



South Carolina Department of Motor Vehicles

NEW IRP OR IFTA ACCOUNT CHECKLIST

MC-010
(01/2024)

CONTACT THE MOTOR CARRIER INFORMATION CENTER AT (803) 896-3870 FOR FURTHER INFORMATION.

- In order to open an IRP or IFTA account, you must have a vehicle titled in the applicant's or business's name.
- "If a commercial motor vehicle is registered through the International Registration Plan and is operated under a United States Department of Transportation (USDOT) number assigned to a person other than the vehicle's owner, then the person to whom the USDOT number is assigned may register the commercial motor vehicle by submitting the appropriate application and fees to the Department of Motor Vehicles." (SC CODE §56-3-190(B) and the owner-operator must provide an [Operational Lease Agreement \(IRP-9\)](#) to show the motor carrier responsible for the safety of the vehicle.
- Every owner of a commercial motor vehicle (CMV) subject to registration shall make application to DMV on appropriate forms and the forms must bear the signature of the owner as stated in SC CODE §56-3-230.

The following items must be submitted in accordance with IRP procedures for a new IRP account:

☐ [IRP Schedule A/E Application](#)

☐ New Vehicle(s)

- | | |
|--|--|
| <input type="checkbox"/> Title/MCO | <input type="checkbox"/> Receipt for HVUT/2290 |
| <input type="checkbox"/> Title Application | <input type="checkbox"/> Financial Lease Agreement (Lease to Purchase, if applicable) |
| <input type="checkbox"/> Bill of Sale(s) | <input type="checkbox"/> Operational Lease Agreement indicating USDOT number and motor carrier authority number responsible for safety |
| <input type="checkbox"/> Infrastructure Maintenance Fee | |
| <input type="checkbox"/> Proof of Insurance | |

- ☐ **Road Use Fee:** Apportionable vehicles with a GVW of 26,000 lbs. or less must provide a current year paid property tax receipt from the county or Affidavit & Notification of Sale of Motor Vehicle from the dealer. Apportionable vehicles with a GVW of 26,001 lbs. or more will pay road use fees to SCDMV at the time of registration.

☐ **IRP Schedule B Application**

Is carrier new to IRP? ☐ Yes ☐ No

If "No," carrier will need to provide previous cab card and report previous actual distance.

The following items must be submitted in accordance with IFTA procedures for a new IFTA account:

☐ [IFTA-1 Application](#)

☐ USDOT Number for Carrier

☐ [MC-7 Agreement to Prepare/Maintain Records](#)

☐ Vehicle Listing

BASE JURISDICTION REQUIREMENTS FOR IRP AND IFTA:

Established Place of Business in South Carolina

- | | |
|---|--|
| <input type="checkbox"/> Physical structure | <input type="checkbox"/> Open during normal business hours |
| <input type="checkbox"/> Physical address | <input type="checkbox"/> Records available |
| <input type="checkbox"/> Staffed by permanent employee(s) | |

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 address.):

- ☐ Vehicle titled in base jurisdiction or financial lease agreement
- ☐ Applicant's current year residence or commercial lease agreement
- ☐ One of the following most recent utility bills: gas, electric, water/sewer, waste, or phone. (A cellphone bill is acceptable.)
- ☐ Applicant's most current year state OR federal income tax return for prior year
- ☐ Paid county property tax receipt for auto and/or residence for prior year
- ☐ Most recent mortgage statement
- ☐ Current year business license
- ☐ Valid South Carolina driver's license
- ☐ South Carolina Articles of Incorporation, registered to conduct business in South Carolina (required for carriers registering under business name)

South Carolina intrastate vehicle base plate changing to IRP Apportioned Plate

- ☐ Must turn in intrastate plate

☐ [MC-7 Agreement to Prepare and Maintain Records](#)

☐ [MC-25 Power of Attorney](#)

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

CARRIER CAN OBTAIN A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL AT WWW.SCDMVONLINE.COM