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<tr>
<td>Need Signature</td>
<td>23</td>
</tr>
<tr>
<td>Complete -Required</td>
<td>23</td>
</tr>
</tbody>
</table>
ACCESSING THE PORTAL

Applicants can access the Portal to create a self-registration profile to create an IRP/IFTA account.

IRP/IFTA APPLICANTS REGISTERING ON THE PORTAL

Applicants (Motor Carriers) will have the ability to submit IRP/IFTA forms for MCS Agent review through the Portal available at:

1. New applicants will need to register if they do not have an existing profile by completing the form below. The ‘I’m not a robot’ CAPTCHA box will need to be checked and verified by one the following options:
   - Select all applicable images
   - Get Audio Challenge
a) This box needs to be checked in order to verify options
b) Get a new challenge
c) Get Audio Challenge - Press PLAY and enter the words you hear
d) Help button
e) Verify button after selections have been made

2. If a profile already exists, the applicant will be able to log in by entering their username and password or simply log in. Note: The Password will follow basic requirements (at least 8 characters long, 1 of the following: uppercase, numeric, or special characters)

**SC DMV EXTERNAL PORTAL**

After a successful login, you will need to see the following portal. ‘Welcome to the SC DMV Portal’
3. Open a New IRP and/or IFTA Account

Applicant begins workflow by completing a two-part electronic form. Note: Please click save button at the end of each screen.
a. All fields should be filled out to assist with the pre-population of forms.
b. Applicant Type dropdown menu: Business or Individual
c. Driver’s License State: Select from dropdown menu
d. The Physical State field will be pre-populated with SC.
e. Account Type: IRP, IFTA or both can be selected – Checkbox field. This selection of account type will prompt the system of which forms to be displayed for completion.
f. Is the vehicle(s) title in South Carolina: Dropdown field Yes or No. If ‘No’ is selected the system will display the following message: ‘Please Contact HQ for Assistance’
g. Have you ever had an IRP account in the state of South Carolina. Dropdown field Yes or No. If ‘Yes’ is selected the system will display the following message: ‘Please Contact HQ for Assistance’. If ‘No’ is selected the system will present the following question: ‘Have you ever had an IRP account in another state?’ Dropdown field Yes or No.
h. What will be your GVW (Gross Vehicle Weight): This is a free form field field that will populate all jurisdictions form Schedule A/E. Note: The expected data input is numeric only.

Upon completion the applicant will be directed to filling out the following tasks based on the selections that were made. Once each tasks is completed, the attachments will be inserted in the right pane as seen below in the following figures below:

**Initial screen after registration questions are completed:**

![Initial screen after registration questions are completed](image)

- a) Displays the applicant’s business name, account type and the Applicant Type.
- b) All asterisk (*) labels are required tasks to be completed. The system will prompt you if a required form has not been completed.
- c) Left pane will display the list of tasks along with the status bar.
- d) Attached files will display in the right pane.

**Note:** At any point to ‘go back’ the user is encouraged to select the DMV Logo in the banner which will return them to the Welcome page without logging out.
4. My in Progress IRP/IFTA Accounts – allows signed-in user to view IRP/IFTA Accounts that are awaiting approval.

   a. Task bar status:
      Grey – Initial state of task indicates that no action has been taken by user.
      Yellow – In progress task, that allows user to complete task where they left off.
      Green – Task has been successfully completed and will populate right pane.

   b. Selecting arrow besides task bar:
      System will initiate the unopened task for completion.
      System will open the selected incompleted task.
      The system will re-open the completed task and prompt user to delete task.

      Note: If the user decides not to proceed with task, it will be marked as ‘In Progress’ and remain with the action to delete completed task to continue.

   c. Description /label of Action. Displays the name of the form / action to be executed. Please note that all required actions denoted by a red * must be completed in order to proceed to the next action.

   d. Displays what type of an attachment has been uploaded.

   e. Name: Displays the name of the uploaded attachment.

   f. The ‘Open’ icon will display only when there is an attachment. This allows the user to open & verify the document in the application browser window by clicking on the arrow.
ACTIONS - FILL OUT FORMS AND ENTER INFORMATION

IRP 8 FORM – NEW IRP ACCOUNT CHECKLIST – REQUIRED

- The following highlighted green-circled fields will pre-populated from the applicant’s registration input.
- The applicant completes yellow highlighted fields. Initials will carry over to IFTA-13 Form.

