

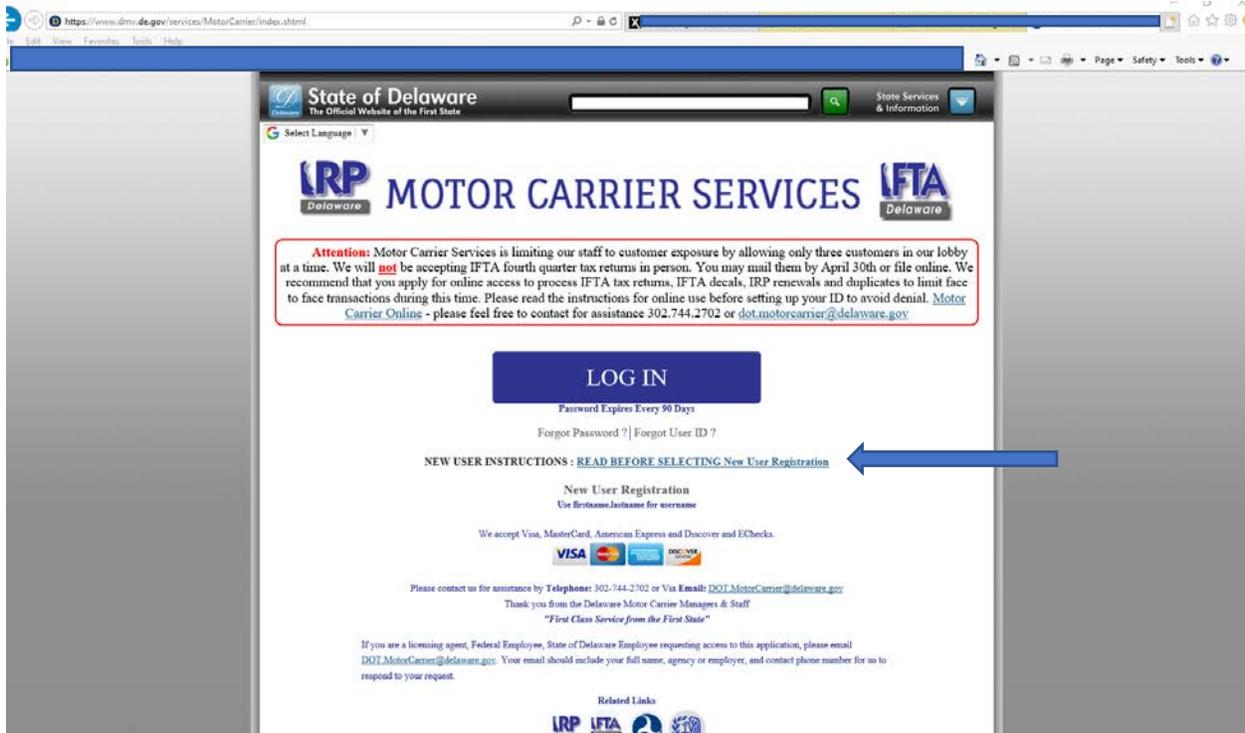
## IRP Renewal Online Process

Go to <https://www.dmv.de.gov/services/MotorCarrier>

Read the New User Instructions BEFORE setting up a user ID to avoid being denied

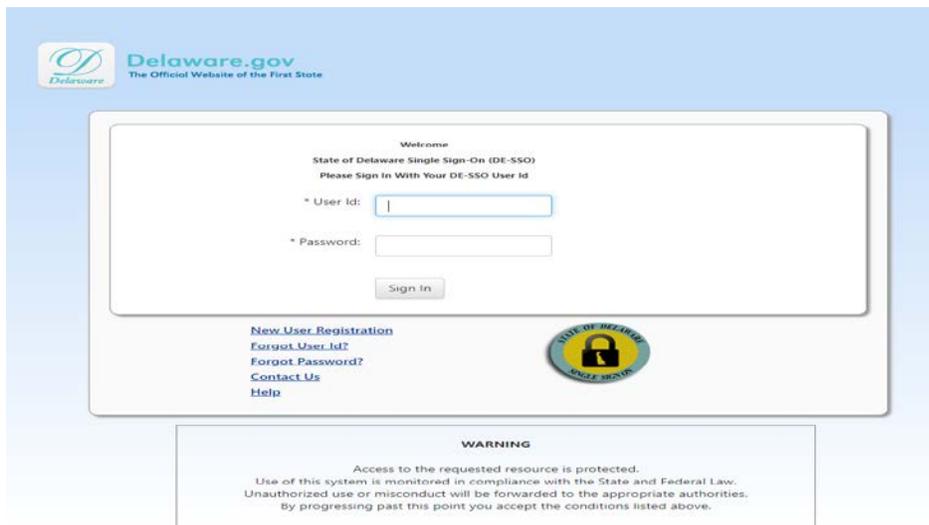
The user must be an authorized user on the Motor Carrier account already

