**29 DEPARTMENT OF THE SECRETARY OF STATE**

**250 BUREAU OF MOTOR VEHICLES**

**Chapter 162: THE ADMINISTRATION OF THE INTERNATIONAL REGISTRATION PLAN**

**SUMMARY**: This chapter outlines the procedures and standards governing Maine's participation in the International Registration Plan pursuant to Title 29-A §531-3.

**SECTION 1. DEFINITIONS**

1. ADDITIONAL FLEET VEHICLES: vehicles acquired by the registrant after the commencement of the registration year and added to the proportionally registered fleet.
2. AGREEMENT: the International Registration Plan (“the Plan”), or other reciprocal arrangements, or understandings between or among jurisdictions.
3. ALLOCATION: a system of registering a fleet that operates in more than one member jurisdiction under which the vehicles are fully registered in individual member jurisdictions in proportion to a measure of the presence of travel of the fleet in each one, and under which the vehicles so registered are granted reciprocity in all the member jurisdictions in which any of the vehicles of the fleet is registered.
4. ALLOCATED VEHICLE: a fleet of rental cars or rental trucks not otherwise required to be in the IRP in which a portion of the fleet registrations are assigned to each jurisdiction based on the percentage of revenue earned in the jurisdiction.
5. APM: the IRP Audit Procedures Manual.
6. APPLICANT: a person in whose name an application is filed for registration under the Plan.
7. APPLICATION: see Uniform Application.
8. APPORTIONABLE FEE: any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees.
9. APPORTIONABLE VEHICLE: any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:
   1. has two axles and a gross vehicle weight (GVW) or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
   2. has three or more axles, regardless of weight, or
   3. is used in combination, when the gross vehicle weight of such a combination exceeds 26,000 pounds (11,793.401 kilograms).

A recreational vehicle, a vehicle displaying restricted plates, or a government-owned vehicle, are not apportionable vehicles; except that a truck or truck tractor, or the power unit in a combination of vehicles having a GVW of 26,000 pounds (11,793.401 kilograms) or less, nevertheless, may be registered under the Plan at the option of the registrant.

1. APPORTIONED VEHICLE: an apportionable vehicle that has been registered under the Plan.
2. APPORTIONMENT: registration based on a proportional payment of registration fees, whether determined by a quotient of miles traveled, revenue received, average presence, or any other similar method.
3. APPORTIONMENT PERCENTAGE: the ratio of the distance traveled in the Member Jurisdiction by the Fleet during the Reporting Period to the distance traveled in all Member Jurisdictions by the Fleet during the Reporting Period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.
4. AUDIT: the physical examination of a registrant’s operational records, including source documents, to verify the distances reported in the registrant’s application for apportioned registration and the accuracy of the registrant’s record-keeping system for its fleet.
5. AUXILIARY AXLE: an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.
6. AVERAGE PER-VEHICLE DISTANCE: the total distance for each member jurisdiction reported by all Maine fleets divided by the number of Maine apportioned vehicles apportioned for each member jurisdiction.
7. AXLE: an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an “axle” is any such assembly whether or not it is load-bearing only part of the time.
8. BASE JURISDICTION: the member jurisdiction, selected in accordance with Plan procedures, to which an applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the Plan.
9. BOB-TAIL INSURANCE: liability insurance that covers the operation of an unladen truck-tractor not in combination with a trailer or semi-trailer.
10. BUREAU: any reference to Bureau in this Rule will mean the Maine Bureau of Motor Vehicles.
11. BUS: every motor vehicle designed for carrying more than 15 passengers, including the driver.

1. CAB CARD: an evidence of registration, other than a plate, issued for an apportioned vehicle registered under the Plan by the base jurisdiction and carried in or on the identified vehicle. The cab card identifies the vehicle, base plate, registered weight by jurisdiction, and all member jurisdictions where the vehicle is properly registered.
2. CANADIAN PROVINCIAL AUTHORITY NUMBER: a unique identification number assigned to a motor carrier authorized to conduct highway transportation operations within the boundary of the Canadian province issuing the number.
3. CARRIER: see Common Carrier, Contract Carrier, Motor Carrier, Motor Private Carrier.
4. CHARTER BUSES: buses which do not operate on a fixed route or on a regular schedule. Also known as Tour Buses.
5. CHARTERED PARTY: a group of persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.
6. COMBINATION OF VEHICLES: a power unit used in combination with one or more trailers, semi-trailers, or auxiliary axles.
7. COMBINED GROSS VEHICLE WEIGHT: the total unladen weight for a combination of vehicles plus the weight of the load carried on that combination of vehicles.
8. COMMON CARRIER: any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.
9. CONSUMER RENTAL VEHICLE: an automobile or truck registered for 26,000 pounds or less offered to the public for rent or short-term lease.
10. CONTRACT CARRIER: any motor carrier transporting passengers or property for compensation or hire under contract to a person.
11. CONVERTER GEAR: a set of axles with a fifth wheel designed to be towed by a power unit, and which is used to convert a semi-trailer to a full trailer. Converter gear may be used to connect two trailers in a twin trailer combination.
12. CREDENTIALS: the cab card and plate issued in accordance with the Plan.
13. DECLARED COMBINATION GROSS VEHICLE WEIGHT: the total unladen weight of any combination of vehicles plus the maximum load to be carried on that combination of vehicles for which registration fees have been paid.
14. DISTANCE: means miles or kilometers operated by a licensee’s qualified motor vehicles.
15. DECLARED GROSS VEHICLE WEIGHT: the total unladen weight of any vehicle plus the maximum load to be carried on the vehicle for which registration fees have been paid.
16. EMERGENCY VEHICLES: any vehicle authorized to display red, blue, or amber lights in the performance of duties as defined in M.R.S.A. 29-A §2054.
17. EMPTY WEIGHT: see Unladen Weight.
18. ENFORCEMENT DATE: the date the base jurisdiction requires a registrant to display the new registration year’s credentials.
19. ESTABLISHED PLACE OF BUSINESS: a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant’s or registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Operational records concerning the fleet shall be maintained at the physical structure (unless such records are to be made available in accordance with the provisions of the Plan for records housed outside the base jurisdiction). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.
20. EXCISE TAX: a tax which is required pursuant to 36 MRSA Chapter 111 as a prerequisite to motor vehicle registration in Maine. The tax is determined by multiplying the manufacturer’s list price by a mil rate determined by the age of the motor vehicle.
21. EXTENSION: a period of time from the expiration or end of a grace period during which registrants may operate on expired credentials by reason of the inability of the base jurisdiction to provide current credentials.
22. FEDERAL HEAVY VEHICLE USE TAX (HVUT): a federal excise tax paid annually to the Internal Revenue Service on each motor vehicle with a GVW of 55,000 pounds or more. Proof of payment is a prerequisite to Maine IRP Registration.
23. FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA): an agency of the United States Department of Transportation whose primary mission is to reduce crashes, injuries, and fatalities involving large trucks and buses.
24. FLEET: one or more apportionable vehicles designated by a registrant for distance reporting under the Plan. Such vehicles share the same jurisdiction profile, common mileage, and a common expiration date.
25. FLEET DISTANCE: see Total Distance.
26. FOR-HIRE CARRIER: any person who engages in transportation by motor vehicle of passengers or property for compensation.
27. FULL TRAILER: every vehicle without motive power, designed for carrying property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.
28. FULL RECIPROCITY PLAN: the process by which an IRP registrant is able to travel in all member jurisdictions. For first-time registrants, all jurisdictions’ fees are calculated based on the Maine average vehicle distance for each jurisdiction. For renewal fleets, fees are based on the registrant’s actual jurisdictional distance, but the registrant will have all member jurisdictions on the cab card.