Note: **All** forms will have a Save and Continue Button at the top left as well as bottom left that must be selected for the applicant to proceed to the step.
**SCHEDULE A-E - REQUIRED**

Name of Carrier: This field will carry over from the Applicant/Business Name.

Highlighted green-circled fields are populated from registration.

The applicant completes highlighted yellow-circled fields.

Note: An SSN will be required by an applicant if they do not have a Federal Employer I.D. Number (FEIN).
Highlighted green-circled columns - Gross Combined Weight of vehicle, U.S. DOT # and Title will populated on page 2 of Schedule A-E.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

### SCHEDULE A – E PAGE 2

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Vehicle Identification Number</th>
<th>Year</th>
<th>Make of Vehicle</th>
<th>Vehicle Type Key</th>
<th>Vehicle is TR, does it operate in comb. with a trailer in the state of CO?</th>
<th>Axles or Seats</th>
<th>Horse Power (Buses)</th>
<th>Unladen Weight</th>
<th>Gross or Combined Weight</th>
<th>Purchase Price of Vehicle</th>
<th>Factory Price</th>
<th>Date of Purchase</th>
<th>Motor Carrier U.S. DOT No.</th>
<th>LEASE Is the lease expected to change during the registration year?</th>
<th>Yes</th>
<th>No</th>
<th>Name of Owner/Lessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU – Bus</td>
<td>TK – Tractor</td>
<td>TT – Truck Tractor</td>
<td>TK – Straight Truck</td>
<td></td>
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</tbody>
</table>

**Fuel Key:** D-Diesel, G-Gasoline, P-Propane

**Vehicle Type Key:**

The undersigned certifies that the information in this application and any supporting documents are true and correct.

Signature

Title

Date

**OFFICE USE ONLY**

Rated By: Date: Entered By: Date:

**PENALTIES:** Under Section 46.3-840 of the S.C. State Code of Laws, a penalty fee will be charged for late registration of a newly acquired vehicle or for a late renewal as follows:

- First 14 Days - $10.00
- 15 to 30 Days - $25.00
- 31 to 60 Days - $50.00
- Over 60 Days - $75.00
IRP SCHEDULE B - REQUIRED

Highlighted green-circled fields are pre-populated from registration.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review
IRP-9 – OPERATIONAL LEASE AGREEMENT – AS NEEDED

Task located under the following sections:

- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms

---

South Carolina Department of Motor Vehicles

OPERATIONAL LEASE AGREEMENT
INTERNATIONAL REGISTRATION PLAN

The following statement must be properly signed by both, Lessee and Lessor, and presented to Motor Carrier Services, a division of the South Carolina Department of Motor Vehicles, for title and registration of the leased motor vehicle described below.

PART 1: DEFINITIONS OF PARTIES INVOLVED IN THE AGREEMENT

a. LESSEE: The Lessee refers to the "registrant" and is the Owner/International Registration Plan account holder of the vehicle described below and is duly authorized and empowered to execute this agreement.

b. LESSOR: The Lessor refers to the "motor carrier authority" and is the Trucking Company defined as [_____] TIN# [_____] MC# authorized by the Federal Highway Administration and USDOT# [_____] The Lessor allows the vehicle described below to engage in interstate commerce under the operating authority held by the Lessor. During the term of the Lease Agreement, the Lessor is fully responsible for complying with the requirements of the Federal Motor Carrier Safety Regulations with regard to the vehicle described below and their driver.

PART 2: PARTIES TO AGREEMENT
THIS OPERATIONAL LEASE AGREEMENT IS BETWEEN

<table>
<thead>
<tr>
<th>Name of LESSEE</th>
<th>County</th>
<th>City</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of LESSOR</th>
<th>County</th>
<th>City</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 3: DURATION OF LEASE

<table>
<thead>
<tr>
<th>Date Lease Begins</th>
<th>Date Lease Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 4: LEASED VEHICLE DESCRIPTION

