III. BASING REQUIREMENTS

Base Jurisdiction Definition

“Base Jurisdiction” means the member Jurisdiction, to which an applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the Plan.

For purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where an applicant without an established place of business can demonstrate residence, where mileage is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 305 of the Plan.

Before a vehicle may be apportion registered in Pennsylvania, the carrier must:

- Have an established place of business in the state/jurisdiction. An “established place of business” in Pennsylvania means a physical structure owned, leased, or rented by the fleet registrant. Proof of address is required.
- Have a publicly listed telephone number in Pennsylvania listed in the fleet registrant’s name and a person to contact during normal business hours.
- Have mileage accrued in Pennsylvania by the fleet.
- Have operational records of the fleet maintained or made available in Pennsylvania.
- Not have an agent’s or consultant’s address as an established place of business.
- Not use a P.O. Box as a business address unless it is including a street address.
- Not use a mailbox store, storage facility, motel as a physical location.

Established Place of Business

- 1) “Established Place of Business” means a physical structure owned, leased or rented by the fleet registrant.
- 2) The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:
 - a) a person or persons conducting the fleet registrant’s business as an employee; and
 - b) The operational records of the fleet (unless such records can be made available in accordance with the provisions of Section 1035). See the IRP Plan for a full definition of “Established Place of Business” and Section 305 for “Selection of Base Jurisdiction”.

NOTE: Three (3) forms of identification are required to be submitted providing proof of the established person or entity name and address. Additional verification may be required to meet the satisfaction of the bureau.

Residence

An applicant that does not have an established place of business may designate Pennsylvania as their base jurisdiction if:

- (i) where the applicant can demonstrate residence,
- (ii) where the fleet the applicant seeks to register under the IRP accrues distance, and
- (iii) where records of the fleet are maintained or can be made available.

How Apportioned Fees are Determined

Registration fees are calculated according to each jurisdiction's specific registration schedules. The fees are forwarded to the other IRP jurisdictions according to those jurisdictions' schedules and are factored, variously, based on:

- Percentage of distance traveled in each jurisdiction
- Vehicle identification information,
- Maximum weight, and,
- Value, age, unladen weight, etc. (In some jurisdictions)

For example: An 80,000 lbs. truck-tractor based in Pennsylvania and operates in Maryland, Delaware and New Jersey. The total preceding year distance for this tractor was 100,000 miles with exactly 25,000 miles in each jurisdiction. The registration fees will be computed as follows:

	Jurisdiction	Percent		Full Year Fees		Apportion
	<u>Distance</u>	<u>of Total</u>	<u>X</u>	<u>(By Jurisdiction)</u>	=	<u>Fees</u>
Pennsylvania	25,000	25%	X	\$ 2244.00	=	\$ 561.00
Maryland	25,000	25%	X	\$ 1800.00	=	\$ 450.00
Delaware	25,000	25%	X	\$ 1390.00	=	\$ 347.50
New Jersey	25,000	25%	X	\$ 1223.00	=	\$ 305.75
TOTAL	100,000	100%			=	\$1664.25

Distance costs and registration fees depicted in the table above are examples only. Please do not use them on your application.

If supplemental applications are filed, the same distance percentages determined from the original application or renewal application for each fleet, as outlined herein, shall be applicable for the remainder of the registration year. Exception: The distance percentages for an existing fleet may be recalculated when it is the result of an audit of the carrier's apportioned registration records.

IV. TITLE AND REGISTRATION REQUIREMENTS

Titling

By law, in order to obtain a registration in Pennsylvania you must have your vehicle titled in Pennsylvania, even if it is currently titled in some other state. Apportioned applications can only be processed with a Pennsylvania title on record. To title your vehicle in this state, you will need the following:

- Have an established place of business in the state/jurisdiction. An "established place of business" in if your vehicle is new, a Manufacturer's Certificate of Origin properly assigned.

- if your vehicle is purchased used in Pennsylvania, a properly assigned certificate of ownership and lien information, or
- if purchased used in another state, the original certificate of ownership from that state and lien information, if applicable, agency lien letter, (no memorandum of title or nonnegotiable copy title will be acceptable). If the used vehicle is from a non-title state, you will need the current registration certificate for the vehicle issued in that state, or
- if purchased used from an out-of-state dealer, the registration certificate of the last registered owner showing the transfer of ownership to the dealer and the dealer's invoice to the applicant, and
- a completed Pennsylvania application for certificate of owner and
- proof of financial responsibility (insurance)
- payment of the applicable title and tax fees

Financial Responsibility (Insurance)

Proof of insurance is required at the time of registration. Your signature is required as certification that the vehicle(s) noted on the application is covered with the minimum amounts of insurance required by Pennsylvania insurance laws and further certify that this vehicle will be continuously insured throughout its registration period. This certification may be used for insurance verification purposes.

USDOT Number

The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. USDOT forms are available by contacting your nearest federal office of the Federal Motor Carrier Safety Administration by telephoning 1-800-832-5660 or on the internet at <http://www.fmcsa.dot.gov/>. A USDOT number and Federal Tax ID number is mandatory for all vehicles.

- Lease and insurance information. If you are leased on to a motor carrier, you should have a copy of the lease for us. If the lessor motor carrier is responsible for the safety of the vehicle(s), you must have that company's USDOT number and the Taxpayer Identification Number (TIN) that they used to perform their MCS-150/MCMIS updates. If you are responsible for safety, then you must provide your USDOT number and TIN. The TIN is a federally mandated crosscheck.
- Missing or outdated Federal information. You must update the MCMIS filing (MCS150, or the upcoming URS), since Pennsylvania is required to enforce this. Also, be sure your IRS Form 2290 is accurate for the correct year (current as of the June 1 registration effective year). We are required to check these, and if your VIN is wrong by even one character, we are required by Federal Law to reject the registration.

PRISM Program

USDOT number and Taxpayer Identification Number (TIN): Pennsylvania cooperates with the United States Federal Government and the many participating U.S. jurisdictions in a program designed to enhance roadway safety:

Federal Motor Carrier Safety Administration (FMCSA)

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of Federal and State safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal Out-of-Service order and concurrent State registration suspensions. The PRISM program has proven to be an effective means of motivating motor carriers to improve their compliance and performance deficiencies.

For each vehicle, if the registrant is the interstate motor carrier responsible for the safe operation of the vehicle, enter the USDOT number and corresponding TIN of the registrant in the USDOT number/ corresponding TIN fields. If there are multiple vehicles using the same USDOT number/corresponding TIN, record the number in the first USDOT number/corresponding TIN field for the first vehicle. Then record "same" in the second vehicle's USDOT number/corresponding TIN field. To indicate all subsequent units, use the same USDOT number/corresponding TIN, simply place a vertical line in the field as illustrated below. If the registrant is renting or leasing a vehicle to an interstate motor carrier that is responsible for the safe operation of the vehicle, provide the USDOT number/corresponding TIN according to the following.

- Short-term lease: If the vehicle will be rented or leased for 29 days or fewer to an interstate motor carrier, provide the registrant's USDOT number/corresponding TIN for this vehicle.
- Long-term lease: If the vehicle will be leased for a period of 30 days or longer to an interstate motor carrier, provide the USDOT number/corresponding TIN for the motor carrier responsible for the safety of this vehicle.

