



# Iowa Department of Transportation

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## New Carrier Checklist

### **International Registration Plan (IRP)**

- Mileage Schedule (Form # 442044) completed and signed. The physical address must be in Iowa and you must include the Iowa county number on your application.
- IRP/IFTA Record Retention Statement (Form # 442048) must be signed by the registrant. Agents cannot sign.
- Vehicle Schedule (Form # 442015) completed and signed.
- Copy of each vehicle title.
- Copy of IRS "2290" form for each power unit with GVWR greater than 54,999 (see IRP manual for other acceptable "proof" of payment). The IRP manual is available on our website at [www.dot.state.ia.us/mvd/omcs/manuals.htm](http://www.dot.state.ia.us/mvd/omcs/manuals.htm)
- MCS-150 form completed and signed. (There must be separate MCS -150 forms if the registrant and motor carrier responsible for safety are different.) The MCS-150 form is available from <http://www.fmcsa.dot.gov/registration-licensing/print-forms/print-forms.htm>
- IRP Plan Schedule G-New Account Application (Form # 442068) form completed and signed.
- Three items from Required Forms in Section 3, page 1, of the IRP manual to prove the physical address of the Established Place of Business.
- Invoice for IRP fees must be paid with guaranteed funds (cash, money order, or certified check).

### **International Fuel Tax Agreement (IFTA)**

- IFTA license application (Form # 441041) completed and signed; physical address must be in Iowa.
- \$10 application fee and \$0.50 annual fee for each set of IFTA decals requested.

### **Intrastate Authority**

- Intrastate authority application (Form 441052) completed and signed in two places.
- MCS-150 form completed and signed: either updated information on existing USDOT number or new application if requesting USDOT Number.
- Household goods carriers must include tariff.
- Liquid nondairy carrier must include Financial Certificate (Form 441082), completed and signed; must attend a Safety Seminar (\$200 fee) within six months. Contact Motor Carrier Services for the Financial Certificate form.
- Passenger carrier (16 or more plus driver) must attend a safety seminar (\$200 fee) within six months.
- Form E insurance filing from insurance company.
- \$150 one-time application fee.

### **Unified Carrier Registration (UCR)**

- Application (Form # 441068) completed and signed.