<table>
<thead>
<tr>
<th>Make</th>
<th>Year</th>
<th>Company Unit #</th>
<th>VIN #</th>
<th>License Plate #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Lessee: ___________________________ Date: ____________________
Print Lessee Name: ___________________________ Title: ____________________
Signature of Lessor: ___________________________ Date: ____________________
Print Lessor Name: ___________________________ Title: ____________________
IRP-10- FINANCIAL LEASE AGREEMENT – AS NEEDED

Task located under the following sections:

- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms

---

**South Carolina Department of Motor Vehicles**

**FINANCIAL LEASE AGREEMENT**

**PROOF OF EQUIPMENT OWNERSHIP THROUGH A LEASE TO PURCHASE**

**INTERNATIONAL REGISTRATION PLAN**

The following statement must be properly signed by both Lessee and Lessor, and presented to Motor Carrier Services, a division of the South Carolina Department of Motor Vehicles, for title and registration of the leased motor vehicle described below.

**PART 1: DEFINITIONS OF PARTIES INVOLVED IN THE AGREEMENT**

a. LESSEE: The Lessee refers to the “purchaser” and is the individual or business that has entered into a lease agreement with the option of intent to purchase the vehicle described below and is duly authorized and empowered to execute this agreement.

b. LESSOR: The lessor refers to the “lien holder” and is the company providing a financial service to the purchase. The Lessor agrees to finance the vehicle described below through a lease to purchase agreement.

**PART 2: PARTIES TO AGREEMENT**

**THIS LEASE TO PURCHASE AGREEMENT IS BETWEEN**

<table>
<thead>
<tr>
<th>Name of LESSEE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address:</td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td>State:</td>
</tr>
<tr>
<td>City:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of LESSOR:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address:</td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td>State:</td>
</tr>
<tr>
<td>City:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**PART 3: DURATION OF LEASE**

Date Lease Begins: | Date Lease Ends: |

**PART 4: LEASE TO PURCHASE VEHICLE DESCRIPTION**

The vehicle described below will be titled in the Lessee name and is the defined “lien holder” until which time the agreement has been fulfilled. This document confirms the Lessee also defined as “purchaser” and the vehicle described below resides at the address referenced above by the Lessee/Lessor.

<table>
<thead>
<tr>
<th>Make:</th>
<th>Year:</th>
<th>Company Unit #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN #:</td>
<td>License Plate #:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Lessee:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Lessee Name:</td>
<td>Title:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Lessor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Lessor Name:</td>
<td>Title:</td>
</tr>
</tbody>
</table>
IFTA-13 - NEW IFTA ACCOUNT CHECKLIST – REQUIRED

Applicable if IFTA account is selected at registration.
All highlighted green-circled fields will be pre-populated.
All highlighted yellow-circled columns – Applicant will need to complete

<table>
<thead>
<tr>
<th>Applicant Business Name</th>
<th>IFTA Customer Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified By:</td>
<td>Fleet Number:</td>
</tr>
<tr>
<td>USDOT Number:</td>
<td></td>
</tr>
</tbody>
</table>

- In order to open an IFTA account, you must have a vehicle titled in the applicant or business name.
- Every owner of a CMV subject to registration shall make application to DVM on appropriate forms and the forms must bear the signature of the owner as stated in SC Code of Law, Section 56-3-290.
- The owner operator must provide an operational lease agreement, IRP-4, to show the company responsible for the safety of the vehicle.

The following items were received/verified in accordance to IFTA procedures for the above account/fleet:

- IFTA-1 Application
- USDOT Number for Carrier
- MC-7 Agreement to Prepare and Maintain Records
- Vehicle Listing

**VERIFIED Basing REQUIREMENTS:**

- Established Place of Business in South Carolina
    - Physical Structure
    - Physical Address
    - Staffed by permanent employee(s)
    - Open during normal business hours
    - Records available

- Proof of Residency – Applicant must have a valid South Carolina Driver's License and 3 of the following documents (All documents must have the same name and the same address):
  - South Carolina Articles of Incorporation (registered to conduct business in South Carolina)
  - Vehicle titled in base jurisdiction or Financial Lease Agreement
  - Applicant's current year residence or business rental agreement
  - Most recent utility bill: landline phone (no cell phone), gas, electric, wastewater or garbage
  - Applicant’s prior year state or federal income taxes
  - Prior year paid county auto and/or residence property tax receipt or most recent mortgage statement
  - Current year business license

- MC-7 Agreement to Prepare and Maintain Records
- MC-25 Power of Attorney

After the account is established, a Power of Attorney, MC-25, is required to anyone who will conduct business on behalf of the account holder.

**CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL OR HAS BEEN INSTRUCTED THE MC5 MANUAL CAN BE OBTAINED AT WWW.SCDMVONLINE.COM AND SIGNIFIES WITH THEIR INITIALS.**

Carrier's Initials
IFTA-1 - APPLICATION FOR IFTA CREDENTIALS - REQUIRED

Please note that State is pre-populated with South Carolina on page 2 of IFTA-1 form. SC Counties can be selected from dropdown menu.

IFTA-1 - PAGE 1

South Carolina Department of Motor Vehicles
APPLICATION FOR INTERNATIONAL FUEL TAX AGREEMENT (IFTA) CREDENTIALS

INSTRUCTION SHEET

The IFTA-1 Application for International Fuel Tax Agreement (IFTA) credentials is for “qualified vehicles” which are intended to operate in IFTA member jurisdictions during the year and is used when opening an IFTA account, requesting additional IFTA decals and renewing the IFTA License. The IFTA application must be completed on both sides.

Mail-in renewals must be received in Blythewood by 12/1 to insure that you receive the IFTA license and decal by 12/31. The new year decal may be displayed on your trucks effective 12/1; however, you must maintain the copy of your current IFTA License in the truck until the end of the current year. Faxed applications are not acceptable.

When renewing your IFTA license, complete both sides of the IFTA-1 to insure the application will not be delayed due to incomplete information. The following items should be considered when renewing:

- IFTA Tax returns/payments must be current thru the 3rd quarter
- Application must be signed
- Number of vehicles must be indicated in the box beside Renewal
- An equipment listing must be submitted with year, make, model, VIN and Name of the carrier/owner of the vehicle, and IRP account number if applicable
- SCDMV will only issue the number of decal sets corresponding to the number of vehicles on the equipment listing
- Indicate Motor Carrier number if you have interstate operating authority and provide the USDOT number. If you lease to a carrier and transport under their MC number you must register as a carrier and indicate the USDOT number of the Motor Carrier that you are leasing to on your truck
- If you do not wish to renew write cancel and the effective date of the cancellation on the renewal and mail to SCDMV for the IFTA account to be closed. IFTA accounts can only be closed at the end of a quarter
- No fee is charged for the IFTA decal
- Renewal can be processed at Blythewood, Chester, Dillon, Greer, Irmo, Kingstree and N. Augusta
- Web users can process online at www.scdmvonline.com

Approved Web users may renew the IFTA account on line at www.scdmvonline.com. If you would like to register as a web user the MC-26 application may be obtained by going to www.scdmvonline.com. Forms and Manuals, select the Interstate Forms in the middle of the webpage. Return the MC-26 application to SCDMV, Motor Carrier Services, P.O. Box 1498, Blythewood, South Carolina 29016. Upon approval, a user ID and password will be emailed with instructions how to access the IRP/IFTA online system.

The use of Dyed Fuel in highway vehicles is illegal in South Carolina. Diesel-powered highway vehicles are subject to inspection and will be fined the greater of $1,000 or $10 per gallon for the illegal use of the dyed fuel per SC CODE Section 12-28-1730 (F)
All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

Please note that the State field will default to South Carolina.
IFTA-1 - PAGE 3

South Carolina Department of Motor Vehicles
APPLICATION FOR INTERNATIONAL FUEL TAX AGREEMENT (IFTA) CREDENTIALS

