



# GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪




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Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

## IRP Processing Instructions, Required Documents, & Frequently Asked Questions

### Renewals

**Instructions:**  [IRP-Completing Renewals](#)

1. **Required Document**-Liability Insurance:  [IRP Insurance Requirements](#)
2. **Required Document**-Employment Lease:  [IRP Equipment and Employment Lease Agreements](#)
3. **Required Document**-IRS HVUT 2290:  [Georgia HVUT 2290 Checklist](#)





**Informational:**  [IRP Record Keeping Requirements](#)

**Informational:**  [IRP-Staggered Renewal Periods](#)

### Adding Vehicles & Transferring Registrations (Title or Control Number required)

**Instructions:**  [IRP-Adding, Deleting, or Modifying Vehicles](#)

**Instructions:**  [Transferring IRP Registrations to Replacement Vehicles](#)

1. **Required Document**-Liability Insurance:  [IRP Insurance Requirements](#)
2. **Required Document**-Employment Lease:  [IRP Equipment and Employment Lease Agreements](#)
3. **Required Document**-IRS HVUT 2290:  [Georgia HVUT 2290 Checklist](#)
4. **Required Document**-Equipment Lease:  [IRP Equipment and Employment Lease Agreements](#)

**Informational:**  [TA Temporary Evidence of apportioned registration](#)

### Replacing License Plates

**Instructions:**  [IRP-Replacing License Plates](#)

1. **Required Document**-Police Report (per O.C.G.A. 40-2-44)

### Replace Cab Card



**Instructions:**  [IRP-Replacing Cab Cards with Decals/Stickers](#)

### Combining/Consolidating Fleets

**Instructions:**  [IRP-Fleet to Fleet Transfer \(fleet consolidation\)](#)

### Weight Change (increase weight)

**Instructions:** Email Required Supporting Document(s) & request to [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

1. **Required Document**- [Form T-138 IRP Vehicle Schedule A](#)
2. **Required Document**-IRS HVUT 2290:  [Georgia HVUT 2290 Checklist](#)



For more information, please visit the Georgia Trucking Portal at [www.evisn.dor.ga.gov/Home](http://www.evisn.dor.ga.gov/Home) or scan the QR code.

### **Action Required-Upload Documents**




**Instructions:**  [IRP-Action Required Upload Documents](#)

**Informational:** If invalid document uploaded prior, delete invalid upload first, then upload new document.

**Informational:** Supporting Documents with multiple pages must upload together as one document upload.

### **Change of Carrier Responsible for Safety USDOT Number**


**Instructions:** Email Required Supporting Document(s) & request to [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)







1. **Required Document-**  [Form T-138 IRP Vehicle Schedule A](#)
2. **Required Document-Liability Insurance:**  [IRP Insurance Requirements](#)
3. **Required Document-Employment Lease:**  [IRP Equipment and Employment Lease Agreements](#)

**Informational:**  [Georgia PRISM Compliance](#)

### **Opening a New Account**

**Instructions:** Email Required Supporting Document(s) & request to [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

**Instructions:**  [IRP-Opening A New IRP Account](#)

1. **Required Document-**  [T-239 - Georgia IRP Schedule G -New Account Application](#)
2. **Required Document-**  [Form T-138 IRP Vehicle Schedule A](#)
3. **Required Document-Liability Insurance:**  [IRP Insurance Requirements](#)
4. **Required Document-IRS HVUT 2290:**  [Georgia HVUT 2290 Checklist](#)
5. **Required Document-Employment Lease:**  [IRP Equipment and Employment Lease Agreements](#)
6. **Required Document-Equipment Lease:**  [IRP Equipment and Employment Lease Agreements](#)
7. **Required Document-Copy of Applicant's current driver's license.**
8. **Required Document-5 proofs for an Established Place of Business or 3 proofs of Residence.**

### **Making Payments**

**Instructions (online):**  [IRP-Making Payments](#)

**Instructions (certified funds via mail):** Georgia Department of Revenue, Motor Vehicle Division, Attn: Commercial Registrations Unit, PO Box 740382, Atlanta GA 30374-0382

**Informational:** mailed Certified Funds must also include copy of Invoice & IRP account number.

### **Change Fleet Type**

**Instructions:**  [IRP-Change Fleet Type](#)

### **Change Fleet Name, Address, or Vehicle Unit Numbers**

**Instructions:** Email Required Supporting Document(s) & request to [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

1. **Required Document-**  [Form T-138 IRP Vehicle Schedule A](#)

**Informational:** Clearly make note of all requested changes.

### **Delete Vehicles from Fleet**

**Instructions:** Email Required Supporting Document(s) & request to [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

1. **Required Document-**  [Form T-140 IRP Supplemental Application Schedule C](#)

**Informational:** Clearly make note of all requested changes.

### **Forgot Password/Change Password**

**Instructions (Forgot):** from login screen, click the “Forgot Password?” link.

**Instructions (Change):** [How to Change Your Password](#)

**Instructions (Change-video):**  [How to Change Your Password](#)

### **Reprinting Invoices, Cab Cards, & TAs**

**Instructions:** Login to IRP at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov), Select **Applications-IRP**, Select **Reprint-Invoice, Cab Card, or TA**, Enter fleet number, fleet expiration year, and click the “Proceed” button, Click “Proceed” button to launch a pop-up of your **Invoice, Cab Card, or TA** to print and/or save.

