

INTERNATIONAL REGISTRATION PLAN (IRP)

APPORTIONED LICENSE RENEWAL

- Review your printed renewal and make changes if necessary.
- Record actual fleet distance for all jurisdictions travelled in during the reporting period of **July 1, 2015- June 30, 2016**.
- Sign your renewal.
- Submit a legible stamped Form 2290 Schedule 1 for all power units registered for 55,000 pounds or more. Forms must be stamped by the IRS and indicate the weight category at which the tax was paid. Tax period: **July 1, 2016 – June 30, 2017**.
- Proof of liability insurance for all power units.
- Proof that the **2017** PSC annual report was filed (**For Hire**) or a **2017** personal property assessment (**Private**).
- Proof of **2015** ad valorem taxes paid (**For Hire**) or **2015** personal property tax receipt (**Private**).
- Lease agreement(s) if applicable.
- Signed copy of the Affirmation to Maintain Records form. Please read before signing. If you have any questions regarding the information on this form, please request to speak to an auditor.
- UCR fees paid for: 2016 2017

SUPPLEMENTAL APPLICATIONS

- Completed supplemental application.
- Supporting documents:
 - Original title or Manufacturers Certificate of Origin.
 - Bill of sale.
 - Signed title application.
 - Security agreement (if applicable).
 - Lease agreement (if applicable).
 - Liability insurance.
 - PSC intent to list or personal property assessment.
 - Proof of paid ad valorem taxes or personal property tax receipt.
 - Check for title and/or lien fee plus sales tax if applicable.
 - A check for the registration fees if keyed online but not paid online; otherwise, the supplement will be keyed and an invoice will be sent via fax, email or mail.
- Incomplete applications will cause delays.
- Credentials will not be issued until all items are received by the IRP Unit.
- Check the email address on your renewal. Is it correct? Do you want to provide one if you have not already done so?
- If you change carriers throughout the year, you need to update your registration.

MAILING ADDRESS

IRP Unit
P O Box 8091
Little Rock, AR 72203

PHYSICAL ADDRESS

IRP Unit
1900 West 7th St, Room 1010
Little Rock, AR 72201

Arkansas Motor Carrier System (AMCS) is Arkansas' IRP system for walk-in, mailed or online transactions.

<https://arirp.com>

Arkansas.gov Agencies | Online Services | State Directory A+ | A- | Text | Print

DFA Arkansas Department of Finance and Administration
Arkansas Motor Carrier System

Home Contact Us

User ID

Password

Sign On

Forgot Your Password? [Click Here](#)