The individual or company responsible for the vehicle's safety must display the USDOT number in accordance with FMCSA guidelines. Notes related to the PRISM program:

- The registrant and the lessor must notify the IRP Services Office if the lease is broken or dissolved during the registration year. The fleet vehicle(s) may not move unless there is a designated motor carrier responsible for safety (MCRS) at all times.
- Regardless of the timing or event that the registrant notifies the IRP Services Office, it is continuously responsible to ensure that there is an MCRS for each of its vehicles.
- The IRP Services Office will initiate actions to suspend the vehicle(s) involved in a Federal "Out of Service: (OOS) order. The registrant is responsible to turn in plates and seek remedial actions with FMCSA prior to reinstatement or renewal. The registrant, alone, is responsible to initiate reinstatement by contacting the IRP Services Office.
- The designated motor carrier(s) must update their federal filings (MCS-150, or MCSA-1 after October 23, 2015) or FMCSA will order Pennsylvania to halt the vehicle(s) and prevent renewal. This process is automatic and the only way to resolve the problem is to resolve the motor carrier issues with FMCSA or lease on to another, eligible motor carrier's operations.

These are highlights, only. Visit the following resources for additional information:

- <http://www.fmcsa.dot.gov/information-systems/prism/performance-and-registrationinformation-systems-management-prism>
- <http://www.fmcsa.dot.gov/information-systems/prism/performance-and-registrationinformation-systems-management-prism-0>
- <http://www.fmcsa.dot.gov/information-systems/prism/prism-document-library>
- <http://www.fmcsa.dot.gov/registration/form-mcs-150-and-instructions-motor-carrieridentification-report>

IRS Heavy Vehicle Use Tax (HVUT)

IRS Tax Form 2290, Schedule 1

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) for the current tax period when registering vehicles 55,000 pounds or more combined or loaded gross weight. Proof is not required upon initial IRP registration or new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

Acceptable proof of payment:

- A stamped copy or online receipt (E-File) of the Federal Heavy Vehicle Use Tax Form 2290 listing vehicle identification number(s) for vehicles that will register at 55,000 pounds or more.
- In lieu of a receipted IRS Schedule 1 (Form 2290), we will accept copies of the Form 2290 (with vin numbers listed) and copy of proof of payment document (e.g., front and back of a canceled check).

It is the applicant's responsibility to fully comply with all requirements listed on the federal Form 2290.

Enforcement

Enforcement representatives look at the cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. Pennsylvania may issue a Cab Card in paper or as an electronic image. Enforcement must accept paper originals, legible paper copies, or legible electronic images, whichever is presented by the Registrant and regardless of the method issued. The registrant must produce a cab card in a format by which law enforcement can verify the validity of the Cab Card. The Pennsylvania cab card must be signed to be valid.

You should learn the requirements of the jurisdictions in which you plan to operate. Please do not expect Pennsylvania IRP personnel to know all operating requirements of all the jurisdictions. Apportioned registration does exempt you from fuel tax or operating authority requirements of other jurisdictions. The filing of an IRP application does not constitute operating authority for an apportioned vehicle.

Commercial vehicles not displaying a current registration plate, cab card, a valid trip permit or temporary vehicle registration are in violation and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

V. ADDITIONAL REQUIREMENTS

Depending on the commercial motor vehicle operations, additional motor carrier requirements for roadside are as follows:

International Fuel Tax Agreement (IFTA) – Fuel Tax Permits

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. Vehicles based and operating in Pennsylvania and any other IFTA jurisdictions must display IFTA decals and carry IFTA licenses.

The Pennsylvania IFTA program is managed by the Department of Revenue. For additional information regarding the IFTA program please visit the Department of Revenue at: <https://www.revenue.pa.gov/>

Heavy Hauling Permit

A vehicle or combination with a non-divisible load exceeding any legal length, width, height, or weight limit may qualify for a special hauling permit to operate on state highways in a manner which preserves the safety of highway users, protects the structural integrity of highways and bridges, and promotes the efficient movement of traffic.

To obtain a special hauling permit, first complete an application (Form M-936A) giving particulars on the vehicle, load, and proposed routing. Then submit your completed application to the Department of Transportation Department District Office nearest the point of origin.

Applicants who have an updated heavy hauling account number may also submit permit applications via the internet. Most web-submitted applications are processed in under a minute using the Department's APRAS program (APRAS is the acronym for Automated Permit Routing/Analysis System). Web-submitted applications will be sent by e-mail.

Persons not having an account number need to submit a current insurance certificate evidencing coverage of at least \$1,000,000 combined single limits and naming the Commonwealth of PA as an "additional Insured". Permits may also be obtained through any registered permit service. The District permit staff will review each application in its entirety, giving particular attention to completeness, accuracy, non-divisibility, and the proposed route of travel. Your proposed routing may be changed for one or more of the following reasons:

1. Over length and over width vehicles are routed around highway and bridge construction projects which cannot accommodate the permitted vehicle, due to lane changes or reduced lane widths.
2. Over height vehicles are routed around overhead structures that do not provide adequate vertical clearance for the permitted vehicle.
3. Overweight vehicles are routed around bridges which would be loaded beyond their operating rating by the permitted vehicle; and,
4. Permitted vehicles are routed around highways or bridges that are posted with a weight restriction less than the permitted vehicle's gross weight.

If your vehicle's gross weight exceeds 136,000 pounds, generally, or axle weights are in excess of those in the chart shown below, it will also be necessary to complete and submit a supplemental application (Form M-936AS). The District Bridge Engineer(s) will evaluate what effect your overweight vehicle will have on bridge spans on your proposed route of travel. The bridge engineer(s) may specify permit operating conditions that the driver must follow precisely to avoid overloading any bridge span. Be sure to submit your supplemental application at least one workday in advance.

In some instances (e.g., return trip requests, bona fide emergency requests) it will also be necessary to complete and submit a miscellaneous application (Form M-936AM) giving information as requested on the form.

Unified Carrier Registration (UCR)

The UCR Act requires motor carriers (including for-hire, private and exempt motor carriers), leasing companies, freight forwarders, and brokers that operate in interstate commerce to register with the program and pay a fee. These fees will fund motor carrier safety and enforcement programs. The UCR Act is not applicable to businesses whose operations are wholly intrastate. The fees are based upon the type of business, and additionally for motor carriers, the size of their fleet.

Motor carriers that operate in interstate commerce must register and pay a UCR annual fee. The fee is based on the size of commercial motor vehicles (count only power units) in the carrier's fleet. Due to a change in the law, trailers are not included in calculating the size of the carrier's fleet. If a motor carrier operates motor vehicles in interstate commerce but not commercial motor vehicles as defined below, the carrier is still required to register and pay the lowest UCR fee.

For the purposes of the UCR Act, a commercial motor vehicle is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- a) has a gross vehicle weight rating of at least 10,001 pounds or more;
- (b) is designed to transport 11 or more passengers (including the driver); or
- (c) is used in transporting hazardous materials in a quantity requiring placards.