Follow the instructions to set up your user ID. Once you are approved you may log in



Select Log In

Type in your username, password and select Sign In



When you log in IF you get an error about having another session open Select the HOME tab

Select Accept Terms of Use

State of Delaware  
The Official Website of the First State

**IRP** Delaware

**IFTA** Delaware

Delaware Motor Carrier Services

Logout Help

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**Terms and Conditions of Use**

[Eligibility and Registration Requirements](#)

WARNING: This is an official State of Delaware Department of Transportation computer system operated for authorized use only. This system is monitored to ensure proper operation, to verify the function of applicable security features and for other like purposes.

Unauthorized access is prohibited. Attempts to access and utilize this system for other than its intended purposes are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable statutes and regulations.

Users of this system shall not assume any rights to privacy for any data transmitted except where applicable laws provide.

Accept Terms of Use Do Not Accept

04/01/2020 09:42:43 am user: MOTOR\_CARRIER (1832) Build Date 11/20/2019; Version 2.3.9.2019 Session Will Timeout at 10:22:4

Contact Us Site Requirements

Delaware.gov Privacy Translate Contact Phone Directory

Select Work on IRP

Logout Actions Reports Tools IFTA IRP Search Help

Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

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Welcome ROBYN BOSE of QA Environment

[New Search](#)

Business - DELAWARE TEST TRUCKING ACCOUNT [Settings](#)

Account 6 -- DELAWARE TEST TRUCKING ACCOUNT LLC [Settings](#)

[Work On IRP](#)

[Work On IFTA](#)

[View Fleet Listing](#)

[View Account Notes\(37\)](#)

[Work on Audits](#)

Select the Fleet that you want to renew (example select [1-Trucking Company](#) under Fleet-Description).

Logout Actions Reports Tools IFTA IRP

Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

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**Fleet Listing for Account 6 DELAWARE TEST TRUCKING ACCOUNT LLC...**

[View in Report Format](#)

Filter Fleets

Filter

<a href="#">Fleet-Description</a>	<a href="#">Type</a>	<a href="#">Fleet Use</a>	<a href="#">WY Intrastate</a>	<a href="#">Rental?</a>	<a href="#">Expires</a>
<a href="#">1- TRUCKING COMPANY</a>	Private	Standard	No	No	01/31/2020
<a href="#">2- TRUCKING COMPANY</a>	Private	Standard	No	No	02/28/1998
<a href="#">3- TRUCKING COMPANY</a>	Private	Standard	No	No	03/31/2020
<a href="#">4- TRUCKING COMPANY</a>	Private	Standard	No	No	07/31/2020
<a href="#">5- TRUCKING COMPANY</a>	Private	Standard	No	No	08/31/2020
<a href="#">6- TRUCKING COMPANY</a>	Private	Standard	No	No	09/30/2020
<a href="#">7- TRUCKING COMPANY</a>	For Hire	Standard	No	No	04/30/2020
<a href="#">8- TRUCKING COMPANY</a>	For Hire	Standard	No	No	10/31/2020

[Create a New Fleet](#)

Select View Printable Copy OR Start Renewal (due 02/01/2020)

View Printable Copy will generate a PDF of your entire renewal package

Logout	Actions	Reports	Tools	IFTA
Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC				
QA				
Select a Fleet to Work On				
Filter 1- TRUCKING COMPANY				
1- TRUCKING COMPANY-Apportioned-Private				
<a href="#">View or Edit Fleet Settings</a> <a href="#">View History for this Fleet</a>				
Year	Expires	Application	Action	
2020	01/31/2020	<a href="#">Current Fleet Status</a>		
<a href="#">Start Renewal (due 02/01/2020)</a> <a href="#">View Printable Copy</a>				

Verify that your "TYPE" is correct. You are either a Private carrier or a For-Hire carrier

Verify that your "USE" is correct you are either Standard or Household Goods; selecting household goods indicates that you ONLY conduct household good business

Answer yes or no for the reporting period distance traveled. You can only select no if you did not have registration for the fleet for the time period listed.

