



Motor Vehicle Division

Mail Drop 527M
Motor Carrier Services
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100
602-712-6775

96-0255 R09/09 www.azdot.gov

NEW CARRIER CHECKLIST

Company Name	USDOT Number
--------------	--------------

The following are the forms and documentation required to apply for an International Registration Plan (IRP) and/or International Fuel Tax Agreement (IFTA) accounts. Missing items will prevent us from being able to process your application. (All forms are available on the Motor Vehicle Division website at www.azdot.gov.)

- Arizona IRP/IFTA Application (form # 70-0508); completed and signed. Physical address of the business must be in Arizona.
- IFTA account applications require a \$10.00 filing fee. Please make check payable to: Motor Vehicle Division.
- Apportioned Registration Application (form # 70-0502). When determining mileage, you must provide actual historical miles with respect to prior operations in other jurisdictions, or estimated annual mileage where no travel has occurred.
 - If reporting actual miles, complete Schedule B on the Apportioned Registration Application.
 - If reporting estimated miles, use the Arizona Estimated Mileage Chart (form # 99-0162) to complete Schedule B.
 - If reporting estimated miles using your own mileage estimates, complete Schedule B and an Estimated Mileage Declaration Schedule G (form # 96-0291).
- A copy of the title or proof of vehicle identification number (VIN) for each vehicle.
- Copy of IRS Form 2290, Heavy Highway Vehicle Use Tax Return, for each power unit with GVW of 55,000 pounds or greater (Internet confirmation records from the IRS are also acceptable.)

- USDOT Number Requirement** – All applicants purchasing apportioned license plates are required to apply for a USDOT number. This includes a company or individual that only rents/leases vehicles, or an owner operator doing business using another company’s Operating Authority.
- Operating Authority** – Before applying for a USDOT number, you must obtain Operating Authority. To obtain a USDOT number and/or Operating Authority, visit the Federal Motor Carrier Safety Administration (FMCSA) at www.fmcsa.dot.gov, or call **800-832-5660**, or contact the Motor Carrier Licensing Unit for assistance.

- Record Keeping Agreement (form # 96-0537) signed by the licensee or an authorized officer of the business. No power of attorney or agent’s signature will be accepted on this form.
- Lease Agreement (form # 70-0901) is required if the owner of the vehicle is someone other than the owner of the IRP account.
- Power of Attorney (form # 96-0441) is required if someone is signing the application on the applicant’s behalf.
- Evidence that the established place of business is located within Arizona, which includes one of the following (the name on the IFTA/IRP Application must match the name on the verification):
 - Real estate tax bill
 - Rent or mortgage payment receipt
 - Utility bill
 - IRS Form 2290
 - Articles of Incorporation
- If you do not have an established place of business located in Arizona, you may provide proof of established residence in Arizona by providing three of the following:
 - If an individual, your driver license is issued by Arizona
 - If a corporation, evidence that it is incorporated or registered to conduct business as a foreign corporation in Arizona
 - If a corporation, evidence that the principal owner is a resident of Arizona
 - A copy of the your federal income tax returns, filed from an address in Arizona
 - Proof that you have paid personal income taxes to Arizona
 - Proof that you have paid real estate or personal property taxes to Arizona
 - A copy of a Arizona vehicle title in your name
 - Other factors that may clearly prove that your legal residence is in Arizona
- Post a bond, if you are an IFTA applicant and any of the following apply to you:
 - Not based in a jurisdiction that is a member of IFTA
 - Do not have a good standing status from another member jurisdiction as a result of a previous license
 - Do not have a verifiable history as a motor carrier in Arizona or any other member jurisdiction

Must be signed by licensee or authorized officer of the business. No power of attorney or agent signature will be accepted.

Applicant Name	Title	
Applicant Signature	Date	