<table>
<thead>
<tr>
<th>ALL JURISDICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS - KANSAS</td>
</tr>
<tr>
<td>NE - NEBRASKA</td>
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<tr>
<td>RI - RHODE ISLAND</td>
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<tr>
<td>AB - ALBERTA</td>
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<tr>
<td>KY - KENTUCKY</td>
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<tr>
<td>NH - NEW HAMPSHIRE</td>
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<tr>
<td>SC - SOUTH CAROLINA</td>
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<td>AL - ALABAMA</td>
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<td>LA - LOUISIANA</td>
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<td>NJ - NEW JERSEY</td>
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<td>SD - SOUTH DAKOTA</td>
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<td>AR - ARKANSAS</td>
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<td>MA - MASSACHUSETTS</td>
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<td>NL - NEWFOUNDLAND</td>
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<td>SK - SASKATCHEWAN</td>
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<td>AZ - ARIZONA</td>
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<td>MB - MANITOBA</td>
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<td>NM - NEW MEXICO</td>
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<td>TN - TENNESSEE</td>
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<td>BC - BRITISH COLUMBIA</td>
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<td>MD - MARYLAND</td>
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<td>NS - NOVA SCOTIA</td>
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<td>TX - TEXAS</td>
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<td>CA - CALIFORNIA</td>
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<td>ME - MAINE</td>
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<td>NT - NW TERRITORIES</td>
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<td>UT - UTAH</td>
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<td>IL - ILLINOIS</td>
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<td>NC - NORTH CAROLINA</td>
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<td>PE - PRINCE EDWARD ISLAND</td>
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</tbody>
</table>

Have you had an IFTA license in another jurisdiction? ☐ Yes ☐ No (check one) if yes, was that license ever revoked?
If yes, is the license still revoked? ☐ Yes ☐ No (check one) List the license number that was revoked.

Number of vehicles that travel out of state and have registered gross vehicles weight of 26,001 pounds or greater or vehicles with 3 or more Axles, regardless of gross vehicle weight.

<table>
<thead>
<tr>
<th>Number of IFTA Decal sets requested (1 set required per vehicle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal</td>
</tr>
<tr>
<td>Replacement</td>
</tr>
<tr>
<td>Additional</td>
</tr>
</tbody>
</table>

For Department Use Only

SC DMV Website
www.scdmvonline.net

IFTA, Inc. Website
www.iftach.org

RETURN APPLICATION TO:
S.C. DEPARTMENT OF MOTOR VEHICLES
ATTN: MOTOR CARRIER SERVICES
P.O. BOXES 1498
BLYTHEWOOD, S.C. 29016-0027
If you have any questions, please call: (803) 896-3870

Under penalties of perjury, the applicant certifies with his or her signature, to the best of his or her knowledge, the information contained in this application is true, accurate and complete and any falsification subjects him or her to appropriate civil and/or criminal sanctions of the State of South Carolina. The applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement and South Carolina general statutes. The applicant further agrees that the South Carolina Department of Motor Vehicles may withhold any refund due if the applicant is delinquent on payment of other fees administered by the Department or delinquent on fuel taxes due to any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in South Carolina and all member jurisdictions.

Signature
Date
Title
Telephone

Page 3 of 3
MC-25 - POWER OF ATTORNEY - OPTIONAL

Task located under the following sections:

- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms
New Account Portal User Guide

MC-26 - MOTOR CARRIER WEB ENTRY ACCESS APPLICATION - OPTIONAL

MC-26 - PAGE – 1

All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

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South Carolina Department of Motor Vehicles
MOTOR CARRIER WEB ENTRY ACCESS APPLICATION

Access to the SC DMV web entry applications for gaining access to IRP/IFTA systems will be restricted for the use of the carrier and/or the permitting agency personnel in performing their duties as an employee of the carrier/permitting agency in legally registering vehicles for the IRP/IFTA account(s) listed above. In order to process transactions the account must have no outstanding liabilities, Non Sufficient Funds, Out of Service Order and no revocations/suspensions. Power of Attorney (MC-26) must be on file if someone other than the account holder is processing the application.

The following is a list of transactions that carrier/service provider will be able to perform using the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) self-service entry application:

a. Renew International Fuel Tax Agreement (IFTA) license (3rd quarter must be filed prior to renewal; TIN and name changes are not allowed; SC DMV will mail IFTA decals/license)

b. File quarterly IFTA fuel tax returns
c. File IFTA amendments
d. Request additional fuel decals (decals will be mailed by SC DMV)
e. Duplicate IFTA license
f. Renew annual IRP interstate vehicle registration only on renewable vehicles (allows you to obtain an IRP invoice and pay. You must upload the HVUT 2290 before credentials are received.)
g. Duplicate Cab Card
h. Delete vehicle
i. Amend vehicle without fee, change unit number only
j. Replace plate (complete SC DMV Form 452; DMV will mail plate/cab card)