Select Start Renewal button

Logout	Reports	Tools	IFTA	IRP
Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC				
QA				
Start Renewal				
Type* Apportioned-Private				
Use				
<input checked="" type="radio"/> Standard				
<input type="radio"/> Household Goods				
Did this fleet have any actual miles in any of the <a href="#">IRP Member Jurisdictions</a> during the 07/01/2018 - 06/30/2019 reporting period? * ---				
<input type="button" value="Start Renewal"/> <input type="button" value="Cancel"/>				

## Select Update Fleet Button

**Maintaining Fleet for Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC**

**Fleet Information**

Name: Delaware Test Trucking Account LLC

First Established Date: 01/07/2009

Service Representative: [Empty]

**Phone Numbers**

Phone (main) \*: 302-744-2720 Ext. [Empty] Phone Country \*: United States

Fax (main) [Empty] Fax Country: United States

**Physical Location (no PO box)**

Street \*: 303 TRANSPORTATION CIRCLE

Street 2: ROOM 112

Postal Code \*: 19901 Find Cities Clear

City \*: DOVER

Country \*: United States

Jurisdiction \*: DE Delaware

County: Sussex (005)

**Mailing Address**

Street \*: 303 TRANSPORTATION CIRCLE

Street 2: ROOM 112

Postal Code \*: 19901 Find Cities Clear

City \*: DOVER

Country \*: United States

Jurisdiction \*: DE Delaware

Update Fleet Cancel

## Select [Renewal](#)

Logout	Actions	Reports	Tools	IFTA	App	IRP	Home	Help
<a href="#">Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC</a>								
24								
<b>Reviewing Fleet for Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC</b>								
<a href="#">Work on IRP</a>								
Select the Application Below that you would like to process.								
2021 - <a href="#">Renewal</a>								
<b>Fleet Information</b> <a href="#">Maintain</a>								
Number	1			<b>Physical Address</b>	303 TRANSPORTATION CIRCLE			
Name	Delaware Test Trucking Account LLC				ROOM 112			
First Established Date	01/07/2009			<b>Country</b>	DOVER, DE 19901			
Service Representative				<b>Country</b>	Sussex			
				<b>Country</b>	USA			
				<b>Mailing Address</b>	303 TRANSPORTATION CIRCLE			
					ROOM 112			
				<b>Country</b>	DOVER, DE 19901			
					USA			
				Primary Phone Number	302-744-2720			
				Primary Fax Number	Not Available			
<b>Fleet Settings for Year 2021</b>								
<b>Type</b>	Apportioned-Private			<b>Expiration Date</b>	01/31/2021			
<b>Fleet Use</b>	Standard			<b>Have you apportioned elsewhere?</b>	Yes, in			
<b>WY Intrastate</b>	No			<b>Operated or Exercised Control?</b>	N/A			
<b>Rental?</b>	No			<b>Vehicle Accrue Distance?</b>	N/A			
<b>Use Actual Miles?</b>	Yes							

First you will enter your distance traveled

Select EDIT in Step 2

**Delaware**

Logout	Actions	Reports	Tools	IFTA
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Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

**2021 Fleet 1 Renewal (expiration 01/31/2021, last modified by MOTOR.CARRIER)**

To complete the renewal, review each step below.

**When finished with changes, click on the link below to view the calculated fees and a summary of your work:**  
[Validate and Calculate Fees](#)

**Step 1: To edit your fleet settings, click Edit. If no edits are required, skip to Step 2. [Edit](#)**

<b>Contact</b>	ROBYN TEST	<b>Physical</b>	303 TRANSPORTATION CIRCLE DOVER, DE 19901
<b>Phone</b>	302-744-2720	<b>Mailing</b>	303 TRANSPORTATION CIRCLE DOVER, DE 19901
<b>Fax</b>			
<b>E-mail</b>			
<b>Fleet type:</b> Apportioned-Private			
<b>Fleet use:</b> Standard			