Pennsylvania Restricted Plates

The IRP defines a "Restricted Plate" as a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Pennsylvania restricted plates include:

Antique	Carnival	Classic	Collectible
Dealer	Farm Vehicle	Repair and Towing	Special Mobile Equipment
Dealer Farm Equipment	Implements of Husbandry	Repossessor	Transporter
Dealer Multi-Purpose	MCD (Motorcycle Dealer)	Salvage Yard	Vintage

VI. FLEET OPERATION TYPES

For-Hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation.

Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own freight.

Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.

Buses

a) Regular Routes

Apportionment is a requirement under IRP for all buses traveling scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

b) Charter Buses

Buses used exclusively for the transportation of 'chartered parties' are no longer exempt from apportioned registration under IRP. As of January 1st, 2016, this exemption is removed, and apportioned registration is now a requirement.

Household Goods Carriers

a) Equipment Lease from Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction. Owner-operator equipment

b) Operator Leased Equipment

For equipment owned and operated by an owner-operator other than service representatives and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier in both the owner-operator's name as lessor and the carrier's name as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

For purposes of IRP, the following definitions are applicable to rental vehicles:

- Rental Owner – an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.

- Rental Fleet – one or more vehicles that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- Rental Vehicle – a vehicle of a rental fleet.
- Renting and Leasing – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- Rental Transaction – for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet, and;
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and
- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and
- Such person or firm registers the vehicles as described below:

One-Way Vehicles

Trucks of less than 26,000 pounds/11,800 kilograms gross vehicle weight operated as part of an identifiable one-way fleet will allocate the fully plated vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intra-state/intra-jurisdictional travel.

VII. APPORTIONED APPLICATION PROCESS

Establish an Apportioned (IRP) Account

Applicants applying for apportioned registration must provide sufficient proof of Residency or an Established Place of Business in Pennsylvania that meets the satisfaction of the Bureau. All Proofs of Residency or documents that Establish Place of Business must show the exact name and address listed on the apportioned registration application. All applicants must provide a valid legible front and back copy of their driver license. A post office box, virtual office or campground is not an acceptable place of business.

The applicant must choose the requirement that qualifies the applicant to base their apportioned registration in Pennsylvania.

Established Place of Business – The applicant maintains a physical structure in Pennsylvania, owned, leased, or rented by the registrant, open for business and staffed during regular business hours by one or more persons employed by the registrant for the purpose of the registrant’s trucking-related business.

OR

Residence – An applicant may designate Pennsylvania as their base jurisdiction if they can demonstrate the following:

- (i) Meet to the satisfaction of the Bureau their residence
- (ii) Annually accrues distance in Pennsylvania
- (iii) The vehicle fleet records maintained in Pennsylvania or can be made available

All applicants applying to establish an apportioned account in Pennsylvania must provide a valid copy of their driver license. If the applicant is a business, it must be registered with the Pennsylvania Department of State. Also, the following information may be requested to meet the satisfaction of the Bureau:

- Most current business income tax (Federal or State filing)
- Most current Pennsylvania business property's real estate tax billing/payment
- A current Municipal Government Certification of Business
- Gas, Electric, Water or Sewer Utility bill
- Electric, Gas, Oil, Water or Sewer Utility Bills
- IRS Heavy Vehicle Use Tax (HVUT) IRS Form 2290, Schedule 1 Payment Receipt
- Federal, State or County Tax Filing
- Mortgage Documents
- A current Municipal Government Certification of Business
- Pennsylvania Vehicle Certificate of Title or Current Registration Card (Except for the vehicle(s) currently being titled or registered)

If the applicant is an individual, they are using their personal name, a legible front and back copy of their valid Pennsylvania driver's license and additional information which includes:

- Most current Personal Income Tax (Federal or State)
- Mortgage Document/Residential Lease Agreement
- Current County Issued Weapons Permit
- Gas, Electric, Water or Sewer Utility bill
- Pennsylvania Vehicle Certificate of Title or Current Registration Card (Except for the vehicle(s) currently being titled or registered)
- IRS Heavy Vehicle Use Tax (HVUT) IRS Form 2290, Schedule 1 Payment Receipt
- Pennsylvania IFTA Cab Card

Form MV-550, Apportioned Registration Application – Schedule A

As a quick overview, this form captures the apportioned account information which includes: the applicant's Tax Identification Number, USDOT Number (if the registrant is responsible for the vehicle safety) a valid email address is important as informational notices may be sent throughout the year.

Enter the fleet's maximum weights per jurisdiction where travel is anticipated. Use US standard for all fleet weights on the application, the apportioned system will calculate and print the metric weight for all Canadian jurisdictions on the registration credential.

Vehicle data must be completed in its entirety for each vehicle being added to the fleet. If the registrant is leased to a motor carrier responsible for safety, the Tax Identification and USDOT number must be provided in the vehicle section. A copy of the lease agreement between the applicant and the lease must be attached as part of the application process.

Financial responsibility (Full coverage) is required along with the applicant or authorized individuals' information and signature.

[Form MV-550, Apportioned Registration Application](#) – Schedule A, may be obtained on our website in the apportioned registration section at www.dmv.pa.gov detailed requirements are provided on the reverse side of the form.

Form MV-551 Pennsylvania Apportioned Registration Application – Schedule B

As a quick overview, this form captures the apportioned fleet distance for each affected jurisdiction. Data required include: the applicant's name, account number and registration year.

In the initial registration year, the applicant does not need to fill in any distance (mileage). Under the IRP Full Reciprocity Plan, new applicants will pay registration fees to each member jurisdiction based on the jurisdiction's calculation of its Average Per Vehicle Distance (APVD) chart as explained in the Plan Section 320. If the applicant has accrued distance during the reporting period, they shall report the distance traveled in the prior reporting period.

The applicant will also capture their type of operation, certify their vehicle safety inspection and signature by the authorized person.

[Form MV-551, Apportioned Registration Application](#) – Schedule B, may be obtained on our website in the apportioned registration section at www.dmv.pa.gov detailed requirements are provided on the reverse side of the form.

Form MV-550A Single Vehicle Fleet Form

Applicants establishing a single vehicle fleet may complete Form MV-550A, Registration Application schedule for New Account or Renewal.

Complete this application if you have a single vehicle and you are applying to establish a new apportioned account or renewing an existing apportioned account.

[Form MV-550A, Registration Application schedule for New Account or Renewal](#), may be obtained on our website in the apportioned registration section at www.dmv.pa.gov detailed requirements are provided on the reverse side of the form.

Annual Renewal

Effective March 1, 2023, Pennsylvania established a staggered system of registration for all new apportioned accounts and fleets. New apportioned accounts and fleets will expire twelve months from the effective date of the fleet and must be renewed yearly.

Renewal applications for apportioned fleets will be issued three months prior to the fleet expiration date. System generated renewal applications will include some pre-printed account & vehicle information. Registrants should review the pre-printed information for accuracy & make any necessary corrections on the form. Form MV-552A, Apportioned Registration Supplement Application, must also be completed to add, delete, or update vehicle information listed on the renewal application.

