



# GEORGIA DEPARTMENT OF REVENUE

## ▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740382, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

### **Documents required for submittal in order to complete IRP Online Registrations:**

#### **Renewals**

1. Liability Insurance card, binder, or certificate not expiring prior to effective date of renewed registration period.
2. Employment Lease or Contract (listing USDOT number) if not operating under own authority/USDOT number.
3. IRS 2290/Schedule 1 (this must be clearly stamped with Efile watermark, listing correct registration period, on each page that includes vehicles being registered that are over 54,999lbs GVW.)

#### **Adding Vehicles** (there must already be a County issued Georgia title or title control number on record)

1. Liability Insurance card, binder, or certificate not expiring prior to effective date of renewed registration period.
2. Employment Lease or Contract (listing USDOT number) if not operating under own authority/USDOT number.
3. IRS 2290/Schedule 1 (this must be clearly stamped with Efile watermark, listing correct registration period, on each page that includes vehicles being registered that are over 54,999lbs GVW.)
4. Notarized and signed Equipment Lease if vehicle is being leased.

#### **Replacing Plates**

1. Police Report

### **Requests to Email directly to Commercial Registrations Unit at:**

[commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

#### **Weight Change (increase)**

1. Completed T-138 schedule A form (located at [www.dor.georgia.gov](http://www.dor.georgia.gov) under “forms”)
2. IRS 2290/Schedule 1 (this must be clearly stamped with Efile watermark, listing correct registration period, on each page that includes vehicles being registered that are over 54,999lbs GVW.)

#### **Carrier/Authority Change (USDOT Responsible for Safety)**

1. Completed T-138 schedule A form (located at [www.dor.georgia.gov](http://www.dor.georgia.gov) under “forms”)
2. Liability Insurance card, binder, or certificate not expiring prior to effective date of renewed registration period.
3. Employment Lease or Contract (listing USDOT number) if not operating under own authority/USDOT number.



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