

INSTRUCTIONS FOR COMPLETING APPLICATIONS

The Licensing Application (Schedule A) and Vehicle Application (Schedule B) provide information regarding your Motor Carrier licensing needs. These forms were designed to provide one application to file for Registration, IFTA Fuel Licensing, Special Mobile Equipment identification and Intrastate Commerce Authority. Use additional pages if needed. You may copy these forms as needed or print them from our website. New accounts must complete both applications. Equipment changes such as: additions, deletions, or changes must be completed on the Vehicle Application – Schedule B.

GENERAL INFORMATION

Registration: these applications can be used for Nevada based IRP registrations and Nevada based intrastate registrations. For further details on IRP registration, please access the following link for the IRP website:

[The International Registration Plan \(IRP\)](#)

For Nevada based intrastate registrations please include the following documents as required:

- Proof of ownership (Dealer Report of Sale (DRS), copy of current registration, title, or the security agreement) in the name of the registrant.
- If proof of ownership is an out of state title, an original VIN inspection is required.
- If the vehicle is leased, a copy of the lease agreement is required.
- Evidence of Nevada insurance card for all motor vehicles. Must show policy #, beginning and ending date, have VIN or state Fleet Insured and the name on the card must match the registrant name.
- Proof of payment of federal heavy vehicle use tax (HVUT Form 2290) in the form of a copy of the IRS receipted Schedule 1 or a copy of the Schedule 1 with a photocopy of the front and back of the cancelled check for all motor vehicles with a combined gross weight of 55,000 lbs. or greater, regardless of the registered weight. The IRS allows a 60-day grace period from date of sale to obtain the 2290. A copy of the bill of sale will be accepted in lieu of the 2290. The 2290 will be required upon renewal of the registration.

IFTA Fuel Licensing: these applications can be used for Nevada based IFTA registrations. See the IFTA website linked below for further details on IFTA licensing:

[International Fuel Tax Agreement \(IFTA\)](#)

Motor vehicles with a declared gross weight in excess of 26,000 lbs, using special fuels (diesel, kerosene, LPG, CNG & A55) and leaving the state are required to have an IFTA License and report their activity on a quarterly basis to the Department.

Please Note: Effective January 1, 2010, a special fuel license will not be required for 100% Nevada only Intrastate carriers. For further information, please contact the Motor Carrier Division of the Department of Motor Vehicles.

Special Mobile Equipment (SME): this type of equipment is exempt from registration pursuant to Nevada Revised Statute 482.210.1(a). A business entity may apply for identification documents using the Licensing and Vehicle Applications. If the SME equipment is to be used in interstate operations, contact the state(s) in which travel will be conducted to obtain information on registration and/or fuel licensing requirements. The Department will issue IRP and IFTA credentials if required by the foreign jurisdiction.

Intrastate Commerce Authority: The Department is responsible for regulating the activities of common and contract carriers of property other than fully regulated carriers. Applicable statutes can be found in Chapter 706 of the Nevada Revised Statutes. Specific sections include: NRS 706.169, 706.186, 706.291, 706.437, 706.438, 706.439 and 706.4395. General insurance limits are \$750,000 for bodily injury to or the death of one person, \$750,000 for bodily injury to or death of all persons injured or killed in any one accident and \$750,000 (NAC 706.191) for the loss of or damage to the property of others, excluding cargo, in any one accident. Limits are greater for carriers authorized to transport hazardous substances, oil, Class A or Class B explosives, poisonous gas or radioactive materials and can be found listed under Nevada Administrative Code 706.288.

You do not need written authority if any of the following conditions apply:

- Your vehicles have Apportioned Plates.
- Your vehicles are used as tow cars (apply to Transportation Services Authority).
- You are a fully regulated carrier (apply to Transportation Services Authority). "Fully regulated carrier" means a common carrier or contract carrier of passengers or household goods who is required to obtain from the commission a certificate of public convenience and necessity, or a contract carrier's permit and whose rates, routes and services are subject to regulation by the commission.

Transportation Services Authority (TSA) is located at 2290 S. Jones Boulevard, Suite 110, Las Vegas, NV 89146, PH (702) 486-3303, FAX (702) 486-2590, and website: <http://www.state.nv.us/b&i/tsa>.

To obtain written authority, please complete the Licensing Application and send the following documents as applicable:

- Accord/Certificate of Insurance
- Copies of Hazardous Materials Permit if applicable
- Vehicle ID numbers and Nevada License Plate numbers
- Terminal addresses

LICENSING APPLICATION INSTRUCTIONS: SCHEDULE A

The Licensing Application is separated into three sections. The first section (section A), requests the applicant detail the business information, type of licensing required, type of operation the business maintains, the type of application being submitted and payment option. Section B, is specific to general information, while Section C requests additional information regarding the applicant's business operation.