48-A. GPS: a global positioning system that is used to identify a geographic location, sometimes referred to as a vehicle-tracking system.

1. GRACE PERIOD: the period of time from the expiration of apportioned registration until the enforcement date for new credentials.
2. GROSS VEHICLE WEIGHT (GVW): the unladen weight of a vehicle plus the maximum weight of the load carried on that vehicle.
3. HOUSEHOLD GOODS CARRIER: a carrier handling
   1. personal effects and property used or to be used in a dwelling, or
   2. furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.
4. HUNTER’S PERMIT: see Unladen Weight Permit.
5. IN-JURISDICTION DISTANCE: all of the distance operated during the reporting period or the distance estimated to be operated by a fleet in a particular member jurisdiction for the registration year.
6. INTER-JURISDICTION MOVEMENT: vehicle movement between or through two or more jurisdictions.
7. INTRA-JURISDICTION MOVEMENT: vehicle movement of property or persons from one point within a jurisdiction to another point within the same jurisdiction.
8. IRP: the abbreviation for the reciprocal agreement known as the International Registration Plan (“the Plan”).
9. IRP ADMINISTRATOR: the Bureau official charged with the administration of the International Registration Plan in the State of Maine.
10. IVDR: Individual Vehicle Distance Record. It is an original record generated in the course of vehicle operations to account for all distance traveled that may be used as a source document to support the registrant’s reported distance. An IVDR must contain the information set forth in the IRP Agreement.
11. JURISDICTION: a country or a state, province, territory, possession, or federal district of a country.
12. LEASE: a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term.
    1. A long-term lease is for a period of 30 calendar days of more.
    2. A short-term lease is for a period of less than 30 calendar days.
13. LESSEE: a person who is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.
14. LESSOR: a person who, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.
15. MCS-150: the Federal Motor Carrier Safety Administration’s Motor Carrier Identification Report.
16. MSO: Manufacturer’s Statement of Origin – original documentation from the vehicle manufacturer that precisely describes a particular vehicle. MSO’s must contain a Vehicle Identification Number (VIN).
17. MEMBER JURISDICTION: a jurisdiction that has applied for and has been approved for membership in the International Registration Plan in accordance with the Plan.
18. MILEAGE: for purposes of this Rule, unless the context clearly indicates otherwise, “mileage” means the same as “distance”.
19. MOTOR CARRIER: a person required to be registered with the Federal Motor Carrier Safety Administration as an entity responsible for the safety and operation of their vehicles, and who has been assigned a U.S. DOT census number.
20. MOTOR VEHICLE: a vehicle which is self-propelled by power other than muscular power and which does not move on rail.
21. ONE-WAY RENTAL VEHICLE: a truck having a declared gross vehicle weight of 26,000 pounds or less and is rented, or offered for rental by a rental company, for a specified period of time.
22. OPERATING AUTHORITY: authority granted by either the Federal Motor Carrier Safety Administration or a jurisdiction’s Regulatory Commission to a carrier to operate for-hire in interstate and/or intrastate commerce.
23. OWNER: any person, other than a lien holder, holding legal title or legal possession to a vehicle.
24. OWNER-OPERATOR: someone who owns and leases a motor vehicle with a driver to a motor carrier. The carrier generally is responsible for some or all of the legal and business requirements for the vehicle. In the IRP, a motor vehicle may be registered by either the motor carrier or the owner-operator.
25. OPERATIONAL RECORDS: source documents that support distance traveled by a fleet in each member jurisdiction, such as trip sheets or IVDR’s, information that is generated through a vehicle tracking system, and distance summaries, as required by the IRP Agreement.
26. PERSON: a natural person or business entity such as a corporation, partnership, or limited liability company.
27. PLATE: the license plate, including renewal decals, if any, issued for a vehicle registered under the Plan by the base jurisdiction.
28. POOL: with respect to motor bus operations, an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.
29. POWER UNIT: a motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.
30. PRISM: the Performance and Registration Information Systems Management (PRISM) program is a federal-state cooperative motor carrier safety program that ties a motor carrier’s safety rating to their ability to register their vehicles.
31. PRIVATE CARRIER: a person providing transportation of its own property in furtherance of its commercial enterprise.
32. PROPERLY REGISTERED VEHICLE: a vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.
33. PROPORTIONAL REGISTRATION: the registration of a fleet of apportionable vehicles “in proportion to” the percentage of miles traveled by the fleet in the reporting period. See Apportionment.
34. PRORATION: the proportional payment of fees on a monthly or other basis according to the laws of each jurisdiction.
35. PURCHASE PRICE: the actual price paid by the current owner for a vehicle at the time of sale, excluding trade-in allowance and sales tax, but including any additional cost for accessories or modifications attached to the vehicle.
36. RECIPROCITY: the reciprocal grant by one jurisdiction of operating rights or privileges to properly registered vehicles registered by another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.
37. RECIPROCITY AGREEMENT: an agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdictions grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.
38. RECIPROCITY DISTANCE: the distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.
39. RECREATIONAL VEHICLE: a vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor. Recreational vehicles include such vehicles as campers and motor homes.
40. REGISTERED WEIGHT (REGISTERED GROSS VEHICLE WEIGHT): the gross weight for which a vehicle is licensed or registered within a jurisdiction. See Declared Combined Gross Vehicle Weight and Declared Gross Vehicle Weight.
41. REGISTRANT: a person in whose name a properly registered vehicle is registered.
42. REGISTRATION: the process by which a vehicle is qualified for operation by describing the vehicle, by establishing operational control of the vehicle, and by payment of fees for the privilege to use the public highway system.
43. REGISTRATION CARD: see Cab Card.
44. REGISTRATION FEE: for apportioned vehicles, the total apportioned fee required under the laws of each member jurisdiction for full registration of a fleet vehicle for the registration year or the unexpired portion of the registration year, as the case may be.
45. REGISTRATION YEAR: the twelve-month period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.
46. RENTAL FLEET: means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.
47. RENTAL OWNER: someone who rents vehicles to others with or without drivers.
48. RENTAL VEHICLE: a vehicle of a rental fleet.
49. RENTAL PASSENGER VEHICLE: for purposes of this Rule, rental passenger vehicles are those vehicles rented for a thirty-day (30) day period or less.
50. REPORTING PERIOD: means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, September, the reporting period shall be the previous such twelve-month period. See Section 14.
51. RESIDENCE: the status of an applicant or a registrant as a resident of a member jurisdiction.
52. RESTRICTED PLATE: a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.
53. SCHEDULE A, SCHEDULE B, SCHEDULE C, SCHEDULE A/E: see Uniform Application.
54. SEMI-TRAILER: a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.
55. SERVICE REPRESENTATIVE: a person who furnishes and provides services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.
56. STAGGERED REGISTRATION: when an annual motor vehicle registration may expire in any month, generally twelve months from the month of issuance. Maine maintains a system of staggered registrations.
57. STATE: for the purposes of this Rule, unless the context clearly indicates otherwise “state” has the same meaning as “jurisdiction”.
58. TEMPORARY AUTHORITY (T/A): see Temporary Vehicle Registration.
59. TEMPORARY VEHICLE REGISTRATION (TVR): a temporary evidence of apportioned registration. The Maine TVR is valid for up to forty-five (45) days and allows a vehicle to be operated pending the issuance of the permanent registration credentials. The TVR is valid in all member jurisdictions.
60. TOTAL DISTANCE: all distance operated by a fleet of apportioned vehicles in all member jurisdictions during the reporting period.
61. TRACTOR:a motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.
62. TRAILER: a vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.
63. TRIP PERMIT: a temporary permit issued by a member jurisdiction in lieu of apportioned or full registration or reciprocity.
64. TRUCK: a motor vehicle designed, used, or maintained primarily for the transportation of property.
65. TRUCK TRACTOR: a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.
66. UNIFORM APPLICATION: the official IRP application forms provided for making application for apportioned registration.
67. UNIFORM APPLICATION FOR A NEW ACCOUNT (SCHEDULE A): the official IRP form provided to and used by an applicant to establish a new IRP Account.
68. UNIFORM MILEAGE SCHEDULE (SCHEDULE B): the official IRP form, provided to report distance by jurisdiction and total distance for a fleet as derived from operational records.
69. UNIFORM APPLICATION FOR CHANGES (SCHEDULE C): the official IRP form provided to make changes in all areas of operation.
70. UNIFORM COMPUTER GENERATED FORM FOR RENEWAL (SCHEDULE A/E): the official computer generated IRP form provided by the Bureau to allow for an efficient renewal process.
71. UNLADEN VEHICLE WEIGHT (UNLADEN WEIGHT):the weight of a vehicle fully equipped for service excluding the weight of any load.
72. UNLADEN WEIGHT PERMIT: a temporary registration permit issued to a vehicle owner of an unladen apportionable vehicle to allow movement of the vehicle from one fleet to another when the vehicle does not have a current registration. (Also called a Hunter’s Permit or Unladen Vehicle Registration)
73. USDOT NUMBER: a motor carrier identification number issued by FMCSA, also known as a census number, provided for under CFR 49 Subpart B Section 390.21 Subsection (B).
74. VEHICLE: a device used to transport persons or property on a highway, excepting devices moved by human power or used exclusively upon rails or tracks.
75. VEHICLE IDENTIFICATION NUMBER (VIN): the numbers and letters generally assigned to a vehicle by the manufacturer for the purposes of titling and registration.

