



**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
OFFICE OF MOTOR VEHICLES**

INTERNATIONAL REGISTRATION PLAN  
P.O. BOX 64848, BATON ROUGE, LA 70896-6409  
225.925.6146 OPTION 5/irpdocuments@la.gov

**IRP NEW ACCOUNT CHECKLIST**

**APPLICATIONS, SUPPORTING DOCUMENTS, AND VALIDATIONS**

- Completed [IRP Application](#)
- Proof of Paid FHVUT Schedule 1 Form 2290
- Copy Louisiana vehicle registration
- Verification of paid Unified Carrier Registration (UCR)
- Verification of US DOT number / Active authority
- Motor Carrier authority lease
- [Tow truck affidavit](#) (IF APPLICABLE)
- Proof of insurance
  - \*COI must show limits of Liability and description of vehicle
  - \*If ID card is submitted, it must meet minimum Limits of Liability of Louisiana. If insurance card is from another Jurisdiction an Insurance Acord or Declaration page must be submitted showing limits of liability.
  - \*Limits for 20,000 pounds or less must provide at least \$15,000/\$30,000 bodily injury and \$25,000 damage to or destruction of property of others in any one accident.
  - \*Limits for 20,001-50,000 GVW must have 25/50/25k or combined single limit no less than \$75,000
  - \*Limits for 50,000 GVW + must have 100/300/25k or combined single limit no less than \$300,000
- [Audit Certification](#)
- [IRP Registration Certification](#)
- Proof of IFTA (OPTIONAL)

**PROOF OF RESIDENCY (Must have three items)**

- Copy of the Tax Registration Certificate issued by the Louisiana Department of Revenue indicating the Louisiana Tax Identification Number. This document can only be provided by for-hire carriers who choose to register under the for-hire provisions of Louisiana.
- Copy of the Articles of Incorporation with either the Initial or Annual Report as filed with the Louisiana Office of Secretary of State.
- A copy of the applicant's Occupational License and/or Occupancy License
- Copy of lease or rental agreement on property within the State of Louisiana, indicating the lessee is the same business as reflected on the IRP application. The lessor of the property cannot be an employee or the lessee.
- A statement, on letterhead, from the postmaster, in the city where the business is located verifying the mailing address as belonging to the business and/or stating the business received mail at that address.
- 3 consecutive months of 1 utility statement or copies of deposits made on utility along with a copy of work order to have utility connected/installed. (3 consecutive months of 2 different statements utility/house bills along with a notarized statement that the business and house address are one and the same).
- A copy of the company/corporate tax withholdings
- A copy of the company/corporate Louisiana Tax Return
- Vehicle Registration
- Mortgage Statement
- Lease or Rental Agreement
- Real Estate Property Tax Bill