



GEORGIA DEPARTMENT OF REVENUE

Motor Vehicle Division, 4125 Welcome All Road, Atlanta, GA 30349
Douglas J. MacGinnitie, Commissioner | Vicki Lambert, Director

Commercial Vehicle Registrations Checklist

IMPORTANT:

We will not be able to process your transaction without ALL required documents below, or if there is a balance due on ANY state taxes.

Acceptable Proof of a Georgia Established Place of Business (1 required):

1. Georgia Secretary of State Certificate of Organization.
2. Georgia Secretary of State Certificate of Incorporation.
3. Mortgage Statement listing business/individual name.
4. Occupational License listing business/individual name.
5. Business License listing business/individual name.
6. Property Tax Assessment from a Georgia County.
7. Certification of Zoning Compliance Certificate from a Georgia County.

Acceptable Proof of Georgia Residency (3 required):

1. Driver's License issued to applicant by the State of Georgia.
2. Utility Bills in applicant or business name issued in Georgia.
3. Proof applicant or business has vehicle(s) titled in Georgia.
4. Proof applicant has paid Real Estate or Personal Property Tax to Georgia.
5. Proof applicant has paid personal Income Tax to Georgia.
6. Proof owner of corporation is a legal Georgia resident.
7. Federal Income Tax Return filed from a Georgia address.
8. Proof of Incorporation or State authorization to do business in Georgia.
9. Other proof which "clearly" gives evidence of legal Georgia residence.

Title & Vehicle Ownership Requirements:

1. Valid Georgia title must be presented or applied for.
2. Non-Georgia titles must be transferred or a "T-17" title transaction completed/processed prior to registration.
3. Signed and Notarized Lease Agreement is required if leasing vehicle(s).

Additional Requirements:

1. IRS form 2290 (if required) must be stamped with Efile watermark.
2. IRS form 2290 (if required) must list current/correct Period at top of form.
3. Power of Attorney is required if not Owner, Partner, or authorized Officer of the Business and/or Corporation.
4. Personal Checks are never accepted as form of Payment.

Acceptable Proof of Liability Insurance:

1. Insurance Card
2. Insurance Binder
3. Certificate of Insurance

*Proof of Insurance cannot be a "Declaration" of insurance document or "Property Evidence of Insurance" document.

Georgia Trucking Portal (General Information): <https://www.cvisn.dor.ga.gov/Home>

To update a USDOT number with the FMCSA (Federal Motor Carrier Safety Administration):
https://lpublic.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option or call 1-800-832-5660

For a listing of Motor Vehicle forms: <http://motor.etax.dor.ga.gov/forms/motor.aspx>

SUBMITTING COMMERCIAL REGISTRATIONS MATERIALS:

Email: commercial.vehicles@dor.ga.gov

Fax to: IRP 404-724-7760 IFTA 404-724-7761

Mail to: Georgia Department of Revenue, Motor Vehicle Division, Attn: Commercial Registrations, P.O. Box 740382
Atlanta, GA 30374-0382

Commercial Vehicle Registration Options

1. International Registration Plan (IRP) **New Account**
2. International Registration Plan (IRP) **IRP Renewal**
3. International Registration Plan (IRP) **Adding/Deleting/Transferring Vehicles or Fleets**
4. International Registration Plan (IRP) **Change Carrier**
5. International Registration Plan (IRP) **Authority Change**
6. International Registration Plan (IRP) **Adding/Deleting States**
7. International Registration Plan (IRP) **Physical or Mailing Address Change**
8. International Registration Plan (IRP) **Name Change**
9. International Registration Plan (IRP) **New Fleet**
10. International Registration Plan (IRP) **Transfer Tag**
11. International Registration Plan (IRP) **Weight Change**
12. International Registration Plan (IRP) **Make a Payment**
13. International Registration Plan (IRP) **Replace Cab Card & Decal**
14. International Registration Plan (IRP) **Replace License Plate/Tag**
15. International Fuel Tax Agreement (IFTA) **New Account or Renewal**
16. International Fuel Tax Agreement (IFTA) **Order Decal**
17. International Fuel Tax Agreement (IFTA) **Make a Payment**

1. International Registration Plan (IRP) New Account Required Documents:

- T-138 (Vehicle Schedule A)
- T-139 (Distance Schedule B)
- T-239 (New Account Application Schedule G)
- IRS form 2290 (if weight more than 54,999lbs and purchased more than 60 days ago)
- Proof of Georgia Established Place of Business or three proofs of Georgia residence.
- Proof of current Liability Insurance
- Employment Lease or Contract that lists USDOT Number (if not under own authority)
- Copy of applicant's Georgia Driver's License