Actual distance traveled must be provided for the reporting period listed on the renewal application. Registrants should refer to their trip records to complete Schedule B of the renewal application. Registrants should only report actual distance traveled in jurisdictions during the reporting period. Registrants should not report miles for a jurisdiction if their mileage records do not show any units traveled in a jurisdiction during the reporting period. All jurisdictions will display on the apportioned cab cards even if miles are not reported for a jurisdiction. Estimated distance should not be listed on Schedule B of the renewal application.

New apportioned fleets with no travel history during the mileage reporting period will pay registration fees based on Pennsylvania's Average Per Vehicle Distance Chart in their first year of operation. Estimated mileage will be system generated for new fleets unless the registrant has actual distance traveled during the mileage reporting period. Registrants renewing a new fleet must list actual mileage on Schedule B of the renewal application if travel history is available for the reporting period.

Existing registrants must have actual distance in Pennsylvania and at least one other jurisdiction during the mileage reporting period to renew an apportioned registration in Pennsylvania. If these requirements are not met; the registrant may be required to obtain a Pennsylvania non-apportioned base plate.

Staggered Registration

Act 90 of 2022 was signed into law on July 11, 2022, amending section 1309.1 of Title 75, the Pennsylvania Vehicle Code, Apportioned Registration Renewal. The legislation directs the Department to establish a system of

staggered apportioned registration renewal in a manner that apportioned registration will expire in no less than four periods throughout the year. To implement and maintain the staggered apportioned registration system, the Department may prorate annual apportioned registration fees. The signing of this bill allows current apportioned registrants with a fleet expiration date in the month of May the option to change their fleet expiration date to a different month of the year.

This option to change your fleet expiration date will become available during the 2024-2025 apportioned registration renewal year. The request to change your fleet expiration month must be indicated on your 2024-2025 apportioned renewal application. Your fleet expiration month will be updated during the processing of your renewal supplement and your new fleet expiration will be indicated on your renewal invoice and your 2024-2025 cab cards.

Please note that this is a one-time option. Once a new expiration month is selected the fleet expiration month cannot be changed thereafter. Also, this option is only available during the 2024-2025 renewal period. Your fleet expiration month cannot be changed after your renewal supplement has been processed.

Please be advised that changing your fleet expiration month will result in a prorated invoice. Depending on the new fleet expiration month selected your renewal invoice will be prorated between six (6) and seventeen (17) months. Based on the new expiry month selected you may be required to renew your fleet twice in the initial year of the change, or your prorated invoice may be greater than twelve (12) months resulting in an increased invoice amount. Subsequent renewal periods after the initial change will resume the standard twelve (12) month billing cycle. The following scenarios will help explain how this optional change of renewal expiration month may impact your renewal process.

Scenario #1

A registrant with May 2024 fleet expiration elects November as their new fleet expiration.

- The registrant shall be billed 6 months registration fees to be paid by May 31, 2024.
- The fleet registration period will be June 1, 2024, to November 30, 2024 (6 months).
- The registrant shall receive a renewal notice in August 2024 for the December 1, 2024, to November 30, 2025 renewal cycle. Payment will be due by December 1, 2024.
- The fleet will continue this December 1st to November 30th 12-month cycle thereafter.

Scenario #2

A registrant with May 2024 fleet expiration elects March as their new fleet expiration.

- The registrant shall be billed 10 months registration fees to be paid by May 31, 2024.
- The fleet registration period will be June 1, 2024, to March 31, 2025 (10 months).
- The registrant shall receive a renewal notice in December 2024 for the April 1, 2025, to March 31, 2026 renewal cycle. Payment will be due by March 31, 2025.
- The fleet will continue this April 1st to March 31st 12-month cycle thereafter.

Scenario #3

A registrant with May 2024 fleet expiration elects October as their new fleet expiration.

- The registrant shall be billed 17 months registration fees to be paid by May 31, 2024.
- The fleet registration period will be June 1, 2024, to October 31, 2025 (17 months).
- The registrant shall receive a renewal notice in July 2025 for the November 1, 2025, to October 31, 2026 renewal cycle. Payment will be due by October 31, 2025.
- The fleet will continue this November 1st to October 31st 12-month cycle thereafter.

The table below lists the prorated billing cycles for the 2024-2025 registration year. Please note the fleet expiration date and the number of months invoiced for each fleet expiration month. It is recommended that you use this table to consider the financial impact when selecting a new fleet expiration month.

Fleet Expiration Month Options	# Of Months Invoiced	Fleet Renewal Expiration Date	# Of Months on next Invoice Due Date
November	6	11/30/2024	12
December	7	12/31/2024	12
January	8	1/31/2025	12
February	9	2/28/2025	12
March	10	3/31/2025	12
April	11	4/30/2025	12
June	13	6/30/2025	12
July	14	7/31/2025	12
August	15	8/31/2025	12
September	16	9/30/2025	12
October	17	10/31/2025	12

IRS Form 2290, Schedule 1

The renewal applicant must submit a receipted copy of the Internal Revenue Service (IRS) form 2290 for apportioned vehicles with gross vehicle weight of 55,000 pounds or over. The Schedule 1 must list each apportioned vehicle in your fleet. The applicant should print the IRP account number onto the 2290 Schedule. The 2290 must be validated by the IRS as proof of payment of the Heavy Vehicle Use Tax.

If the applicant is unable to obtain a copy of the validated 2290, a copy of the submitted completed 2290, along with a copy of both sides of the cancelled remittance article showing payment to the IRS for the tax is required as proof of payment. If the name of the taxpayer listed on Form 2290, Schedule 1, is not the same name as the registrant, it is recommended a written statement accompany the receipt so the IRP section will process the form as proof of payment. The statement must include all vehicle identification numbers (VIN) for the applicable vehicle and a written confirmation of Heavy Vehicle Use Tax payment for each listed vehicle. The statement must be executed and signed by the person whose name appears on the Form 2290.

Special Note

Because the renewal is printed and issued before registration expiration, any supplemental activity that takes place after distribution will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information. Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Supplemental Apportioned Transactions

Adding Vehicle(s) to a Fleet

If adding a vehicle to a fleet during renewal or if there is any vehicle not listed on the preprinted renewal schedule, use [Form MV-552A, Apportioned Registration Supplement Application](#). Be sure to enter the added vehicle(s) that corresponds to your fleet number and weight group. The effective date will be the same as the renewal effective date for the fleet. Multiple forms may need to be completed and submitted as needed along with the renewal application.

Vehicle or License Plate Transfer

To transfer a vehicle from an existing fleet to another fleet or a license plate transfer, use Form MV- 552A, Apportioned Registration Supplement Application. It is important to list the vehicle to be deleted in the appropriate box and on the same line as the vehicle being added to the fleet.

Delete Vehicle(s) from Fleet

To delete a vehicle from a fleet during renewal, draw a line through the applicable units and then complete the information as requested under the delete section (D) of Form MV-552A, Apportioned Registration Supplement Application.

Weight Changes

Weight changes must be made either before or after registration renewal. The weight change cannot be done on the renewal application. The change can only be accomplished after [Form MV-41, Application for Correction of vehicle Record or Verification of Vehicle Identification Number](#) is completed and submitted along with Form MV-552A, Apportioned Registration Supplement Application and the original title or electronic lien document from the financial institution.