**SECTION 2. SYNOPSIS**

This rule establishes and defines Maine’s participation in the International Registration Plan (IRP). The IRP is a registration prorate agreement that provides for the proportional registration of commercial motor vehicles used in interstate operation.

The IRP is an agreement among member states and provinces. The agreement is administered by IRP Inc., and is governed by a Board of Directors consisting of representatives from member jurisdictions.

The IRP provides for base jurisdiction registration; a single registration plate and registration cab card for each vehicle; and the payment of proportional registration fees based on the percentage of miles the registrant operated in each member jurisdiction. The registrant is permitted to operate in intrastate as well as in interstate commerce in each member jurisdiction.

Since each registrant pays a proportional share of each member jurisdiction’s registration fee, registration bills will be different for each registrant. Each member jurisdiction transmits the appropriate revenue to the other member jurisdictions.

Mileage reporting and fee calculations are done on a fleet basis. A fleet is one or more apportionable vehicles sharing a common operational profile.

**SECTION 3. COMMUNICATIONS**

1. All written communications and documents should be addressed to the “Bureau of Motor Vehicles, Motor Carrier Services – IRP Unit, 29 State House Station, Augusta, Maine, 04333-0029.”
2. All communications and documents are deemed to be officially received when delivered to the IRP Unit at the Bureau of Motor Vehicles’ Main Office in Augusta, Maine.
3. The contact information for the IRP Unit is as follows:
   1. Telephone: (207) 624-9000 ext. 52135
   2. Fax: (207) 624-9086 or (207) 624-9062
   3. E-mail: [meirp@maine.gov](mailto:meirp@maine.gov)
   4. Online information: <https://www.maine.gov/sos/bmv/commercial/index.html>

**SECTION 4. REMITTANCES**

1. Remittances must be in the form of a money order, bank draft, or credit card authorization (please see restrictions below). Money orders and checks should be made payable to the Maine Secretary of State.
2. Personal checks will be accepted subject to collection.
3. Credit card payments:
4. Base jurisdiction fees (apportioned fees due to the State of Maine):
   * 1. the Bureau accepts payment by American Express, Discover, MasterCard, or VISA.
5. Apportioned fees collected by Maine on behalf of other member jurisdictions:
6. credit card payments can only be accepted if processed through a third party vendor. Such payments will incur an incremental processing fee based on the amount due.
7. All remittances must be in U.S. currency.
8. Remittances in currency are wholly at the risk of the remitter. The Bureau assumes no responsibility for any loss of currency sent by mail.
9. In the event that a registrant’s check is returned for insufficient funds or for any other reason, the registrant’s right to register and operate commercial vehicles will be suspended. The IRP Unit will not accept any additional applications until the registrant has completely satisfied the delinquency and associated reinstatement fees.
10. A registrant who has had a check returned for any reason may be required to pay subsequent IRP bills with certified funds.

**SECTION 5. LEGAL NAME AND ADDRESS**

1. Identification Numbers will be used to identify and track all applicants and registrants. Such numbers may include an applicant’s or registrant’s Social Security Number (SSN), Federal Employer Identification Number (FEIN), USDOT Number (see Section 6), or Motor Carrier Number (MC Number). The Social Security Number may be used for an individual applicant or registrant.
2. Applicants must provide their full legal name as filed with the United States Department of Transportation’s Federal Motor Carrier Safety Administration (FMCSA). If the applicant is an individual, the applicant must provide their full name and date of birth. The legal name of the applicant as provided on the Schedule A will appear on the registration cab card.
3. The legal name as listed on the Uniform Application must be consistent with the legal name provided on other applications for motor carrier credentials as well as with any applicable corporate filing. The applicant may be required to rectify any legal name discrepancies before an apportioned registration will be issued.
4. Applicants must provide a phone number and a full address including a street and street number if applicable. If the address is a rural route, the applicant must include a box number.
5. An application without sufficient name, address, or contact information may be returned to the applicant.
6. Registrants must report any change of address to the IRP Unit within 30 days (see Section 6).

**SECTION 6. NAME AND ADDRESS CHANGES**

1. **Name Change**
2. Any name change will require a written signed statement requesting the change and submission of proof of insurance and an updated MCS-150 reflecting the registrant’s new name. New cab cards will be issued for all the registrant’s vehicles at a fee of five dollars ($5.00) per cab card.
3. A registrant may change their name from an individual to a newly formed corporation provided the individual is the sole owner of the new corporation.
4. If the name change is from a corporation to an individual or another corporation, a sale is deemed to have occurred and a new registration is required on each vehicle. A registrant may submit documentation to show that a name change did not involve a sale.
5. **Address Change**
6. A registrant may request an address change by submitting a Schedule C and an updated MCS-150 to reflect the new address. A change in physical address also requires submitting three (3) forms of documentation listing the physical address.