MOTOR CARRIER IRP/IFTA ACCOUNT HOLDER INFORMATION

IRP/IFTA ACCOUNT NUMBER

IRP/IFTA ACCOUNT NAME

PHYSICAL ADDRESS

CITY STATE ZIP CODE

IRP/IFTA CONTACT NAME

CONTACT TELEPHONE NUMBER

CONTACT E-MAIL ADDRESS

Carrier's Designated Permitting Agency/Acting Agent Information – complete only when utilizing Permitting Agency: Carrier authorizes the following Permitting Agency/acting agent/employee(s) to perform transactions for the following specified IRP/IFTA account listed above.

PERMITTING AGENT SC DMV CUSTOMER NUMBER

PERMITTING AGENT NAME

PERMITTING AGENT ADDRESS

CITY STATE ZIP CODE

PERMITTING AGENCY CONTACT NAME

CONTACT TELEPHONE NUMBER

CONTACT E-MAIL ADDRESS

March 23, 2021
### South Carolina Department of Motor Vehicles

**MOTOR CARRIER WEB ENTRY ACCESS APPLICATION**

<table>
<thead>
<tr>
<th>Name of Individual Using System (print clearly)</th>
<th>Employee of Carrier</th>
<th>Employee of Service Provider</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

The carrier/permitting agent will provide SCDMV with the required information to authorize carrier/permitting agent’s employee(s) access to the IRP/IFTA system.

The carrier/permitting agent will notify SCDMV immediately when a carrier/permitting agent’s employee has left the company or service bureau, and that the carrier/permitting agent employees access should be deleted.

The carrier/permitting agent signing this application understands that improper use or release of the data information contained on the SCDMV web entry applications will result in loss of SCDMV web entry applications access as well as possible civil and criminal penalties under both state and federal laws.

The carrier/permitting agent will indemnify, save, and hold SCDMV, its’ agents, and employees harmless from any claims or causes of action, including attorney’s fees incurred by SCDMV, arising from the performance of this application by the carrier/permitting agent or the carrier/permitting agent’s employee(s). This clause will not be construed to bar any legal remedies the carrier/permitting agent may have for SCDMV’s failure to fulfill its obligations under this application.

SCDMV, the carrier, or the carrier's permitting agent may terminate this application at any time, with or without cause upon written notice to the other parties, which will result in the termination of carrier/permitting agent access to the SCDMV web entry application.

This application shall be deemed an agreement and will also be deemed complete with the parties bound upon the completed signatures of all the parties to it.

The carrier/permitting agent will comply with the federal Driver’s Privacy Protection Act, 18 USC Sec. 2721 et seq., the South Carolina Family Privacy Protection Act, S.C. Code Ann. Sec. 30-2-10 et seq., and any other applicable state or federal law respecting the privacy of driver information.
South Carolina Department of Motor Vehicles
MOTOR CARRIER WEB ENTRY ACCESS APPLICATION

1. CARRIER
(The carrier certifies that the appropriate person(s) has executed the application on behalf of the carrier as required by applicable articles, bylaws, resolutions, or ordinances).

By: ____________________________
Carrier Signature

Name: ____________________________
Print Name

Title: ____________________________
Date: ____________________________

2. PERMITTING AGENT
(The permitting agent certifies that the appropriate person(s) has executed the application on behalf of the permitting agent as required by applicable articles, bylaws, resolutions or ordinances.)

By: ____________________________
Permitting Agent Signature

Name: ____________________________
Print Name

Title: ____________________________
Date: ____________________________

3. SCDMV

By: ____________________________
SCDMV Authorized Personnel

Title: ____________________________
Date: ____________________________

Return this form to SCDMV, Motor Carrier Services, P.O. Box 1498, Blythewood, South Carolina 29016
MC-7 - REQUIRED

All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

South Carolina Department of Motor Vehicles

AGREEMENT TO PREPARE/Maintain Records

AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT

DISTANCE RECORDS (IFTA and IRP): You must maintain the original driver-prepared Distance Record(s) on each vehicle for each trip and received on monthly and quarterly fleet summaries. Adequate distance records must include the following:

1. Date(s) of trip (starting and ending)
2. Trip origin and destination (city and state)
3. Route of travel (highway numbers)
4. Beginning and ending odometer/hubometer readings of the trip
5. Total trip distance
6. Distance by jurisdiction
7. Unit number or vehicle identification number
8. Driver’s name

Adequate Records for a Global Positioning System (GPS) must include the following:

1. Original GPS or other location data for each vehicle
2. Date and time of each reading
3. Odometer/hubometer/Engine control module (ECM) readings (beginning and ending)
4. Distance between each reading
5. Route of travel

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported as actual on the IRP application. Estimated distance must not be used for jurisdictions in which the fleet had accumulated actual distance in the preceding year.