Replace Vehicle

A fleet of vehicles may be replaced any time during the registration year. To apply for the prorated credits from the previous vehicle(s) (if allowed) to another vehicle(s): the information must be provided on the same Form MV-552A, Apportioned Registration Supplement Application; the registrant must return the original cab card with the application. Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund.

Not all jurisdictions allow plate transfers. You should check with the jurisdiction you are registered in to determine if full fees will be charged on the replacement vehicle.

Increase/Decrease Vehicle(s) Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year using Form MV-552A, Apportioned Registration Supplement Application. If the gross vehicle weight is increased, you will be billed for any difference in registration fees, prorated using the current fee schedule available for any jurisdiction where registration is in effect. The IRP section will send you a new IRP credential displaying the weight increase after it has received full payment for the total fees due.

Weight decreases can occur only in specified circumstances. For more information contact the IRP section.

Replace License Plates

Replacement plates can be obtained by completing [Form MV-558, Application for Duplicate or Replacement of Apportioned Registration Credentials](#). The registrant cannot request a transfer when you apply for plate replacement. Credit on the vehicle can be transferred under stolen plate circumstance only if the registrant returns the original identifying cab card for the plates being replaced.

Correct Credentials

A registrant may request corrections to an IRP credential at any time. Wrong weight, wrong jurisdiction, wrong VIN, etc., can be corrected, if applicable, by submitting Form MV-552A, Apportioned Registration Supplement Application. If a registrant needs mileage corrected, use Form MV-551 Pennsylvania Apportioned Registration Application Schedule B. Any credential "correction" that is in fact a "change" (information not submitted at the time of initial, renewal, or supplemental application) will be handled as a change request and the registrant will be billed for fees accordingly.

Vehicle Transfer with Weight Increase

To replace a deleted vehicle with a replacement vehicle at a gross weight higher than the one deleted will require additional registration fees. Once the IRP Section receives the additional fee payment, it will issue the new cab card displaying the revised weight. Be sure to return the cab card issued for the vehicle that is being deleted when the supplemental application is submitted.

VIII. APPORTIONED BILLING, REFUND AND CREDENTIALS

Apportioned Billing (Invoice)

It is the registrant's responsibility to examine and validate the invoice for accuracy before payment is remitted. The invoice provides vehicle equipment numbers jurisdictions percentage based off the total distance traveled in each jurisdiction. Certified payments are required for apportioned registration transactions. The certified check should be made payable to the Commonwealth of Pennsylvania.

We recommend the apportioned account number be placed in the memo area of the certified check in the event the invoice and check are separated. Return a copy of the invoice, payment and any additional information that may be required as identified on the invoice to:

Commercial Registration Section,
P.O. Box 68285,
Harrisburg, PA 17106-8285

Payment Options

Acceptable method of payments are cash (in person), certified check, money order, *payment card or a ^wire transfer.

* - A 2% service fee shall be applied to the amount used on each payment card.

^ - Please be aware, some wire transfer funds initiated in the afternoon may not be made accessible to apportioned registration until the next business day.

It is recommended customers included the apportioned account number on the certified check, money order or wire transfer submitted for payment.

Personal or company business checks are not acceptable.

Wire transfer instructions may be obtained by visiting the Driver and Vehicles Services website for apportioned registration at: www.dmv.pa.gov.

Unused/Unrenewed Registration Plates

If the vehicle registration plate(s) is not transferred to a vehicle in the fleet or renewed the registration plate must be returned to the Commercial Registration Section within 10 days from the expiry date of the last registration. Failure to return the apportioned registration plate will result in a full 12- month assessment of registration fees for the registration plate according to the registered weight of the vehicle on which the plate was last registered.

Return the registration plate to:

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
P.O. Box 68285
Harrisburg, PA 17106-8285

Refunds

As a result of the elimination of registration stickers effective December 31, 2016, the Department has changed its refund policy. Effective December 31, 2016, a refund request of unused registration must be made within 14 days of the expiration of the previous/old registration expiration date; regardless of when the registration was renewed.

Please note, if the customer renewed their previous/old registration after its expiration date, no refund will be given.

Refunds of Pennsylvania apportioned registration fees may be issued for the following reasons:

- (a) if a billing error was made by a jurisdiction.
- (b) if there is a duplication of vehicles apportioned and fees are paid twice.
- (c) if the applicant purchases regular (full fee) plate(s) in error and an apportioned registration is required, a partial refund may be made.
- (d) if an audit of an apportioned carrier indicates an overpayment; or,

No refund will be made on any amount less than ten dollars (\$10.00).

Pennsylvania will not accept applications from Pennsylvania-based carriers for refunds of apportioned registration fees for other jurisdictions. Applications for a refund from other jurisdictions must be handled directly between the application and other jurisdictions in accordance with the statutes of the various jurisdictions. No refund is issued in the following circumstances:

- (a) Business is discontinued.
- (b) Vehicle is removed from fleet; or,
- (c) Lease expires or is terminated. Refund request must be requested within 14 days of the previous/old registration expiration date.

NOTE: "A registration fee for a motor carrier vehicle in excess of 17,000 pounds shall be refunded if the vehicle is stolen or demolished and the vehicle has a non-repairable certificate or certificate of salvage. The refund shall be prorated based on the number of months the vehicle was operational and in the case of apportioned registrations, only the fees paid for the commonwealth portion of the fees shall be eligible for a refund. Refund request may be submitted by completing [Form MV-700, Application for Refund of Motor Vehicle/Driver License Products](#). Unused registration must be returned within 14 days of the previous/old registration expiration date.

Vehicle Identification Credential

Pennsylvania apportioned registrants may be issued the following identification credentials:

- A. A 60-day Temporary Evidence of Apportioned Registration (TEAR)
- B. A registration plate bearing the legend "Apportioned"; and,
- C. A registration cab card identifying the registrant's name, address, vehicle description, plate, apportioned jurisdictions, and maximum weights per jurisdiction.

Pennsylvania motor carrier operators should be aware, Section 1311(a) of the Pennsylvania Vehicle Code, requires the document to be signed by the registrant. This means that although we can send the credential electronically, the motor carrier operator must print the credential and sign it.

Afterwards, the Pennsylvania apportioned registrant may choose to electronically upload the registration card with their signature to their mobile device.

Apportioned credentials must be displayed as follows:

- A. On a tractor-trailer combination, the apportioned registration plate must be mounted on the front of the tractor. Trucks must have the plate mounted on the rear.
- B. The 60-day TEAR must be displayed inside the front windshield of the vehicle.
- C. Cab Card must be made available for the vehicle for which it is issued.

If any cab card is not provided for the vehicle and displayed upon request, the driver may be subject to enforcement and fines.

IX. CREDENTIALS

Electronic Apportioned Credential

The International Registration Plan (IRP) has been amended to allow motor carriers to store apportioned registration cards in an electronic format, no longer requiring motor carriers to maintain their paper credentials. Pennsylvania motor carrier operators are not required to make any changes because of this amendment, but they may take advantage of this amendment. This amendment is effective January 1, 2019, and requires law enforcement from all US and Canadian IRP member jurisdictions to accept electronic images of apportioned registration cards (also known as cab cards).