### **Generate invoice with fees per vehicle**

**Instructions:** Login to IRP application at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov), Choose tab: **Applications-IRP**, Choose tab: **Reprint-Invoice**, Enter Fleet Number, Fleet Expiration Year & under “**Invoice Report Type**” choose “**Fees by Unit**” option, Click the “Proceed” button, Click the “Select” hyperlink (this selects your fleet’s invoice), Click the “Proceed” button again (this will bring up a “pop-up” pdf version of your fleet invoice by Unit).

### **How to request online access (Account Customers & Service Providers)**

**Instructions:**  [IRP-Requesting Online Access](#)

### **How to continue a transaction already “In Progress”:**

**Instructions:** Login to IRP on the **Georgia Trucking Portal** at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov), Click “In Progress,” click “Proceed”, and then click “Proceed” button again.

### **How to perform account, fleet, weight, & vehicle inquiries & review open supplements:**

**Instructions:** Login to IRP on the **Georgia Trucking Portal** at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov), Choose “Applications”, then “IRP,” Choose “Inquiries”, then “Account, Fleet, Weight, Distance, Vehicle, or Supplement,” and then Click “Proceed” button, Use “View” hyperlink on the far right of applicable fleet and year in order to view information.

### **How to delete/cancel supplements:**

**Instructions:** Login to IRP on the **Georgia Trucking Portal** at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov), Select “Applications”, and then the “IRP” option. Select “In Progress” tab, Click “Proceed,” click “Select” icon to the left of supplement transaction in order to select that transaction for cancelation/deletion, Click “Cancel” button to delete supplement transaction.

## Frequently Asked Questions (FAQs)

### **(Q) When is International Registration Plan (IRP) registration required?**

**(A)** When a vehicle travels in two or more jurisdictions, and includes a power unit with a gross weight in excess of 26,000 lbs. and/or is a power unit with three or more axles (regardless of weight). This includes power units used to pull another unit in which the combined weight exceeds 26,000 lbs.

### **(Q) I am receiving an "IRP account is locked" error message. What do I do?**

**(A)** Accounts are locked for unpaid invoices exceeding 30 days, invalid fleet email addresses, & to maintain credits in which to transfer to replacement vehicles at a later date. Please contact the Commercial Registrations Unit directly at [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov) to resolve.

### **(Q) I am receiving a "prior supplement open" error message. What do I do?**

**(A)** Prior supplements remain open if a transaction was started in the past and not completed or cancelled. Please follow above instruction for **How to delete/cancel supplements**. If further instruction is required please contact the Commercial Registrations Unit directly at [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov).

### **(Q) How long for online transaction submittal approvals or notifications of further action required?**

**(A)** Two business days.

### **(Q) After payment, how long will it take for me to receive credentials (Cab Cards &/or License Plates) via mail?**

**(A)** Five business days. If time has exceeded five business days, please contact the Commercial Registrations Unit directly at [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov) with your IRP Account number and valid mailing address.

### **(Q) How much will IRP registration or renewal cost?**

**(A)** See: "sign up" feature of **Celtic IRP Fee Estimator** at <https://www.fee.celtic.bz/WebFeeEstimatorWeb/start.jsp>.

### **(Q) Where on the truck do you attach the IRP apportioned license plate?**

**(A)** All IRP apportioned license plates must be placed on the front of the truck in the appropriate license plate slot.

### **(Q) What is the process to discontinue IRP registration?**

**(A)** Submit formal request on business/company letterhead, complete **Commercial Vehicle License Plate Turn-In** form, & return IRP license plate & Cab Cards to: Georgia Department of Revenue, Motor Vehicle Division attn.: Commercial Registrations Unit, PO Box 740382 Atlanta, GA 30374-0382.

### **(Q) How do I register myself &/or my company as an authorized Service Provider?**

**(A)** See: Georgia Trucking Portal, Organizations-Service Providers tab: <https://www.cvisn.dor.ga.gov/gtp/providers>.

### **(Q) Updated title information made my IRP registration inactive. How do I make my IRP registration active again?**

**(A)** Please contact the Commercial Registrations Unit directly at [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov) and provide IRP account number, vehicle identification number (VIN), & license plate number.