SYSTEM DISCLAIMER

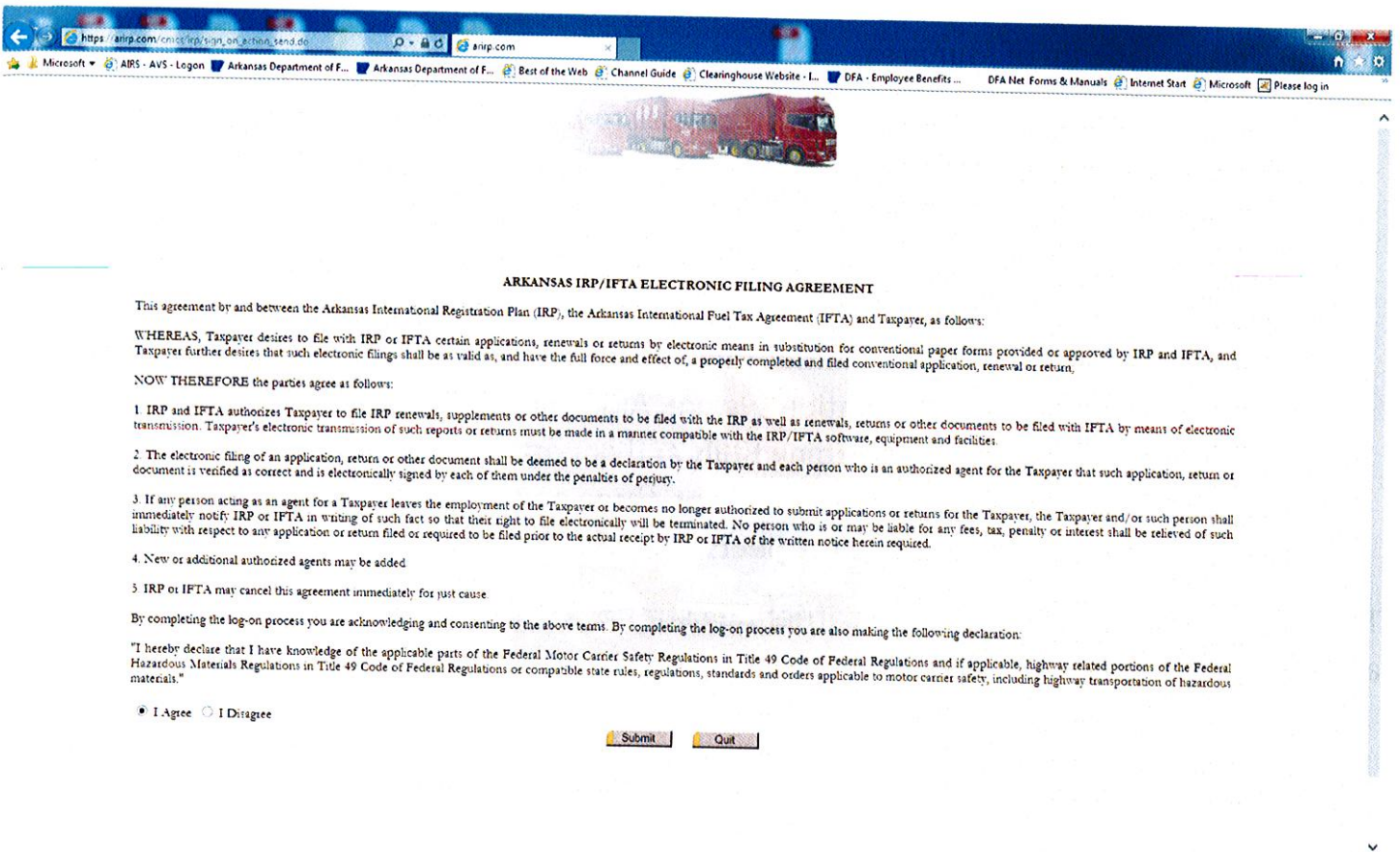
Department Of Finance And Administration Computer Systems are for authorized users only. Revenue Computer Systems contain confidential tax information that is protected by state and/or federal confidentiality laws.

If you need assistance, please contact us at (877) 425-9931 or email us at ezhelp@us.ibm.com

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First time users will login using their account number for the User ID and their account number plus the last four numbers of their tax id number for the Password. As they proceed through, they will be prompted to answer security questions and to change the password. IRP will grant permission to the IRP application.



The AMCS system is an integrated system between the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

Users have access to only their account.

There is a single login to access your account for either an IRP or an IFTA transaction.

IRP transactions:

- Renewal
- Add vehicle(s)
- Transfer vehicles
- Replace credentials (cab card, license plate or decal)
- Issue 30 temporary operating authority
- Pay for renewal or supplemental application

IFTA transactions:

- Decal renewal
- Request additional decals
- File quarterly tax return
- Pay quarterly taxes if due

The IRP Unit is made up of four areas.

- 1) **Customer Service:** this area of the office assists walk-in customers, processes the applications that are mailed, e-mailed or faxed to the office, processes requests for temporary operating authority and answers calls to the office.
- 2) **Online Section:** this area assists customers who have processed applications online and preps the e-mail applications for processing by the customer service area.
- 3) **Title Section:** IRP processes all titles for the IRP vehicles. Titles are processed in the Motor Vehicle title and registration system, AIRS. The AIRS systems interfaces with the AMCS system for updates regarding titles and apportioned registrations.
- 4) **Audit Section:** IRP has an audit supervisor, three auditors and an analyst. The auditors are responsible for auditing all IRP fleets.

The IRP Unit also processes Unified Carrier Registration (UCR) payments for walk-in customers and those who choose to mail their applications.

Contact information for IRP:

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Wendy Gossett, IRP Unit Supervisor

Cassidy Christenson, Asst. Supervisor - Customer Service

Judy Langston, Asst. Supervisor – Online Section

Wanda Olie, Asst. Supervisor – Title Section

Derrick Rumph, Tax Auditor Supervisor

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