When stopped by law enforcement, registrants may show their credentials as an electronic image on an electronic device or as a paper copy. Regardless of the format, the document must be valid, accurate, accessible, and readable by law enforcement. If the motor carrier operator is unable to present proper credentials, the operator may receive a citation.

PennDOT is not changing their apportioned registration credentials (cab cards). Today, PennDOT can email the registration credential to motor carriers upon request. However, Section 1311(a) of the Pennsylvania Vehicle Code requires the document to be signed by the registrant. This means, that although motor carriers may receive their registration credential electronically, motor carriers must still print and sign the registration credential. Once the registration credential is signed, the motor carrier may electronically upload the signed registration credential to their electronic device if they chose or maintain it as a paper credential.

The amendment to the Plan is specific to apportioned vehicles and does not apply to non-apportioned vehicles, such as commercial vehicles not registered to travel outside of Pennsylvania or other Pennsylvania registered vehicles

Temporary Registration/Permits

Temporary apportioned authorization is provided to Pennsylvania-based apportioned carriers if the account is in good standing. PennDOT utilizes contractors as tag agents throughout the state that collect apportioned fee and issue temporary registration.

Unladen Weight Hunter Permit – 20-Day

A hunter's permit is a permit issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned plates and cab card to the carrier (lessee). The permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

A hunter's permit is valid only if the vehicle or combination of vehicles is operating unladen. It is not transferable. The permit is valid for ten days. No refund or credit is allowed for a hunter's permit issued but not used.

Temporary Evidence of Apportioned Registration (TEAR) 60-Day

Temporary evidence of apportioned registration may be commonly known as a Temporary Authorization (TA). The temporary authorization of registration is issued by an apportioned tag agent after they have collected and reviewed all title and registration documents. The credential is valid for the 60-days unless the application for apportioned registration occurs within 60-days of the fleet's expiration. In this event, a second TEAR may be issued for the full 60-day term provided the agent has verified the apportioned fleet's renewal and 12-month registration fees have been collected for the vehicle(s) being added to the fleet. The agent has 5 days from the date of the transaction to submit to PennDOT for processing by the apportioned registration unit in Harrisburg. Processing backlogs may require the agent to issue a temporary extension beyond the initial 60-day timeframe.

X. PENNSYLVANIA APPORTIONED REGISTRATION AUDIT PROGRAM

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to Pennsylvania and to all other IRP member jurisdictions in which the carrier is (or was) registered for interstate travel.

Audit Procedures

In conducting the IRP audit, auditors will use the source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

Authority to Audit

Article XVI, Section 1600 of the IRP agreement, requires each jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Motor Vehicle Commission auditors will perform IRP audits on Pennsylvania carriers.

Audit Summary

Apportioned registrants are required to maintain fleet vehicle "Operational Records" for a period of three registration years. As an example, the distance records for the registration period effective June 1, 2021 uses the distance reporting period of (July 1, 2019 through June 30, 2020). Vehicle records must be retained for three (3) registration years.

Notice of Audit

Registrants shall receive a notice of intent to audit from the Department. Pennsylvania IRP audits are contracted through an accounting firm. The notice will have PennDOT letterhead but will direct the registrant to respond to the accounting firm who will be performing the audit.

Audit Program Summary

The records maintained by a registrant shall be adequate to enable the auditor to verify the distances reported in the Registrant's application for apportioned registration and to evaluate the accuracy of the Registrant's distance accounting system for its fleet.

Records containing the following elements shall be accepted as adequate under The Plan, Section 1005(a):

(a) For Records produced by a means other than a vehicle-tracking system:

(i) the beginning and ending dates of the trip to which, the Records pertain

- (ii) the origin and destination of the trip
- (iii) the route of travel
- (iv) the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the trip
- (v) the total distance of the trip
- (vi) the distance traveled in each Jurisdiction
- (vii) the Vehicle identification number or Vehicle unit number

(b) For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):

- (i) the original GPS or other location data for the Vehicle to which the Records pertain
- (ii) the date and time of each GPS or other system reading
- (iii) the location of each GPS or other system reading
- (iv) the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the period to which the Records pertain
- (v) the calculated distance between each GPS or other system reading
- (vi) the route of the Vehicle's travel
- (vii) the total distance traveled by the Vehicle
- (viii) the distance traveled in each jurisdiction
- (ix) the Vehicle identification number or Vehicle unit number

(c) Summaries:

- (i) a summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- (ii) a summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- (iii) a summary of the quarterly summaries

Inadequate Records Assessment

If the Records produced by the registrant for audit do not, for the registrant's fleet as a whole, meet the criterion in the Plan, Section 1005(a), or if, within 30 calendar days of the issuance of a written request by the auditor, the registrant produces no records, PennDOT shall impose on the registrant an assessment in the amount of twenty percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

In an instance where Pennsylvania knows that it is the Registrant's second such offense, PennDOT shall impose an assessment of fifty percent of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the Records pertain.

When PennDOT knows it is the registrant's third offense, and on any subsequent offenses of the registrant known to PennDOT, it shall impose an assessment of 100 percent of the Apportionable Fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

Pennsylvania shall distribute the amounts of assessment it collects under this Section on a pro rata basis to the other jurisdictions in which the fleet was registered.

Jurisdiction Audit Expenses

If a registrant does not make its records available for audit in Pennsylvania and PennDOT sends auditors beyond its borders to audit those records, Pennsylvania may require the registrant to PennDOT for the per diem and travel expenses that the auditors incur in conducting the audit.

Audit Report

Upon the completion of an audit PennDOT shall provide an audit report to the registrant and to all IRP member jurisdictions in which the registrant was apportioned or in which it traveled. The audit report shall include a narrative of the audit, summary descriptions of the registrant's record keeping and internal controls, and a billing summary of any apportionable fees owed by the registrant, net of any apportionable fees due to the registrant.

Audit Appeals

PennDOT shall provide a registrant at least 30 calendar days from the date the registrant is notified of the findings of an audit or a reexamination to file a written appeal of the audit or reexamination with the Commonwealth of Pennsylvania. Such an appeal shall proceed in accordance with the administrative and appellate procedures of Pennsylvania. Upon the conclusion of the appeal process, PennDOT shall notify all affected jurisdictions of the results. If one or more findings of the audit remain unresolved after these procedures have been exhausted, the registrant may challenge disputed audit findings that remain by filing a dispute in accordance with the Plan, Section 1400.

XI. APPORTIONED PROGRAM DEFINITIONS

ALLOCATION: a system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all the Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

APPORTIONABLE FEE: any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or weight fees. Official Commentary This provision describes the type of fees to be apportioned; the key words are "periodic" and "recurring." A registration, license, or weight fee is only apportionable if it is a "periodic recurring" fee.

APPORTIONABLE VEHICLE: (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, nevertheless may be registered under the Plan at the option of the Registrant.

