



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

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Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

Opening an International Registration Plan (IRP) account requires Applicant/Registrant to select a **Base Jurisdiction**. There are **three (3) requirements** which must be met in order to select "Georgia" as base jurisdiction:

- ✓ Applicant must demonstrate proof of an Established Place of Business in Georgia.
- ✓ IRP Account must have fleets which produce Georgia distance/miles.
- ✓ Fleet records must be maintained or have the ability to be made available within the state of Georgia.

Document requirements (5) to demonstrate owning or leasing an Established Place of Business in Georgia:

1. County issued Certification of Zoning Compliance:
 - Demonstrating physical structure is located within base jurisdiction (Georgia).
 - Demonstrating physical structure is owned or leased by the Applicant or Registrant.
 - Demonstrating a specific street address which does not include a PO Box number.
2. Publicly Listed Document Page (dated within 30 days of application date and verifiable via the internet):
 - Demonstrating physical structure is open for business.
3. Employee Schedule:
 - Demonstrating physical structure is staffed during regular business hours.
 - Demonstrating physical structure is staffed by one or more persons.
4. Employee Paystub:
 - Demonstrating physical structure staff member(s) are employed by the Applicant or Registrant.
 - Demonstrating physical structure staff member(s) are employed on a permanent basis (not contracted).
5. Georgia Secretary of State's "Annual Registration" form (with "business purpose" section completed):
 - Demonstrating physical structure is utilized for the purpose of the general management of the Applicant's or Registrant's trucking-related business (not limited to credentialing, distance reporting, and phone inquiries).

***Applicant's which do not have an Established Place of Business in any Jurisdiction may designate Georgia as base jurisdiction by demonstrating Residence in Georgia by providing any three (3) of the following eight (8) documents:**

1. If an individual, Current and Valid Driver's License issued to applicant by the State of Georgia.
2. Proof of Incorporation or proof of registration that entity is authorized to do business in Georgia.
3. If a corporation, proof owner of corporation is a legal, Georgia resident.
4. Proof applicant's Federal Income Tax return is filed from a Georgia address.
5. Proof applicant has paid personal Income Tax to Georgia.
6. Proof applicant has paid Real Estate Tax or personal Property Tax to Georgia.
7. Proof applicant receives Utility Bills in Georgia that are in either applicant or business's name.
8. Proof applicant has a vehicle titled in Georgia that is in either applicant or business's name.



For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.