**Step 2: Enter Jurisdiction Mileage (59; 0 added) [Edit](#)**

<b>Distance</b>	<a href="#">Hide</a>	(act: 0; avg: 0; total: 0)				
ABA 0	DEA 0	LAA 0	MTA 0	NMA 0	PA 0	TXA 0
ALA 0	FLA 0	MAA 0	NBA 0	NSA 0	PEA 0	UTA 0
ARA 0	GAA 0	MBA 0	NCA 0	NVA 0	QCA 0	VAA 0
AZA 0	IAA 0	MDA 0	ND 0	NYA 0	RLA 0	VTA 0
BCA 0	IDA 0	MEA 0	NEA 0	OKA 0	SCA 0	WAA 0
CAA 0	ILA 0	MIA 0	NHA 0	OKA 0	SDA 0	WIA 0
CCA 0	OLA 0	MNA 0	NTA 0	OKA 0	SDA 0	WIA 0

Total up your distance traveled and enter that number in the TOTAL DISTANCE box

This will assist you in ensuring that you are entering all your distance in the jurisdictions correctly if they equal when complete

Next enter your distance traveled for all the vehicles owned and operated in your fleet for the time period requested. If you don't own a vehicle anymore or one is out of service; still include those miles

\*\*\*No Delaware distance traveled; no out of Delaware travel; all distance ending in zero; multiple jurisdictions with the same distance will cause your invoice to not process and you will not be permitted to renew

- 
- CT is not contiguous with DC, DE, MD, NJ, PA, VA
  - WI is not contiguous with DC, DE, MD, NJ, PA, VA
- 

Not contiguous means that the state indicates does not border the other states

## When you have completed select Update

Enter the total number of miles in the Total Miles box. Click the Update button to continue.

Actual distance for the renewal must be based on distance that this fleet traveled between: 07/01/2018 - 06/30/2019.

<input checked="" type="checkbox"/> AL	a	0	<input checked="" type="checkbox"/> KY	a	0	<input checked="" type="checkbox"/> NM	a	0	<input checked="" type="checkbox"/> WA	a	0
<input checked="" type="checkbox"/> AR	a	0	<input checked="" type="checkbox"/> LA	a	0	<input checked="" type="checkbox"/> NV	a	0	<input checked="" type="checkbox"/> WI	a	0
<input checked="" type="checkbox"/> AZ	a	0	<input checked="" type="checkbox"/> MA	a	0	<input checked="" type="checkbox"/> NY	a	0	<input checked="" type="checkbox"/> WV	a	8566
<input checked="" type="checkbox"/> CA	a	0	<input checked="" type="checkbox"/> MD	a	17763	<input checked="" type="checkbox"/> OH	a	0	<input checked="" type="checkbox"/> WY	a	0
<input checked="" type="checkbox"/> CO	a	0	<input checked="" type="checkbox"/> ME	a	0	<input checked="" type="checkbox"/> OK	a	0	<input checked="" type="checkbox"/> AB	a	0
<input checked="" type="checkbox"/> CT	a	0	<input checked="" type="checkbox"/> MI	a	0	<input checked="" type="checkbox"/> OR	a	0	<input checked="" type="checkbox"/> BC	a	0
<input checked="" type="checkbox"/> DC	a	569	<input checked="" type="checkbox"/> MN	a	0	<input checked="" type="checkbox"/> PA	a	16541	<input checked="" type="checkbox"/> MB	a	0
<input checked="" type="checkbox"/> DE	a	11654	<input checked="" type="checkbox"/> MO	a	0	<input checked="" type="checkbox"/> RI	a	0	<input checked="" type="checkbox"/> NB	a	0
<input checked="" type="checkbox"/> FL	a	0	<input checked="" type="checkbox"/> MS	a	0	<input checked="" type="checkbox"/> SC	a	0	<input checked="" type="checkbox"/> NL	a	0
<input checked="" type="checkbox"/> GA	a	0	<input checked="" type="checkbox"/> MT	a	0	<input checked="" type="checkbox"/> SD	a	0	<input checked="" type="checkbox"/> NS	a	0
<input checked="" type="checkbox"/> IA	a	0	<input checked="" type="checkbox"/> NC	a	0	<input checked="" type="checkbox"/> TN	a	0	<input checked="" type="checkbox"/> ON	a	0
<input checked="" type="checkbox"/> ID	a	0	<input checked="" type="checkbox"/> ND	a	0	<input checked="" type="checkbox"/> TX	a	0	<input checked="" type="checkbox"/> PE	a	0
<input checked="" type="checkbox"/> IL	a	0	<input checked="" type="checkbox"/> NE	a	0	<input checked="" type="checkbox"/> UT	a	0	<input checked="" type="checkbox"/> QC	a	0
<input checked="" type="checkbox"/> IN	a	0	<input checked="" type="checkbox"/> NH	a	0	<input checked="" type="checkbox"/> VA	a	1069	<input checked="" type="checkbox"/> SK	a	0
<input checked="" type="checkbox"/> KS	a	0	<input checked="" type="checkbox"/> NJ	a	11434	<input checked="" type="checkbox"/> VT	a	0			