**SECTION 7. PREREQUISITES TO APPORTIONED REGISTRATION**

1. **USDOT Number**
   1. Motor carrier applicants for an IRP registration are required to submit their USDOT Number as part of their original application.
   2. If the applicant is not a motor carrier then the applicant must submit the USDOT Number(s) for all motor carriers assuming responsibility for the safety of any of the vehicles in the applicant’s fleet.
   3. Owner-operators registering as a part of a motor carrier fleet must use their motor carrier’s USDOT Number.
   4. If a motor carrier is providing liability insurance coverage for the owner-operator (i.e. the motor carrier is the carrier responsible for safety), that carrier’s USDOT Number must be provided.
   5. The IRP Unit must be notified anytime an owner-operator changes carriers. The owner-operator must provide the IRP Unit with the USDOT Number of that new carrier and a lease indicating that the new carrier is taking responsibility for safety. A new registration cab card will be issued.
   6. The USDOT Number of the carrier responsible for safety, with some exceptions, will be printed and bar-coded on each IRP cab card.
   7. A FMCSA Motor Carrier Identification Report (MCS-150) must be updated as required by FMCSA for all USDOT Numbers on an original, renewal, or supplement application. In general, MCS-150’s must be updated biennially.
2. **Evidence of Insurance**
3. Evidence of insurance must be provided annually by presenting or having on file with the Bureau:
   1. a valid and current insurance card as defined in 29-A M.R.S.A. §1601; or
   2. a letter from an insurance company or agent showing that the vehicle is covered by a liability insurance policy; or
   3. an insurance binder or insurance policy that has:
4. a summary document describing the vehicle insured; and
5. the name of the insured; and
6. the amount of the insurance; and
7. the type of insurance coverage; and
8. the period the vehicle is covered; or
   1. an active insurance filing with the Federal Motor Carrier Safety Administration.
9. The registrant’s and/or carrier’s name must be substantially the same on both the registration and on the insurance document.
10. **Municipal Excise Tax**
    * 1. Maine law mandates that an annual municipal excise tax be paid prior to registering or reregistering a motor vehicle in the State.
      2. Excise tax must be paid to the Maine municipality where the vehicle is routinely based.
      3. A vehicle base-registered in another jurisdiction but garaged or maintained in the State of Maine is subject to excise tax, and to State sales tax requirements as appropriate.
11. **Title (Initial Registration Only)**
    * 1. Maine title law requires an apportionable vehicle to be titled in Maine at the time of first registration or when a change of registration is required by reason of a sale, with certain exceptions.
      2. The applicant must provide:
12. proof that the vehicle is titled in Maine or another jurisdiction, or
13. proof of application for a Maine title and payment of any applicable fees, or
14. proof that the vehicle is exempt from Maine title law. Apportionable vehicles manufactured prior to 1995 are exempt from Maine title law.
15. **Sales Or Use Tax (Initial Registration Only)**
    * 1. A Maine Dealer’s Certificate (STMV 6) or a Maine Use Tax Certificate (STMV 6U) along with supporting documents and payment where applicable must be provided to the IRP Office before an applicant can register any newly acquired apportionable vehicle.
      2. A commercial motor vehicle placed in use by the purchaser as an instrumentality of interstate or foreign commerce within thirty (30) days of acquisition and that is used by the purchaser for not fewer than eighty percent (80%) of the days in interstate or foreign commerce during the next 2 years is exempt from sales and use tax. The exemption is claimed on the Use Tax Certificate and the Interstate Commerce Affidavit (STA-111 or STA-110). See Title 36 Section 1760, sub-section 41-A.
16. **Federal Heavy Vehicle Use Tax (HVUT)**
    * + 1. Registrants whose vehicles are registered for 55,000 pounds or more are required to provide evidence annually that the Federal Heavy Vehicle Use Tax (HVUT) has been paid to the Internal Revenue Service (IRS) for the July 1 to June 30 tax year in which the registration year begins. The IRP Unit will not issue renewal credentials until the tax has been paid.
        2. Acceptable proof of HVUT payment must be either a copy of the IRS Form 2290 Schedule 1 that bears an IRS receipt stamp or special electronic watermark, or a copy of the taxpayer’s Form 2290 Schedule 1 without the stamp or watermark and the front and back of the cancelled check made payable to the IRS.
17. **Lease Agreements**
    * + 1. A copy of a lease agreement must be provided whenever:
           1. a vehicle is being registered in a name other than that of the vehicle’s titled owner, or
           2. the registrant is an owner-operator leased to a carrier providing the liability insurance coverage for the vehicle. The lease must clearly state that the carrier is providing continuous liability insurance. Absent such a statement the owner-operator is required to provide evidence of insurance coverage (bob-tail insurance).
        2. The registrant must notify the IRP Office any time a leasing situation changes. An owner-operator must provide evidence of insurance or a new leasing agreement whenever an existing lease is cancelled.

**SECTION 8. RECIPROCITY**

1. Registrants properly based in a jurisdiction not a member of the IRP, and operating vehicles that do not meet the definition of an apportionable vehicle may operate in the State of Maine in interstate commerce only without registering their vehicle in the State. The registrant’s base jurisdiction must grant similar registration reciprocity rights to the operation of vehicles registered in this state.
2. **Reciprocity for Trailing Equipment (IRP Plan §515)**
   1. A trailer, semi-trailer, or auxiliary axle that is properly registered in any jurisdiction is granted full and free reciprocity for both inter-jurisdictional movement and intra-jurisdictional movement in Maine.
   2. When registration fees are paid for the registration of an apportionable vehicle, full and free reciprocity is granted to all trailers, semi-trailers, and auxiliary axles used in combination with that apportionable vehicle.

**SECTION 9. APPORTIONABLE VEHICLES (see Section 1 - Definitions)**

1. Apportionable vehicles must be registered in the IRP.
2. A vehicle is determined to be apportionable according to the use and characteristics of the power unit or the power unit used in combination.
3. The intent of the applicant or registrant to operate a vehicle in two or more member jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case.
4. The fact that a vehicle is not used in more than one jurisdiction for an entire registration year and for six additional months gives rise to the presumption that the registrant did not intend to operate in more than one member jurisdiction. The registrant may present information to overcome such presumption.

**SECTION 10. NON-APPORTIONABLE VEHICLES (EXEMPT VEHICLES)**

1. The following vehicles are not within the definition of apportionable vehicle and as such, are not required to register in the IRP in Maine and are subject to bilateral reciprocity agreements. Certain non-apportionable vehicles as noted below may be registered under the Plan at the option of the registrant.
   1. Vehicles traveling only in Maine, or Maine and non-IRP jurisdictions;
   2. Vehicles properly registered in jurisdictions not a member of the IRP;
   3. Single vehicles or combination of vehicles having a gross weight of 26,000 pounds or less, and two (2) axles on the power unit
2. Trucks, truck-tractors, and power units in a combination of vehicles may still be registered in the IRP;
   1. Recreational vehicles;
   2. Vehicles displaying restricted plates:
      1. Farm Plates
      2. Antique Plates
      3. Wrecker Plates (Wreckers with commercial plates are not exempt)
      4. Dealer Plates (no load may be carried)
      5. Transit Plates (no load may be carried)
      6. Special Mobile Equipment (Tractor Plates)
      7. Special Equipment Plates
      8. Hire Plates;
   3. Government-owned vehicles;
   4. Trailing equipment is not registered under the Plan in Maine.

