

INSTRUCTIONS
How to complete Form T-239

COMPLETING THIS FORM

This form must be completed in its entirety, legibly printed in blue or black ink or typed.

Section A: Provide the full legal name, USDOT number, Taxpayer Identification Number (TIN), business address, mailing address, contact person, e-mail address, telephone number and fax number of the registrant applying for a new IRP account.

Section B: If vehicles are leased to a lease-carrier, provide the full legal name, USDOT number, business address, e-mail address, telephone number and fax number of the carrier responsible for safety.

Section C: If any licensing service, remittance agency, trucking service agency, consultant, or other individual(s) assisted in the preparation of IRP applications, provide their full legal name, business address, contact person, e-mail address, telephone number and fax number.

Section D: Identify your current registration status. If vehicles are currently registered, record the plate number and account number, when applicable. If any vehicles have been IRP registered under the identified account or any another account, record the name of each account along with the jurisdiction where registered – *attach additional pages if needed*. Also indicate if you are currently under any registration suspension.

Section E: Certify the information provided in this form is true, correct and complete to best of your knowledge and belief.

REQUIRED DOCUMENTS

The following documents are required to process this application:

1. Five (5) proofs of Established Place of Business or three (3) separate proofs of Georgia residence. *See tables below.*
 - Addresses for all submitted proofs of Established Place of Business or residence must match.
 - P.O. Box addresses will not be accepted as proof of Established Place of Business or residence.
 - If supplying three (3) proofs of residence, submission must contain three separate/different proofs.
2. Certificate of title receipt reflecting valid proof of Georgia title (include a notarized lease agreement if leasing).
3. Completed Form T-138 IRP Vehicle Schedule A.
4. Liability insurance card, binder, or certificate of insurance (declarations of insurance will not be accepted).
5. Copy of applicant's current driver's license.
6. IRS Schedule 1 (Form 2290) reflecting all VINs which will be registered at a weight over 54,999 lbs.
 - Each page of IRS Form 2290 containing registered vehicles must clearly show e-file watermark.
 - IRS Form 2290 must reflect the correct year's July 1st-June 30th period at top of form.
7. Employment lease or contract if operating fleet vehicles and you are not the motor carrier responsible for safety.
 - Lease or contract must list USDOT of motor carrier responsible for safety.
 - Lease or contract must list name and include signature of authorized representative of IRP account.
 - Lease or contract must list name and include signature of authorized representative of carrier.

PROOF OF ESTABLISHED PLACE OF BUSINESS

Documents	Document Requirements
County-issued Certification of Zoning Compliance	<ul style="list-style-type: none"> • Demonstrates physical structure is located within base jurisdiction (Georgia). • Demonstrates physical structure is owned or leased by the registrant. • Demonstrates a specific street address which does not include a P.O. Box number.
Publicly listed document page (dated within 30 days of application date and verifiable via the internet)	<ul style="list-style-type: none"> • Demonstrates physical structure is open for business.
Employee schedule	<ul style="list-style-type: none"> • Demonstrates physical structure is staffed during regular business hours by one or more persons.
Employee paystub	<ul style="list-style-type: none"> • Demonstrates physical structure staff member(s) are employed by the registrant. • Demonstrates physical structure staff member(s) are employed on a permanent basis (not contracted).
Georgia Secretary of State's "Annual Registration" form with "business purpose" section completed	<ul style="list-style-type: none"> • Demonstrates physical structure is used for the purpose of the general management of the registrant's trucking-related business (not limited to credentialing, distance reporting, and phone inquiries).

PROOF OF RESIDENCE IN GEORGIA - Provide three (3) separate items

<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 4. Proof registrant's federal income tax return is filed from a Georgia address. 5. Proof registrant has paid personal income tax to Georgia. 6. Proof registrant has paid real estate tax or personal property tax to Georgia. 	<ol style="list-style-type: none"> 7. Proof registrant receives utility bills in Georgia that are in either registrant's or business's name. 8. Proof registrant has a vehicle titled in Georgia that is in either registrant's or business's name.
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SUBMITTING THIS FORM

This completed form and all required documents must be submitted directly to the Commercial Registration Unit of the Department's Motor Vehicle Division through e-mail to commercial.vehicles@dor.ga.gov.