Official Commentary A Vehicle is determined to be apportionable according to the characteristics and use of the Vehicle or the Combination of Vehicles. Trailing equipment, however, is only registered under the Plan pursuant to an approved Exception, unless it is registered under Section 910. Certain types of vehicles or Combinations of Vehicles that travel or are intended to travel in two or more Member Jurisdictions but are not otherwise within the definition of Apportionable Vehicle may be apportioned if the Registrant so chooses. Vehicles not apportioned are subject to registration and fee payment in accordance with each Base Jurisdiction's general registration statutes. These non-apportionable Vehicles may be entitled to Reciprocity in other Jurisdictions under applicable Reciprocity Agreements. The intent of the Registrant or Applicant to operate a Vehicle in two or more Member Jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case. The fact that a Vehicle is not used in more than one Jurisdiction for the entirety of a Registration Year and for six additional months gives rise to a presumption that the Registrant did not intend to use the Vehicle in more than one Member Jurisdiction. Such a presumption may be overcome, however, by other circumstances presented by the Registrant.

"Apportioned Vehicle" means an Apportionable Vehicle that has been registered under the Plan.

APPORTIONMENT PERCENTAGE: the ratio of the distance traveled in the Member Jurisdiction by a Fleet during the Reporting Period to the distance traveled in all Member Jurisdictions by the Fleet during the Reporting Period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.

AUXILIARY AXLE: an auxiliary undercarriage assembly with a fifth wheel and towbar used to convert a Semi-Trailer to a Trailer.

AXLE: an assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load bearing only part of the time.

BASE JURISDICTION: the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

BOARD: the Board of Directors of the Repository.

CAB CARD: an evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.

CHARTERED PARTY: a group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

COMBINATION OF VEHICLES: a Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.

CREDENTIALS: the Cab Card and Plate issued in accordance with the Plan.

ENFORCEMENT DATE: the date the Base Jurisdiction requires a Registrant to display the new Registration Year's Credentials.

ESTABLISHED PLACE OF BUSINESS: a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related 17 business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

EXCEPTION: a deviation from the Plan by a Member Jurisdiction, which has been approved by all Member Jurisdictions.

EXTENSION: a period of time from the expiration date or end of a Grace Period during which Registrants may operate on expired Credentials by reason of the inability of the Base Jurisdiction to provide current Credentials.

GRACE PERIOD: a period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

HOUSEHOLD GOODS CARRIER: a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

INTRAJURISDICTION MOVEMENT: Vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

JURISDICTION: a country or a state, province, territory, possession, or federal district of a country.

LEASE: a transaction evidenced by a written document in which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in a Lessee for a specific term. A long-term Lease is for a period of 30 calendar days or more. A short-term Lease is for a period of less than 30 calendar days.

LESSEE: a Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

LESSOR: a Person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

MEMBER JURISDICTION: a Jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan.

MOTOR VEHICLE: a Vehicle which is self-propelled by power other than muscular power and which does not move on rail.

POOL: (with respect to motor bus operations) an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

POWER UNIT: a Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi-Trailer, or an Auxiliary Axle.

PROPERLY REGISTERED VEHICLE: a Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

RECIPROCITY: the reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

RECIPROCITY AGREEMENT: an agreement, arrangement, or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.

RECIPROCITY DISTANCE: the distance traveled by Apportionable Vehicles in Jurisdictions which are not Member Jurisdictions, and which grant Reciprocity without charge.

RECORDS: information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

RECORDS REVIEW: an evaluation of a Registrant's distance accounting system and internal controls to assess the Registrant's compliance with the requirements of the Plan. Unlike an Audit, a Records Review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full Registration Year; it may be conducted before the Registrant's first registration renewal; and it does not result in any fee adjustments.

RECREATIONAL VEHICLE: a Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

REGISTRANT: a Person in whose name a Properly Registered Vehicle is registered.

REGISTRATION YEAR: the twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

RENTAL FLEET: Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

RENTAL OWNER: someone who rents Vehicles to others with or without drivers.

RENTAL VEHICLE: a Vehicle of a Rental Fleet.

REPORTING PERIOD: except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year 24 begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

REPOSITORY: the entity designated as such in Section 1300.

RESTRICTED PLATE: a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

SEMI-TRAILER: a Vehicle without motor power that is designed to be drawn by a Motor Vehicle and is constructed so that a part of its weight rests upon or is carried by a towing Vehicle.

SERVICE REPRESENTATIVE: a Person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.

TOTAL DISTANCE: all distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.

TRAILER: a Vehicle without motor power, designed to be drawn by a Motor Vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing Vehicle.

TRIP PERMIT: a permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

TRUCK: a Power Unit designed, used, or maintained primarily for the transportation of property.

TRUCK TRACTOR: a Motor Vehicle designed and used primarily for drawing other Vehicles, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.

VEHICLE: a device used to transport persons or property on a highway but does not include devices moved by human power or used exclusively upon rails or tracks.

QUESTIONS AND ANSWERS

- Q. How will participation in an Apportioned Registration Program help my trucking operation?**
- A. The Apportioned Registration Program provides a method for motor carriers to operate interstate or intrastate in jurisdictions with one (1) registration plate and one (1) registration cab card. The cab card lists all 59 IRP jurisdictions where the carrier may travel.
- Q. Must I register my equipment at the same gross vehicle weight in all states party to the agreements?**
- A. No. Some jurisdictions required the maximum weight (over 80,000 lbs.) to be listed on the cab card. However, vehicles registered with a gross weight of 80,000 or less cannot exceed a 10% variance in that maximum weight from one jurisdiction to another.
- Q. Are there any special problems that might be encountered in securing overweight special permits?**
- A. No. Temporary credentials are generally prohibited if obtaining overweight permits.
- Q. In my initial year as an apportioned registrant, what mileage figures should I use if I do not have interstate distance to report?**
- A. If the applicant is registering in their first year for apportioned registration, the applicant should leave the jurisdiction mileage area blank. They may also write in bold "New or 1st applicant". All new applicants pay registration fees to each member jurisdiction. This is compiled by Pennsylvania by using an average of all the Pennsylvania apportioned registrants actual distance average in each jurisdiction. This is referred to as Average Per Vehicle Distance (APVD) which is outlined in the IRP for every member jurisdiction. The result is the fees will be similar to the annual apportioned renewal fees paid after the initial year.
- Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
- A. One (1) vehicle is the minimum number that may be apportioned in a fleet.
- Q. Do I have to apportioned register all of my vehicles in a single fleet?**
- A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation. However, there is no longer a need to segment fleets based on geographical travel since all IRP jurisdictions appears on the cab card. Registration fees are only billed by the jurisdictions your fleet operated. The following renewal period you will again have access to all 59 IRP jurisdictions.
- Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
- A. To add, delete or transfer vehicles in a fleet use Form MV-552A, "Apportioned Registration Supplemental Application."
- Q. Is there a procedure for changing the registered gross weight of a vehicle during the registration year?**
- A. Yes. Please complete Form MV-552A, "Apportioned Registration Supplemental Application," and pay additional fees where the gross weight is to be increased. No vehicles shall be registered at a weight higher than the title weight.