**SECTION 11. APPLICATIONS FOR APPORTIONED REGISTRATION (IRP Plan, Article III)**

1. **Determining the Applicant’s Base Jurisdiction (Article III §305, §310)**
2. An applicant may elect Maine as its base jurisdiction when:
3. the applicant has an established place of business (see Section 1 – Definitions) in Maine as evidenced by the fact that:
4. the applicant owns or leases a physical structure in Maine and specifies the actual street address of the structure , ***and***
5. the physical structure is open for business and staffed during regular business hours by one or more permanent employees, under the employ of the applicant, who are charged with the general management of the applicant’s truck-related business, ***and***
6. the fleet the applicant seeks to register under the Plan accrues distance in Maine, ***and***
7. the operational records of the fleet are maintained or can be made available in Maine.
8. An applicant that does ***not*** have an established place of business in Maine may designate Maine as its base jurisdiction when:
   1. the applicant can demonstrate residence in Maine, ***and***
   2. the fleet the applicant seeks to register under the Plan accrues distance in Maine, ***and***
   3. the operational records of the fleet are maintained or can be made available in Maine.
9. To establish residence in Maine, an applicant must demonstrate to the satisfaction of the IRP Administrator at least three of the following:
10. if the applicant is an individual, that his or her driver’s license is issued by Maine,
11. if the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Maine,
12. if the applicant is a corporation, that the principal owner is a resident of Maine,
13. that the applicant’s federal income tax returns have been filed from an address in Maine,
14. that the applicant has paid personal income taxes to Maine,
15. that the applicant has paid real estate or personal property taxes to Maine,
16. that the applicant receives utility bills in Maine in its name,
17. that the applicant has a vehicle titled in Maine in its name, or
18. that other factors clearly evidence the applicant’s legal residence in Maine.
19. The Bureau may refuse to register any applicant that does not have an established place of business in Maine and cannot demonstrate residence in Maine.
20. If more than one member jurisdiction could qualify as a base jurisdiction for an applicant, the applicant may choose which member jurisdiction(s) it will apply to for apportioned registration under the Plan.
21. All three criteria for electing a base jurisdiction must be met in order for a member jurisdiction to qualify as a base jurisdiction.
22. The Plan offers residence as an alternative criterion to established place of business only for those applicants who cannot demonstrate that they meet the established place of business requirement.
23. Each individual vehicle of a fleet need not enter Maine so long as the fleet as a whole accrues distance in Maine.
24. An applicant whose established place of business is in a jurisdiction that is not a member jurisdiction may base in Maine if the applicant expects to accrue more distance in Maine than any other member jurisdiction.
25. The registrant may continue to base in Maine until such time as the jurisdiction in which the registrant has an established place of business becomes a member jurisdiction.
26. Maine may reject any such application for cause.
27. **IRP Forms**
28. The official IRP application forms (uniform application) are designed and occasionally updated to comply with IRP and PRISM requirements.
29. Information gathered on the forms is required by the State of Maine and other member jurisdictions to properly register vehicles in the IRP.
30. The applicant must complete a Maine IRP Schedule A (New Account Application) when first applying for an apportioned registration. Upon renewal, the applicant also must complete a Maine IRP Schedule B (Mileage Schedule).
31. The Maine IRP Schedule C (Application For Changes) is required when vehicles are added or deleted subsequent to the initial registration.
32. Status changes for multiple vehicles from different fleets require separate Maine IRP Schedule C forms for each fleet.
33. **Signatures**
34. Except as otherwise provided, all IRP schedules must be signed.
35. Anyone signing an IRP application must also disclose their position title in which is vested the authority to sign the application.
36. If an applicant is an individual, the application must be signed by the applicant.
37. If the applicant is a corporation, the application must be signed by a corporate officer or an employee duly authorized to act in an administrative capacity on behalf of the corporation.
38. Notwithstanding, the above, an authorized agent exercising power of attorney may sign on behalf of an applicant. The copy of the document authorizing the power of attorney must be on file with the Bureau.

**SECTION 12. FEES (IRP Plan, Article IV)**

1. **Calculation of Apportionable Fees (Article IV §400)**
   1. The apportionable fee for a fleet in a member jurisdiction is calculated by multiplying the apportionment percentage (see below) calculated for the member jurisdiction times the total apportionable fees required under the law of the member jurisdiction for registration of the fleet vehicles for the registration year.
   2. The total apportionable fees for any member jurisdiction is dependent on the requested gross weight and any other information the member jurisdiction uses to calculate its registration fees. The applicant may request different gross weights for different member jurisdictions.
   3. Each member jurisdiction’s apportionment percentage is multiplied by the apportionable fees required for full registration of the fleet vehicles. The resulting fees will then be prorated for the number of months remaining in the registration year based on each member jurisdiction’s prorate requirements.
   4. Maine and several other member jurisdictions have a continuous registration requirement. When a renewal application is submitted after the registration for the previous year has expired, the term of the renewal begins on the month of the issuance of the previous registration. Applicants submitting late renewal applications pay Maine apportionable fees for a full registration year.
2. **Calculation of Apportionment Percentage** 
   1. The following method is used to calculate the fleet apportionment percentage for each member jurisdiction in which apportioned registration is sought:
3. For member jurisdictions where the fleet accrued distance during the reporting period :
4. Determine the total actual distance operated during the reporting period in all member jurisdiction where the fleet vehicles were apportioned, then:
5. Calculate the apportionment percentage for each member jurisdiction by dividing the distance attributed to the member jurisdiction by the sum of the total actual distance (calculated to six (6) decimal places and rounded to five (5) decimal places), times one hundred (100).
6. For a fleet which did not accrue any distance during the reporting period:
7. The average per vehicle mileage multiplied by the number of vehicles in the fleet will be used to determine each member jurisdiction’s distance percentage. The applicant will be apportioned and pay fees for all member jurisdictions.
8. A fleet will be considered never to have been apportioned in a member jurisdiction if the registrant has neither owned or leased apportionable vehicles during the eighteen (18) months prior to the date of its application for apportioned registration nor accrued actual distance by operating in any member jurisdiction during the reporting period.
9. **Additional Fleet Vehicles (IRP Plan Article IV §425)**
10. A registrant may add vehicles to its fleet after the beginning of the registration year.
11. The apportioned fees for any added vehicles are calculated using the apportionment percentage calculated for the registrant’s initial application for fleet registration for the year subject to any adjustments since the fleet was first registered.
12. The apportioned fees for any vehicle added to the fleet during the registration year are calculated according to each member jurisdiction’s requirements. Apportionable fees are calculated from the first day of the month in which the vehicles are added to the fleet unless a member jurisdiction imposes a different requirement.
13. **Miscellaneous Fees**

Reinstatement Fee $50.00

72-Hour IRP Trip Permit $25.00

Hunter’s Permit $25.00

Maine’s Transfer Fee $ 8.00

Replacement Plate Fee $ 5.00

Replacement Plate Decal Fee $ 0.50 (month and year)

Cab Card Fee $ 5.00

Fax Fee $ 3.00

Replacement Decal $ 0.25 (month or year)

1. **Proration of Registration Fees and Excise Taxes**
2. Except as provided for in this section, motor vehicles registered in the IRP will be registered and reregistered on an annual basis. Registrations will expire on the last day of the month one year from the month of issuance.
3. Registrants adding additional fleet vehicles not involving a transfer of registration must add those vehicles to an existing fleet. When a registration is added to an existing fleet the Maine portion of the registration fee and excise tax must be prorated for the number of months remaining in the fleet’s registration year. Any portion of a month must be counted as a full month.
4. The prorated Maine registration fee and excise tax must be calculated by dividing the full year’s registration fee and excise tax by twelve (12) and multiplying by the number of months remaining in the fleet’s registration year. The proration of a member jurisdiction’s apportioned fees will be accomplished based on each member jurisdiction’s requirements.
5. Registrants must consolidate two (2) or more apportioned registrations into a single expiration month (fleet) except when a request for multiple fleets has been approved by the IRP Administrator. The registrant may elect any month; however registration fees and excise taxes may be prorated only for twelve (12) or fewer months.
6. A registrant may request to have more than one fleet. In order to request multiple fleets, each fleet must have a unique jurisdictional or weight profile. If a registrant maintains multiple fleets, then distance must be reported separately for each fleet.
7. A registrant may request to consolidate registrations from multiple fleets into a single fleet. In such cases, each registration and excise tax must be prorated at the time of renewal from its existing registration month to the desired month.
8. A registrant may convert from a regular commercial registration to an apportioned registration. The registrant will be billed for the remainder of the registration year in the IRP. The unused portion of the Maine commercial registration will be refunded or credited to the registrant’s account.