a actual Miles    1 average Miles

Total Distance  x



### Go to Step 4

For each vehicle you will select the VIN and enter your 5-digit insurance code from your insurance card (NAIC) and enter the ending day odometer reading from June 30

If the vehicle is new to the fleet you should enter the previous workday ending day odometer

Do not select Replace Sticker or Replace Cab Card; selecting these will charge you for additional documents that are already included in your renewal

Units

Step 4: Update Units (If Necessary) (7; 0 added, 0 deleted, 0 updated, 0 restricted)    Filter: Show All

Gr#	Type	Unit	VIN	Year	Make	USDOT	Plate	History
1	TT	154	<a href="#">3HSCUAPR8BN194869</a>	2011	INTL		CL113755	<a href="#">Delete</a>
1	TT	160	<a href="#">2HSCUAPR49C674676</a>	2009	INTL		CL114075	<a href="#">Delete</a>
1	TT	166	<a href="#">2HSCUAPR49C043667</a>	2009	INTL		CL114841	<a href="#">Delete</a>
1	TT	184	<a href="#">3HSDJAPR2GN084565</a>	2016	INTL		CL116840	<a href="#">Delete</a>
1	TT	188	<a href="#">3HSDJAPR9FN580140</a>	2015	INTL		CL117992	<a href="#">Delete</a>
1	TT	199	<a href="#">3HSDZAPR8LN862578</a>	2020	INTL		CL120195	<a href="#">Delete</a>
1	TT	200	<a href="#">3HSDZAPRXLN862579</a>	2020	INTL		CL120142	<a href="#">Delete</a>

Pages 1

◆ Added    
 ◆ Deleted    
 ◆ Edited    
 ◆ Regrouped    
 ◆ Superseded    
 ◆ Credentials    
 ◆ Unpaid    
 ◆ Jur/Weight Change    
 ◆ Restricted Unit

Odometer\*  x

Travel Less Than 10k Nationally\*  x

Was this vehicle previously registered to your IRP account?\*

Pulls Trailer\*

**Insurance Information**

NAIC \*

Then select the Update button

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**Edit Credentials**

**Plate Actions**

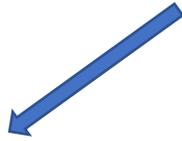
No Plate Action  
 Duplicate Without Temp  
 Duplicate With Temp

**Sticker Actions**

Replace Sticker

**Cabcard Actions**

Replace Cabcard



Entry Required

If you have a vehicle that you have sold during the registration year you can select DELETE on the units list (Step 4) make sure that you have submitted a sellers report of sale and surrendered the tag and cab card to the Motor Carrier office.

Once you have updated all vehicles go to Step 5 Validate and calculate fees

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**Step 5:** [Validate and Calculate Fees](#)

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Select [View Required Materials](#) - This PDF will indicate to you what documents must be submitted to obtain cab cards

Logout	Actions	Reports	Tools	IFTA
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Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

**2021 Fleet 1 Renewal (expiration 01/31/2021, last modified by MOTOR.CARRIER) -- Fee Summary**

After reviewing the information below and the Billing Statement for fee details, click on the Continue button to submit the application for approval

[View Required Materials](#)

**Application Summary:**

Registration Effective Date:	02/01/2020
Registration Expiration Date:	01/31/2021
Number of Months:	12
Fee Amount:	\$1,742.85

