



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

4125 Welcome All Road SW, Atlanta, GA 30349 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

IRP Registration by Authorized Service Providers and Discontinuation of Same Day Walk-In Service for Commercial Customers

Purpose: To provide for the registration of certain service providers to electronically submit Motor Carrier Application and Registration Credentials for the International Registration Plan (“IRP”).

Effective Date: August 1, 2015

Authority: O.C.G.A. §§ 40-2-25, 40-2-88, 48-9-33, Ga. Comp. Rules & Reg. R. 560-10-28-.01, 560-10-28-.02, and 560-10-28-.03.

Scope: The Department of Revenue desires to minimize the time and expense of office visits and leverage the web services developed for motor carriers in Georgia. The current Georgia Tax Center and the recently developed Georgia Trucking Portal provides Georgia Motor Carriers a more efficient experience to conduct their registration business.

Summary:

- (A) The Department of Revenue has recently implemented a new system for IRP registrations. To further streamline commercial motor vehicle administrative process and improve customer service, the State of Georgia has deployed a “one-stop shop” electronic credentialing *Georgia Trucking Portal* which can be found by visiting www.cvisn.dor.ga.gov. This new system allows greater functionality for users and will allow IRP registration renewal functions to be handled electronically.
- (B) Many motor carriers hire third-party agents, known as service providers, to complete the IRP registrations on behalf of the motor carrier. This bulletin provides the requirements for service providers to be permitted to provide these services.
- (C) Effective March 1, 2015, all IRP customers now have the ability to register electronically, and all transactions may be conducted electronically on the *Georgia Trucking Portal* at www.cvisn.dor.ga.gov. The Georgia Trucking Portal provides access to all CVISN credentialing applications for which the user is authorized, including International Registration Plan (IRP).
- (D) Beginning August 1, 2015, all Service Providers for IRP must be bonded and registered as Service Providers with the Department of Revenue. All Service Providers will be required to complete IRP registrations and renewals electronically on the *Georgia Trucking Portal* website www.cvisn.dor.ga.gov.

(E) Beginning August 1, 2015, same day service is not guaranteed for walk-in customers at Department of Revenue locations. Customers are encouraged to utilize the Georgia Trucking Portal at www.cvisn.dor.ga.gov to complete IRP and IFTA registrations and renewals. However, customers can also mail, e-mail or drop-off applications.

Mail: Georgia Department of Revenue
Motor Vehicle Division
P.O. Box 740382
Atlanta, Georgia 30374-0382

E-mail: commercial.vehicles@dor.ga.gov

***Drop-off:** Georgia Department of Revenue
4125 Welcome All Road
Atlanta, Georgia 30349

*Processing time may run from three to five days depending on volume.

Requirements for IRP Service Providers:

- (A) All IRP Service Providers must be bonded in the amount of \$50,000 in order to provide services. Service Providers will be required to provide a copy of their bond certificate showing the bond amount and the bond number.
- (B) All IRP Service Providers must apply on an application form provided by the Department of Revenue to be an authorized service provider.
- (C) All IRP Service Providers must provide an executed Power of Attorney Form authorizing the service provider to conduct business transactions on behalf of a motor carrier.

Time Frame:

- (A) Effective March 1, 2015, all IRP customers will have the ability to register electronically, and all transactions may be conducted electronically on the *Georgia Trucking Portal* at www.cvisn.dor.ga.gov.
- (B) Beginning August 1, 2015, all Service Providers for IRP must be bonded and registered as Service Providers with the Department of Revenue. All Service Providers will be required to complete IRP registrations and renewals electronically online.
- (C) Beginning August 1, 2015, same day service is not guaranteed for walk-in customers at Department of Revenue Locations.

For more information on this subject, contact the Commercial Vehicle Unit at commercial.vehicle@dor.ga.gov.

For forms and other information, visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov or scan the QR code.