**SECTION 13. TEMPORARY INCREASES IN REGISTERED GROSS WEIGHT**

1. Pursuant to 29-A M.R.S.A. section 507 a registrant whose motor vehicle is properly base registered in the State of Maine may increase the registered gross weight of the vehicle for a period of one (1) to eight (8) months.
2. A temporary gross weight increase may not extend beyond the expiration of the apportioned registration.
3. The fee for the temporary permit is not apportionable, and the increase in registered gross weight is valid only in the State of Maine and in jurisdictions not a member of the International Registration Plan.
4. The registration fee for a temporary registered gross weight increase is the difference between the annual fee for the desired temporary registered gross weight and the annual fee for the original registration multiplied by the calculation percentage in the following table:

|  |  |
| --- | --- |
| **Permit Period:** | **Calculation Percentage:** |
| 1 Month | 20% |
| 2 Months | 30% |
| 3 Months | 40% |
| 4 Months | 50% |
| 5 Months | 60% |
| 6 Months | 70% |
| 7 Months | 75% |
| 8 Months | 80% |

**SECTION 14. DISTANCE REPORTING**

1. **Reporting Period (Mileage Year)**
2. The reporting period [see Section 1 - Definitions] is the last complete July 1st to June 30th period immediately preceding the beginning of the registration year except when the registration year begins on any date in July, August, or September, then the reporting period is the previous July 1st to June 30th period.

For example:

|  |  |
| --- | --- |
| **If the first month of the Registration Year is:** | **The reporting period is:** |
| January, 2019 | July 1, 2017 to June 30, 2018 |
| February, 2019 | July 1, 2017 to June 30, 2018 |
| March, 2019 | July 1, 2017 to June 30, 2018 |
| April, 2019 | July 1, 2017 to June 30, 2018 |
| May, 2019 | July 1, 2017 to June 30, 2018 |
| June, 2019 | July 1, 2017 to June 30, 2018 |
| July, 2019 | July 1, 2017 to June 30, 2018 |
| August, 2019 | July 1, 2017 to June 30, 2018 |
| September, 2019 | July 1, 2017 to June 30, 2018 |
| October, 2019 | July 1, 2018 to June 30, 2019 |
| November, 2019 | July 1, 2018 to June 30, 2019 |
| December, 2019 | July 1, 2018 to June 30, 2019 |

1. Fleet distance must be submitted once annually. If the registrant has multiple fleets, distance must be reported separately for each fleet. The distance reported must be for the entire operation in all jurisdictions for the reporting period.
2. **Distance Records for Less than One (1) Year**
   1. A registrant must still report actual distance, even when the registrant only operated for a portion of the reporting period and accrued mileage for less than a full year. The registrant must also report the applicable time period it operated during the reporting period.
   2. **New Fleets (IRP Plan Article IV §420)**

When a new fleet is composed entirely or primarily of vehicles which the applicant operated or controlled during the reporting period and these vehicles accrued actual distance in member jurisdictions in which the applicant seeks apportioned registration, the registrant must use the actual distance to apportion registrations.

* 1. An owner-operator who submits an application to register a single vehicle which was previously operated under a long-term lease that included the vehicle driver must report the actual distance accrued by the vehicle during the reporting period if the intended operation of the new fleet will reflect the previous operation under the long term lease.

1. **Distance Records (IRP Plan §1010)**
   1. Registrants are required to maintain accurate distance records (operational records) that support the distance traveled in each jurisdiction and total distance traveled everywhere. The distance records must contain sufficient detail so that all vehicle movement may be traced. Distance records must be maintained by vehicle and by trip.
   2. For distance records produced by a means other than a vehicle-tracking system, registrants must maintain the following information by vehicle:
2. Starting and ending trip dates;
3. Starting and ending trip locations (trip origin and destination);
4. Major highway routing for each trip (route of travel);
5. Beginning and ending odometer, hubometer, engine control module (ECM), or any similar device for each trip;
6. Total distance (all miles must be accounted for, including miles traveled in non-IRP jurisdictions);
7. In-jurisdiction distance (distance traveled in all jurisdictions including non-IRP jurisdictions);
8. Vehicle unit number (owner’s equipment number) or VIN;
9. Registrant’s name; and
10. Any trip permits purchased from any jurisdiction.
    1. For distance records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):
    2. The original GPS or other location data for the vehicle to which the record pertain;
    3. The date and time of each GPS or other system reading;
    4. The location of each GPS or other system reading:
    5. The beginning and ending reading from the odometer, hubometer, engine control module (ECM), or any similar device for the period to which the record pertain;
    6. The calculated distance between each GPS or other system reading;
    7. The route of the vehicle’s travel;
    8. The total distance traveled by the vehicle;
    9. The distance traveled in each jurisdiction;
    10. Registrant’s name, and
    11. Vehicle unit number (owner’s equipment number) or VIN.
    12. The registrant must prepare the following summaries from the information recorded on the distance records:
11. A monthly summary that recaps in-jurisdiction and total distance traveled by each power unit operated during the calendar month;
12. A quarterly summary that recaps in-jurisdiction and total distance traveled by the fleet during each calendar quarter;
13. A summary of the quarterly recaps used in preparing the application for apportionment.
14. **Distance Record Retention (IRP Plan §1000)**
15. A registrant must retain all operational records supporting the registrant’s application for apportioned registration for a period of three (3) years following the close of the registration year to which the application pertains.
16. The registrant must make such operational records available for examination upon the request of the Bureau.
17. The Bureau may impose an assessment on a registrant failing to maintain operational records in accordance with the Plan, or if the registrant fails to provide such records within thirty (30) calendar days of the issuance of a written request to produce the records.
18. Any assessment will be based on the Auditor’s estimate of the registrant’s true liability as determined from any operational records supplied by the registrant or available from the IRP Office or other sources. Pursuant to section 1015 of the Agreement, the Bureau may assess an inadequate records assessment for records deemed to be inadequate.

**SECTION 15. VARIANCE OF REGISTERED WEIGHT**

1. The IRP Office may require any applicant to provide documentation concerning the actual operation of any vehicle whenever the applicant requests vehicle registration weights in member jurisdictions that differ by more than ten percent (10%) between such member jurisdictions.
2. The IRP Administrator may deny registration for any vehicle if it is determined that the requested variance does not reflect actual operations.

**SECTION 16. CREDENTIALS AND PERMITS (IRP Plan Article VI)**

1. **Permanent Credentials**
   1. Upon the payment of all apportioned and administrative fees due the State of Maine and the submission of all required supporting documentation, the IRP Office will issue permanent credentials for an apportioned vehicle. The cab card, plate(s), and year and month decals are the sole registration credentials issued for an apportioned vehicle.
   2. After the initial registration a new cab card and year decal are issued upon renewing an apportioned vehicle registration.
   3. Maine requires the original cab card or legible electronic copy of the cab card issued for the current registration year be kept with the apportioned vehicle for which the cab card was issued.
2. **Temporary Vehicle Registration (TVR)**
3. The IRP Office will issue a TVR, also known as a temporary authority (T/A), as evidence of temporary apportioned registration. A temporary authority is valid for up to forty-five (45) days.
4. The T/A allows a vehicle to be legally operated in all member jurisdictions pending the issuance of the permanent registration credentials.
5. T/A’s generally are issued at the time of invoicing registrants for apportioned registration fees that are expected to be paid at a later date. The T/A may be faxed or mailed to the registrant and the registrant must keep the document with the apportioned vehicle for which the temporary authority was issued.
6. **Trip Permits**
7. A member jurisdiction may issue a trip permit for a vehicle or combination of vehicles in lieu of apportioned or full registration. A trip permit issued by the IRP Office is valid for a period of seventy-two (72) hours.
8. Out-of-state registrants whose motor vehicles are required to be registered in the IRP and are not apportioned must obtain a registration trip permit, in lieu of apportioned registration, prior to operating in Maine.
9. Registrants whose motor vehicles are not required to be registered in the IRP may obtain a trip permit, in lieu of apportioned or full registration, for intrastate operations in Maine in the same manner as for vehicles required to be in the IRP.
10. Registration trip permits allow the registrant to operate a specific vehicle in intrastate or in interstate commerce.
11. Trip permits are not required for vehicles operating in interstate commerce under any bilateral registration reciprocity agreement.
12. **Unladen Weight Permits (Hunter’s Permits)**
13. Maine owner-operators, not registering in their own name, and not under contract to a lessee motor carrier may obtain a thirty (30) day unladen weight permit. The permit allows for the operation of an unloaded power unit and trailer in any member jurisdiction. Proof of insurance must be provided before a permit will be issued.
14. **Electronic Applications**
15. Notwithstanding any other provision of this rule, the IRP Administrator may authorize a registrant to make electronic submissions of any IRP schedules.
16. Approved registrants may transmit IRP vehicle information, jurisdictional profile information, or distance information by any means approved by the IRP Administrator.
17. The IRP Administrator may, at the IRP Administrator’s discretion, issue temporary IRP credentials electronically to any IRP registrant.
18. Registrants who are issued electronic credentials are required to submit appropriate supplemental documentation within five working days, unless otherwise specified.
19. The billing procedure for electronic credentials is the same as for IRP credentials issued by mail or fax.
20. **Credential Validation**
21. IRP Registrations (cab cards) will be validated or embossed with the State Seal in accordance with the Bureau’s procedures.
22. Credentials issued electronically may have additional characteristics to validate authenticity such as watermarks and document control numbers in accordance with the Bureau’s procedures.
23. A registrant may display their IRP cab card electronically. The image may be in the form of an electronic image or data connection. The image must be readable, and must contain all the required fields. Electronic images are subject to verification. The State of Maine assumes no responsibility for the accidental damage of any electronic device.