- Q. I received my apportioned credentials from PennDOT electronically (email). Can I just save this emailed document to my electronic device and use it as proof of registration in the event of a roadside or other enforcement inquiry?**
- A. No. Section 1311(a) of the Pennsylvania Vehicle Code requires the document to be signed by the registrant. This means that although we can send the credential electronically, the motor carrier operator must print the credential and sign it. Afterwards, the Pennsylvania apportioned registrant may choose to electronically upload the registration card with their signature to their mobile device. Regardless of the format, the document must be accurate, accessible and readable by law enforcement. If the motor carrier operator is unable to present proper credentials, the operator may receive a citation.
- Q. What is the benefit of the Full Reciprocity Plan (FRP)?**
- A. The FRP process supports the fundamental principle of the International Registration Plan (IRP) by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. The intent of this change is to make the Plan more efficient to administer and more equitable and more flexible for its member jurisdictions and registrants. The FRP will change the IRP by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. Language is removed from the Plan that references a registrant's intent to operate in selected jurisdictions. This is no longer needed since under "full reciprocity" a registrant will have the ability to operate in any jurisdiction. Renewing registrants pay an apportioned registration fee based on the actual miles reported.
- Q. When does the FRP become effective?**
- A. The FRP became effective January 1, 2015. Existing Pennsylvania apportioned accounts were affected by the FRP at the time of renewal for the registration cycle beginning on June 1, 2015.
- Q. If a registrant renews the apportioned registration early and receives cab cards valid on June 1, 2017, is the registrant authorized to operate in all jurisdictions prior to June 1, 2017?**
- A. No, registrants may only operate in the jurisdictions displayed on their current cab card which expires on May 31, 2017. Although the new credentials may be received prior to June 1, 2017, the jurisdictions on the cab card do not become effective until June 1, 2017.
- Q. When will registration fees be based on the average per vehicle distance chart?**
- A. When a registrant's fleet is considered new under Section 420 of the IRP, or when the fleet did not accumulate any actual distance during the distance reporting period, fees will be calculated using the base jurisdiction's average per vehicle distance chart.
- Q. When is actual distance to be used to determine registration fees?**
- A. Actual distance must be used when the registrant's fleet accumulated any actual distance during the distance reporting period. The reporting period is always July 1 through June 30 of the previous year. For example, registrants renewing apportioned registrations for the registration cycle beginning June 1, 2017 will report actual distance travelled between July 1, 2015 and June 30, 2016.
- Q. Can new fleets use a combination of actual and average per vehicle distance?**
- A. No, a new fleet has no actual distance. Under the FRP, the jurisdiction's average per vehicle distance chart must be used to determine fees for all IRP jurisdictions. A combination of actual distance and average per vehicle distance should never be used under the FRP.
- Q. How is the Average Per Vehicle Distance (APVD) chart established?**
- A. The average per vehicle distance chart is to be established in accordance with Section 320 (d) of the IRP.

- Q. How would an apportioned registrant be handled if actual distance occurred only in Pennsylvania during the reporting period? Is the registrant charged 100% of the base jurisdiction's fees?**
- A. Yes. Under the FRP the registrant must report the actual distance accumulated during the distance reporting period.
- Q. Under the FRP, what weight should be displayed on the IRP cab card?**
- A. Under the FRP, the gross vehicle weight should be displayed on the cab card for every IRP jurisdiction. The gross weight for Pennsylvania plus the comparable weight for each member jurisdiction will be reflected. (Pennsylvania's maximum gross vehicle weight is 80,000 pounds; vehicles may be registered at higher weights in other jurisdictions as permitted by those jurisdictions).
- Q. How are weights over 80,000 pounds to be handled?**
- A. The FRP doesn't affect how weights over 80,000 pounds are handled. The registrant should continue to declare the gross vehicle weight.
- Q. How are mid-year applications for weight increases handled for jurisdictions where no actual distance was reported, and no fees were paid?**
- A. The FRP doesn't affect how weight increases are handled. If no actual distance is reported, then no fees are due until the apportioned registrant accumulates distance in the jurisdiction.
- Q. Can new apportioned registrants indicate lower weights in some jurisdictions other than Pennsylvania?**
- A. There is a 10% variance of registered weights rule in the IRP Plan. Refer to the IRP, Section 325 regarding this and related registration weight requirements.
- Q. Where can I find information about Pennsylvania's Apportioned Registration Program?**
- A. Information on Pennsylvania's Apportioned Registration Program can be found on the Driver and Vehicle Services website at www.dmv.pa.gov.
- Q. Where can I find information about the IRP and the FRP?**
- A. Information on the IRP and FRP can be found on the IRP, Inc. website at <http://www.irponline.org>.
Background The International Registration Plan (IRP) is a cooperative registration agreement among all of the states in the continental United States, the District of Columbia and Canadian Provinces providing for payment of apportionable registration fees on the basis of total distance operated in all jurisdictions. On September 18, 2014, IRP jurisdictions voted in favor of amending the definition of "Apportionable Vehicle" in the Plan by removing the exemption for charter buses effective January 1, 2016.
- Q. How does the change impact my bus company?**
- A. Beginning January 1, 2016, companies with charter buses performing interstate operations will be required to either register their buses with apportioned registration plates or maintain their bus base plate and purchase trip permits for each jurisdiction where travel is intended. **NOTE:** that these vehicles must meet the definition of an apportionable vehicle to be registered under IRP.

Q. What is the definition of an apportionable vehicle?

- A. An “Apportionable Vehicle” means any Power Unit that is used or intended for use in two or more IRP member jurisdictions, and is used for the transportation of persons for hire, or designed, used, or maintained primarily for the transportation of property, and: (i) has two Axles and a Gross Vehicle Weight or Registered Gross Vehicle Weight in excess of 26,000 pounds (11,793.401 kilograms), or (ii) has three or more Axles, regardless of weight, or (iii) is used in combination, when the Gross Vehicle Weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

Q. What are the requirements to establish a Pennsylvania apportioned account?

- A. Applicants applying for apportioned registration must provide sufficient proof of Residency or an Established Place of Business in Pennsylvania that meets the satisfaction of the Bureau. All Proofs of Residency or documents that Establish Place of Business must show the exact name and address listed on the apportioned registration application. All applicants must provide a valid legible front and back copy of their driver license. A post office box, virtual office or campground is not an acceptable place of business.

Q. How long does it take to receive apportioned registration?

- A. Apportioned registration may be obtained the same day at the PennDOT Riverfront Office Center in Harrisburg. Applications submitted through a local Temporary Authority (TA) agency are forwarded to PennDOT for processing. Temporary authority registration is valid for 60 days from issuance. It is important that all required documentation is provided with the initial application to help expedite the application process.

Q. Are school buses traveling interstate for school related activities affected by the Charter Bus change?

- A. Apportioned registration is not required for school bus vehicles used in performing school related activities traveling interstate. However, if the school bus is used in charter operations any time during the registration period, the bus would be subject to IRP requirements or have to obtain a trip permit.

Q. What is the record keeping requirements for an apportioned vehicle?

- A. A logging system which records daily trips must be kept for each apportioned vehicle. The daily trip information must include: Equipment Number, Date, Origin and Destination including city and state, beginning and ending odometer readings and routes of travel. Monthly and quarterly vehicle summaries should include date and distance by jurisdiction (including PA). The mileage for apportioned vehicle record keeping also requires the routes and roads travelled.

Q. How do I learn more about other bus plates and related requirements? To learn more about other bus plates in Pennsylvania, please see our Bus, School Vehicle, Limousine, Taxi Registration Fact Sheet on our website. For additional information on the apportioned registration program please visit the PennDOT website at <http://www.dmv.pa.gov>.