Instructions for completing Section A (Licensing Information):

1. Complete the licensing year of the application, business information and licensing information.
2. Enter the legal business name as registered with the Secretary of State's office, if incorporated.
3. Enter your Motor Carrier Account Number
4. Enter your business license number.
5. Enter your Federal DOT #, if applicable. A Federal DOT # is required by all motor vehicles in excess of 10,000 lbs. traveling in interstate operations.
6. Enter a Doing Business As (DBA) if used in the State of Nevada if applicable.
7. Enter your Federal Employer Identification Number (FEIN). This number is required by all businesses.
8. Enter the principal's address.
9. Check the appropriate boxes under Types of Licensing Required, Type of Operation, Type of Application and Payment Option.

Instructions for completing Section B (General Information):

1. Enter the physical address of the business, not a PO Box. For IRP and IFTA credentials, this must be a Nevada address.
2. Enter the mailing address of the business if different from the physical address.
3. Enter the contact/principal's full legal name and title.
4. Enter the contact/principal's address.

5. Enter the contact principal's driver's license number. Note: If the principal's driver's license was not issued by the State of Nevada, please remit a photocopy of the license with this application to the Motor Carrier Division.
6. Enter the phone number, e-mail address and fax number of the contact person including the area codes.
Please Note: If using a tax preparation service, please include a notarized Power of Attorney (POA), available on the Motor Carrier forms website at the following link: [MC078-Power of Attorney Form](#)

Instructions for completing Section C (Additional Information):

1. Indicate whether or not this carrier was previously registered in another jurisdiction.
2. Indicate the physical address of where the records for the carrier are maintained.
3. List all owners, partners, or corporate officers and their titles. Attach additional sheets if necessary.
4. Indicate whether you or any corporate officers have held a license under a different name or FEIN. If "yes," list the FEIN, account number and State.
5. Indicate if you maintain bulk fuel storage tanks. If you maintain bulk fuel storage tanks, list the locations and capacity of the tanks. If more space is required, additional locations and tank capacities may also be listed on the back of the application.
6. Using the check boxes, indicate if you sell fuel in the State of Nevada and the types of fuel sold.
7. Indicate the number of IFTA qualified motor vehicles registered with the State of Nevada and/or based in other jurisdictions. Indicate if you are consolidating qualified motor vehicles with your Nevada IFTA qualified motor vehicles. You must provide written approval from the other IFTA jurisdiction(s) and copies of all IRP cab cards on qualified motor vehicles being consolidated in Nevada.
8. Enter the name of a reporting service, if applicable.
Enter the address for the reporting service, if applicable.
Enter the city, state, and zip code of the reporting service, if applicable.
Enter the phone and fax number including area codes of the reporting service, if applicable.

VEHICLE APPLICATION INSTRUCTIONS: SCHEDULE B

Enter the License Year, Motor Carrier account number, fleet number, legal name and address.

1. TRANS CODE = transaction code. Enter the code applicable from the table on the top of the page. (Give a change or deleted reason: lost plate, adding state(s), vehicle no longer in service, etc.)
2. NEVADA COUNTY; enter the county where the vehicle is based.
3. PLATE #; enter the previous plate number issued to the vehicle if known.
4. OPERATOR'S VEHICLE #, enter the unit or identification number issued to vehicle by the registrant.
5. YEAR AND MAKE; enter the model year and make of the vehicle.
6. SERIAL OR VIN #, enter the complete serial number or vehicle identification number (VIN) of the vehicle as listed on the title. This must match the VIN inspection and insurance documents.
7. VEHICLE TYPE; enter the code applicable from the table on the top of the page.
8. FUEL TYPE; enter the code applicable from the table on the top of the page.
9. # OF AXLES/SEATS; enter the number of axles on the individual unit. Enter the number of seats for buses.

10. # OF COMBINED AXLES.
11. UNLADEN WEIGHT; enter the empty weight of the individual unit.
12. COMBINED DECLARED GROSS WEIGHT; power units - enter the combined or gross weight for which the vehicle will be licensed. Trailer units - enter the gross weight carried on the trailer only.
13. ACTUAL PURCHASE PRICE; enter the purchase price of the vehicle before trade-in or interest.
14. ORIGINAL PURCHASE PRICE OR FACTORY; enter the original purchase cost of the vehicle, if known, or enter the factory or manufacturers suggested retail price.
15. PURCHASE DATE; enter the month, day and year the vehicle was purchased by the registering company.
16. LEASE DATE; enter the month, day and year the vehicle was leased, if applicable.
17. LESSOR; enter the legal owners name, if different from the registering company.
18. STATE TITLED; enter the state the vehicle is or will be titled in.

Indicate the number of IFTA decals needed, if applicable. IFTA decals are required on all qualified motor vehicles traveling in two or more IFTA jurisdictions.

Please Note: One set consisting of two individual IFTA decals shall be issued per license.