**SECTION 17. HOUSEHOLD GOODS CARRIERS (IRP Plan Article VII)**

1. **Base Jurisdiction**
   1. A household goods carrier operating an apportionable vehicle that is leased from a service representative may elect to base the vehicle in either the base jurisdiction of the service representative or of the household goods carrier.
   2. **Registration in Base of Service Representative**
      1. The vehicle will be registered in the name of the service representative with the name of the household goods carrier listed as the lessee.
      2. The fees for the vehicle will be apportioned according to the combined records of the service representative and the household goods carrier.
      3. All operational records pertaining to the vehicle must be made available in the base jurisdiction of the service representative.
      4. The vehicle will be considered fully registered for operation under the authority of the service representative as well as the household goods carrier.
   3. **Registration in Base of Household Goods Carrier**
2. The vehicle will be registered in the name of the household goods carrier with the name of the service representative listed as the lessor.
3. The fees for the vehicle will be apportioned according to the combined records of the household goods carrier and the service representative.
4. All operational records pertaining to the vehicle must be made available in the base jurisdiction of the household goods carrier.
5. The vehicle will be considered fully registered for operation under the authority of the service representative as well as the household goods carrier.

**SECTION 18. BUSES (IRP Plan Article VIII)**

1. A series of apportioned plates will be available for motor bus apportionment.
2. The application procedures and process are the same as any other IRP application with a few exceptions.
3. The application of a passenger carrier for apportioned registration must indicate which, if any, of its vehicles are assigned to a pool.
4. Applicants for motor bus apportionment may report distance in one of two ways:
   1. the applicant may submit actual distance for the fleet for the reporting period; or
   2. the applicant may submit:
5. the scheduled route distance operated in each member jurisdiction by the vehicles in the pool, and
6. the sum of the scheduled route distance operated in all member jurisdictions by vehicles in the pool. Scheduled route distances shall be determined from the furthest point of origination to the furthest point of destination covered by the pool.

**SECTION 19. RENTAL VEHICLE REGISTRATION (IRP Plan Article IX)**

1. **Base Jurisdiction (IRP Plan §900)**
   1. A rental company applying to register a rental fleet may select Maine as the base jurisdiction for the fleet according to the basing requirements of the Plan, except that when the term of the lease of the vehicles in the fleet is greater than sixty (60) days, the lessee (rental customer) must:
2. have an established place of business in Maine; and
3. the fleet must accrue distance in Maine.
4. **Rental Passenger Cars (IRP Plan §905)**
5. A rental company may allocate its rental passenger car registrations pursuant to Section 905 of the IRP Plan.
6. The number of vehicles to be registered in the State of Maine must be determined by:
7. dividing the gross revenue earned in the State of Maine in the preceding year for the use of all rental passenger cars by the gross rental revenue earned in all jurisdictions; and then
8. multiplying the number of vehicles in the rental fleet by the percentage determined in (1) above. The number of vehicles must be the greatest number of vehicles in the fleet during the preceding year.
9. The rental company must file an annual report with the IRP Administrator by January 31st following the close of the registration year. The annual report must list the company’s revenue by jurisdiction and the total number of vehicle registrations in each jurisdiction for the registration year.
10. The rental company must register a portion of its rental fleet in the State of Maine which is at least equal to the percentage of revenue earned in the State of Maine.
11. Consumer rental companies in compliance with this section may assign vehicles registered in any jurisdiction to its vehicle fleet in Maine.
12. **One-Way Vehicle (IRP Plan §915)**
13. A rental company that owns trucks registered for 26,000 pounds or less that are identified as a part of a one-way rental fleet may:
14. allocate all such vehicles to the respective member jurisdictions in proportion to the mileage operated in each member jurisdiction by the rental fleet; or
15. register all such vehicles as apportioned vehicles under the Plan.
16. A one-way rental vehicle so registered may be used in both intra-jurisdictional and inter-jurisdictional operations.
17. **Rental or Leased Truck, Truck Tractor, and Tractor Vehicle Fleets**
18. The following options are available to those companies controlling rental or leased fleets:
19. The rental or leasing company (lessor) may register all of its vehicles in a single fleet and be responsible for all distance reporting; or
20. The rental or leasing company (lessor) may register all of its vehicles but may maintain separate Fleets and submit separate distance reports for each fleet; or
21. The rental or leasing company (lessor) may allow the carrier (lessee) to register the leased vehicles thereby requiring the lessee to report distance; or
22. The rental or leasing company (lessor) may use all or a combination of the above methods of registration.

**SECTION 20. FLEET TO FLEET TRANSFER**

1. Subject to each member jurisdiction’s requirements, a registrant may transfer a vehicle from one of its fleets to another. Both fleets must belong to the same registrant as determined by the registrant’s Federal Identification Number. If the transfer results in a change in expiration month, the registration fee and excise tax must be prorated subject to each member jurisdiction’s requirements.
2. Maine allows a registrant to transfer a vehicle from one of its fleets to another only at renewal time.
3. The transfer of a vehicle from one registrant to another will be considered a sale of the vehicle. The registration cab card and plate will remain in the custody of the original registrant.

**SECTION 21. BILLING**

1. Each applicant will be billed (invoiced) for their IRP registration(s) as determined by the information provided in the uniform application for apportioned registration.
2. The submission of an IRP application and generation of an IRP invoice based on the information contained in the application constitutes an agreement that the applicant will pay the resulting registration fees.
3. Unless other provisions are made, IRP invoices will be mailed to established registrants along with a temporary authority for each renewal, newly added vehicle, or any account change that requires the issuance of a new cab card. Only the IRP invoice will be mailed to applicants submitting their initial IRP application in Maine (i.e. new account requests).
4. Maine IRP invoices are due and payable upon receipt.
5. New registrants must pay their bill in full before receiving a temporary authority or any registration credentials; existing registrants are allowed up to 45 days to pay their invoice in full.
6. Registrants must pay their IRP invoice in full. Payment plans (partial payments) will only be allowed for audit assessments, and then, only by approval of the IRP Administrator.
7. Permanent credentials will be issued and mailed only after payment is received in full and all required documentation has been submitted to the Bureau.
8. An applicant may cancel their IRP invoice by notifying the IRP Unit in writing within seven (7) days after receipt of the invoice provided:
9. the applicant has not operated on a temporary authority, and
10. the applicant submits a notarized statement to the Bureau attesting to the fact that it did not operate on a temporary authority.
11. Any use of a temporary authority constitutes an agreement to pay the associated IRP bill without exception.
12. Maine will suspend any apportioned registration if the registrant fails to pay any Apportionable Fees within sixty (60) calendar days of the issuance of an apportioned registration, temporary authority, or billing invoice.