**Step 2: Enter Jurisdiction Mileage (59; 0 added) [Edit](#)**

Close PDF

Scroll down to bottom of page

Select Continue button

**Step 4: Update Temp Units (If Necessary) ( 0; 0 added , 0 deleted)**  
(No temporary units found)

Default (02/01/2020)     Other Date

Select Actions/View Billing Statement to open a PDF of your invoice

Close the PDF

## Select File Application

Logout	Actions	Reports	Tools	IFTA	App	IRP	Home	Help
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Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

2021 Fleet 1 Renewal (expiration 01/31/2021, last modified by MOTOR.CARRIER) -- Confirm Filing Submission

[View Required Materials](#)

By clicking 'File Application' you are confirming that you understand that an electronic transaction and signature is taking place and you intend to be bound by this electronic record and the information contained within. You also are affirming that this application, including any supporting document associated with this application, is to the best of your knowledge and belief, true, accurate, and complete, that you are the registrant, or a person duly authorized to conduct business on behalf of the registrant; and you agree to conduct business electronically with the State of Delaware. You are also accepting the invoice amount associated with this application.

To view your invoice before filing this application, select "View Billing Statement" from the Actions menu at the top of the page. This is an unofficial invoice showing the amount that will be due to Delaware IRP and the vehicles and/or jurisdictions that will be affected by filing this application.

To make any additional changes to your application before filing, choose 'App' from the menu bar above and follow the preceding process.

**Application Summary:**

Registration Effective Date:	02/01/2020
Registration Expiration Date:	01/31/2021
Number of Months:	12
Fee Amount:	\$1,742.85

Warning: This application is being charged for 12 months.

To file this application, click the File Application button.

Once this application is filed, you will be charged for all fees due.

File Application Cancel

If you didn't print your Billing Statement or Required Materials previously you can do it on this page

And or select Pay

Logout	Actions	Reports	Tools	IFTA	App	IRP	Home
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Account 6 - DELAWARE TEST TRUCKING ACCOUNT LLC

2021 Fleet 1 Renewal (expiration 01/31/2021, filed 04/09/2020, eff. 02/01/2020, unpaid, last modified by MOTOR.CARRIER) -- Application Summary

**Required Materials**

This application requires that documents be submitted in order for credentials to be issued. Select the link below to view the list of the documents that are required.

[View Required Materials](#)

**Credentials**

Once available for your application, links will appear below to view your temporary and permanent credentials.

**Billing Statements**

Click the links below to view various forms of billing statements for this application.

[View Billing Statement](#)

[View Unit Billing Statement](#)

**Invoice Summary**

Below are the financial invoice(s) that have been generated for this application

Invoice #	Amount	Credit Pending	Amount Due	Amount Paid	Actions
<a href="#">243365</a>	\$1,742.85	\$0.00	\$1,742.85		<a href="#">Pay</a>

Shipment Details

You can either mail a payment along with your documents to DMCSS or

Select Pay via Credit Card OR Select Pay via Electronic Check

If you pay online you will need to send your required materials to the [DOT.MOTORCARRIER@DELAWARE.GOV](mailto:DOT.MOTORCARRIER@DELAWARE.GOV) email box for completion. Documents must be scanned, do not take photos of your documents to send. If they are not clear after being printed they will not be acceptable to scan into our archival system and you will be notified to send a clear copy.

Select Process Payment

The following items have been selected to be paid.  
**NOTE: If any individual or combined credit card payment total exceeds \$200,000 you must contact the Motor Carrier Office for processing.**

Invoice #	Invoice Description	Amount	Credit Pending	Amount Due
<a href="#">243365</a>	<a href="#">Account 6, Reg Year 2021, Flt 1, App 0</a>	\$1,742.85	\$0.00	\$1,742.85

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**Bill Summary**

Total IRP Applications	\$1,742.85
Total Payment	\$1,742.85

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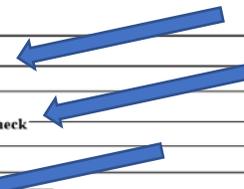
Select a payment method

**Pay via Check**  
When paying by check, include one copy of the invoice with payment.  
Delaware Motor Carrier Services Section  
P.O. Drawer E  
Dover, DE 19903  
(302) 744-2702,

Pay via Credit Card

Pay via Electronic Check

**Liabilities of \$4.99 or less are not required to be paid.**



If you have questions or concerns, please contact the Motor Carrier office at

302.744.2702

Or email at

[dot.motorcarrier@delaware.gov](mailto:dot.motorcarrier@delaware.gov)