Intrajurisdictional Travel: Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

FUEL RECORDS (IFTA Only): You must maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately.

Over-the-Road Fuel Purchases must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for tax-paid credit. An acceptable fuel receipt or invoice must include:

1. Date of purchase
2. Name and address of seller
3. Number of gallons/liters purchased
4. Type of fuel purchased

Bulk Storage Fuel Purchases must be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank.

To receive tax-paid credit, the following information must be maintained:

1. Date of withdrawal
2. Number of gallons/liters withdrawn in bulk withdrawals
3. Type of Fuel
4. Unit number or vehicle identification

RECORD RETENTION: All carrier records pertaining to IFTA must be kept for four years. IRP distance records must be retained to support the reported distance for any registrant whose application for apportioned registration has been accepted shall preserve the records on which it was based for a period of three years after the close of the registration year.

DECLARATION: The undersigned has read this document and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and possible reduction of MIP to 4.00 for IFTA. For IRP an assessment in the amount of 20%, 50%, or 100% of the apportionable fees paid for registration for inadequate or unavailable records.

Your IRP and IFTA privileges may also be canceled if inadequate distance records are maintained.

Note: All applicant signature fields will be handled during signature tasks.
UPLOAD TASK

- * Upload Copy of Driver’s License
- * Upload Proof of Insurance

UPLOAD THREE OF THE FOLLOWING PROOFS OF RESIDENCY

List includes tasks when **Business Applicant** is selected:

- * Upload Vehicle Title
- * Upload SC Articles of Incorporation
- Upload or Business or Rental Agreement
- Upload most Recent Utility Bill
- Upload State or Federal Income Taxes
- Upload Current Year Business License
- Upload Property Tax Receipt
- Upload Vehicle Tax Receipt
- Upload Additional Documentation

List includes task when **Individual Applicant** is selected:

- * Upload Vehicle Title
- Upload Residence or Business Rental Agreement
- Upload most Recent Utility Bill
- Upload State or Federal Income Taxes
- Upload Property Tax Receipt
- Upload Mortgage Statement
- Upload Vehicle Tax Receipt
- Upload Additional Documentation

FILL OUT ADDITIONAL FORMS TO PRINT AND UPLOAD

- Download SCDMV IRP-9
- Download SCDMV IRP-10
- Download SCMV MC-25

Note: Once completed, please download a copy by clicking on the open button in the Attachments section. The applicable form will need to be printed to get the required signatures and upload a scanned copy in the following Upload Printed and Forms Section.
UPLOAD PRINTED AND SIGNED FORMS

- Upload Copy of IRP-9
- Upload Copy of IRP-10
- Upload Copy of MC-25

Note: Upload a scanned copy from previous step.

COMPLETE

- * Add Signature
- * Complete and send to DMV for Review

NEED SIGNATURE

- Upload a scanned copy of the IRP-9 Document – If applicable
- Upload a scanned copy of the IRP-10 Document – If applicable

COMPLETE -REQUIRED

- * Please add your signature. By signing this section, your signature will be applied to each of the forms.
- *Complete and Send to DMV for Review

Note: Once all required tasks have been successfully completed, the end user must hit the save button. This request will be sent to a Motor Carrier Service Agent for Review.

5. Completed IRP/IFTA Accounts

When applicable the system will display the completed IRP/IFTA Accounts of the signed in user.
6. My Profile

a) Allows the signed-in user to change their password.

b) First Name, Last Name & Email addresses can be modified. The name fields will update the Display name. The Username cannot be modified.

c) Update Signature: System allows user to update and store their signature with two options:
   - Draw using mouse/finger or pen
   - Use signature pad if applicable