**SECTION 22. TRANSFER PROCEDURES (IRP Plan § 435, § 440)**

1. When an apportioned vehicle is withdrawn from a fleet during a registration year, the amount of the apportionable fee paid for the vehicle for the remaining portion of the registration year may be transferred to the registration of a replacement vehicle in the same fleet. A vehicle must be sold, destroyed, junked, stolen, or otherwise completely removed from the fleet to be considered withdrawn.
2. The registrant will be required to pay any assessed excise tax on the replacement vehicle prior to the issuance of any credential for the replacement vehicle.
3. The transfer fee is eight dollars ($8.00), and any weight increases will be charged according to the fee schedules.
4. Some member jurisdictions may require additional registration fees based on the age and value of the replacement vehicle.
5. If the plate from the withdrawn vehicle is still in displayable condition and in the registrant’s possession, the plate will be reassigned to the replacement vehicle.
6. If the plate from the withdrawn vehicle is not in displayable condition or not in the registrant’s possession, the registrant must either return the plate or certify that the plate has been destroyed, lost, or stolen. The registrant will be issued a new plate.
7. A new cab card will be issued for a five dollar ($5.00) fee.

**SECTION 23. ADMINISTRATIVE PROCEDURES**

1. **Credits and Refunds (IRP Plan §435)**
   1. **Credits**
      1. If an apportioned vehicle is withdrawn from a fleet during a registration year, the amount of the apportionable fee for the vehicle for the remainder of the registration year:
         1. is available for transfer to the registration of the replacement vehicle in the fleet; or
         2. subject to the law of each member jurisdiction, may be credited to the registrant.
      2. A vehicle is only considered withdrawn from a fleet if it has been sold, junked, stolen, or destroyed.
      3. The vehicle to which the credit is being applied must retain the same expiration year.
   2. **Refunds**
      1. Refunds for apportioned registration fees paid to the State of Maine are available only for the following reasons:
         1. if the IRP Unit makes a billing error; or
         2. if the registrant was charged duplicate registration fees; or
         3. if an audit of an IRP account identifies a net overpayment; or
         4. if a registration is canceled prior to the start of the registration year (all credentials must be returned); or
         5. if the Registration is unused but only as provided in 29-A M.R.S.A. section 464.
   3. The registration plate(s) and cab card or temporary authority must be returned within 120 days of issuance with a notarized statement that the registered vehicle was not operated at all during the registration year.
   4. The Secretary of State must be satisfied that the registration plates have never been used.
   5. In no case will a refund be issued on a renewal registration if the validation sticker has been attached to the registration plate(s).
      1. Any registrant who believes they are entitled to a refund may make a request in writing to the IRP Administrator.
2. **Hearings**
3. In the administration of the laws relative to vehicles and operators and the operation thereof, the Secretary of State or any Deputy Secretary of State may conduct hearings, subpoena witnesses, administer oaths, take testimony and order the production of books and papers.
4. The Deputy Secretary of State may issue all processes necessary for the performance of these duties.
5. The fees for travel and attendance of witnesses shall be the same as for witnesses before the Superior Court and shall be paid by the State out of vehicle registration fees upon certificates of the Secretary of State filed with the State Controller.
6. Hearings conducted by the Secretary of State shall be as provided by Title 5, chapter 375, subchapter IV.
7. **Suspended, Canceled, or Transferred Registrations (IRP Plan §615)**
8. Whenever a registration is suspended the registration cab card and plate(s) must be returned to the IRP Unit.
9. If a vehicle is withdrawn from a fleet during the registration year because the vehicle has been sold, destroyed, or otherwise removed from the service of the registrant:
   1. The registrant may elect to transfer any registration credit and the plate(s) to a replacement vehicle (see Section 22); or
   2. The registrant must return the plate(s) to the IRP Office, or certify that the plate(s) has been destroyed, lost, stolen, or held for re-use.

**SECTION 24. AUDIT PROCEDURES (IRP Plan Article X)**

1. The Uniform Operational Audit Procedures as amended and adopted by the IRP Jurisdictions in 1988 or subsequent amendments are hereby incorporated by reference.
2. Registrant records relative to distance operated in each jurisdiction and other information required for the registration of vehicles in the IRP are subject to audit.
3. Audits will be scheduled in accordance with the rules and procedures of the IRPAgreement and the Audit Procedures Manual. The registrant and the IRP Administrator will be notified of the results of any audit.
4. Upon the completion of an Audit, the IRP staff will provide notice of the audit findings to the registrant and all member jurisdictions in which the registrant was apportioned to operate. The findings will include a determination of any apportionable fees owed by the registrant, net of any apportionable fees due the registrant.
5. Audit netting: IRP staff will refund or collect the net amount of the finalized audit on behalf of all affected member jurisdictions. The net result of an audit will be “no change”, positive (net due audit), or negative (net refund audit).
6. Net refund audit: refunds for approved, finalized audits will be processed automatically and mailed to the registrant.
7. Net due audit: IRP staff will invoice the registrant. The registrant will have thirty (30) days from the invoice (billing) notification date to pay the audit bill. Failure to pay the final audit assessment will result in the suspension of the registrant’s active IRP Registrations.
8. A member jurisdiction shall have forty-five (45) days from the date it is notified of Audit findings to provide written notification to the IRP Administrator and the registrant that it intends to conduct a reexamination of the records of the registrant. A 45-day notification also is sent to the registrant prior to the invoice (billing) notification.
9. A registrant may request a hearing to appeal an audit finding. All appeals must be in writing. An appeal made within thirty (30) days of the 45-day notification date will halt the suspension proceeding until the appeal is resolved. Hearings will be held pursuant to the Bureau’s hearing process.

**SECTION 25. PRISM**

1. The State of Maine is a participant in the PRISM program. PRISM links the FMCSA’s motor carrier safety information with the State’s motor vehicle registration process to achieve two purposes:
2. To determine the carrier’s safety fitness prior to issuing a registration plate, and
3. To cause the unsafe carrier to improve its safety performance through an improvement process, and, where necessary, the application of registration sanctions.
4. A carrier’s record of poor safety performance may result in the denial or suspension of its privilege to register. The authorization for such action is under the Statutory Authority of 29-A M.R.S.A. §2458.
5. The rules governing the PRISM program are in the Secretary of State’s Rule Chapter 169.

**SECTION 26. ADOPT BY REFERENCE**

1. The Bureau adopts by reference IRP Inc.’s International Registration Plan with Official Commentary and the Audit Procedures Manual (APM).

**SECTION 27. SAVINGS CLAUSE**

1. Any procedure or requirement related to the registration of vehicles in the IRP not covered in these rules shall be governed by the general rules and procedures of the Bureau of Motor Vehicles.

**SECTION 28. MUNICIPAL FISCAL IMPACT**

1. This rule will have no fiscal impact on Municipalities.

EFFECTIVE DATE:

September 7, 1993

AMENDED:

August 9, 1994

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 4, 1996

AMENDED:

July 6, 1997

July 4, 2000

January 27, 2002

REPEALED AND REPLACED:

July 13, 2008 – filing 2008-284

AMENDED:

March 17, 2015 – filing 2015-032

November 13, 2018 – filing 2018-239