2. International Registration Plan (IRP) Renewal Required Documents:

- IRP Renewal Form or T-138 & T-139 (Vehicle Schedule A and Distance Schedule B)
- IRS form 2290 (if weight more than 54,999lbs and purchased more than 60 days ago)
- Employment Lease or Contract that lists USDOT Number (if not under own authority)
- Proof of current Liability Insurance
- Copy of applicant's Georgia Driver's License

3. International Registration Plan (IRP) Adding/Deleting/Transferring Vehicles or Fleet Required Documents:

- If Adding:** Georgia Title must be Valid or applied for, Notarized Equipment Lease if leased, **NOTE:** If Out-of-State title, a completed T-17 **along with** current Out of State Title required.
- T-140 (Schedule C) Listing Vehicles/Fleet to be Added, Deleted or Transferred
- Employment Lease or Contract that lists USDOT Number (if not under own authority)
- If Adding:** Current Form 2290 if weight is more than 54,999 lbs, and vehicle was purchased more than 60 days ago
- If Adding and/or Transferring:** Proof of current Liability Insurance (Not Needed if Deleting)
- Copy of applicant's Georgia Driver's License

4. International Registration Plan (IRP) Changing Carrier Required Documents:

T-138 (Vehicle Schedule A)

Proof of current Liability Insurance

Employment Lease or Contract that lists USDOT Number (if not under own authority)

Copy of applicant's Georgia Driver's License

5. International Registration Plan (IRP) Authority Change Required Documents:

T-138 (Vehicle Schedule A)

Proof of current Liability Insurance

Copy of applicant's Georgia Driver's License

6. International Registration Plan (IRP) Adding States Required Documents:

PLEASE NOTE: States cannot be deleted; the registration fees for all states have already been paid and will not be reimbursed. States may only be deleted during the annual renewal.

T-138 & T-139 (Vehicle Schedule A and Distance Schedule B documents). Only states being added should be listed.

Copy of applicant's Georgia Driver's License

7. International Registration Plan (IRP) Residence or Business Address Change Required Documents:

T-138 (Vehicle Schedule A)

Proof of Georgia Established Place of Business or three proofs of Georgia residency.

Copy of applicant's Georgia Driver's License

8. International Registration Plan (IRP) Name Change Required Documents:

T-138 (Vehicle Schedule A)

Proof of Georgia Established Place of Business or three proofs of Georgia residency.

Copy of applicant's Georgia Driver's License.

9. International Registration Plan (IRP) New Fleet Required Documents:

- Georgia Title must be Valid or applied for, Notarized Equipment Lease if leased, **NOTE:** If Out-of-State title, a completed T-17 **along with** current Out of State Title required.
- T-138, T-139, & T-140 (schedules A, B & C documents)
- Proof of current Liability Insurance
- Employment Lease or Contract that lists USDOT Number (if not under own authority)
- IRS form 2290 (if weight more than 54,999lbs and purchased more than 60 days ago)
- Copy of applicant's Georgia Driver's License

10. International Registration Plan (IRP) Transfer Tag Required Documents:

- Georgia Title must be Valid or applied for, Notarized Equipment Lease if leased, **NOTE:** If Out-of-State title, a completed T-17 **along with** current Out of State Title required.
- T-140 (Schedule C) listing "transfer from" vehicle(s) and plates as well as "transfer to" vehicle(s).
- Proof of current Liability Insurance
- Copy of applicant's Georgia Driver's License

11. International Registration Plan (IRP) Weight Change Required Documents:

- T-138 & T-140 (Vehicle schedule A and schedule C documents)
- IRS form 2290 (if weight more than 54,999lbs and purchased more than 60 days ago)
- Copy of applicant's Georgia Driver's License

12. International Registration Plan (IRP) Make a Payment Required Documents:

- IRP invoice and account number
- Copy of applicant's Georgia Driver's License

13. International Registration Plan (IRP) Duplicate Cab Card Required Documents:

- MV-142 form
- Copy of applicant's Georgia Driver's License

14. International Registration Plan (IRP) Replace Tag Required Documents:

MV-141 form

Police Report or Signed "Affidavit of Ownership" document

Copy of applicant's Georgia Driver's License

15. International Fuel Tax Agreement (IFTA) New Account and Renewal Required Documents:

CRF-IFTA: IFTA Motor Carrier Registration Application

If filing as a business, registration with the Secretary of State's office is MANDATORY/REQUIRED

Copy of a valid Driver's License

Copy of Lease Agreement (if applicable) showing who is responsible for fuel

In order to RE-OPEN a CLOSED ACCOUNT: all past/outstanding Quarterly Reports must be filed

16. International Fuel Tax Agreement (IFTA) Order Decals Required Documents:

IFTA ORDER FORM: IFTA Motor Carrier Decal-Reorder form

Copy of Driver's License

18. International Fuel Tax Agreement (IFTA) Make a Payment Required Documents:

IFTA Quarterly Fuel Tax Return/Report