

IRP Renewal Checklist

Step-by-Step Guide to Gather the Right Documents and Avoid Delays

Keeping your International Registration Plan (IRP) credentials current is essential to keep your trucks on the road and avoid costly downtime. This checklist outlines the key steps you should take to prepare for renewal — and shows how the right tools and support can save you time and stress.

1

Know Your Renewal Month

IRP renewal schedules vary by state/ jurisdiction — mark your renewal month well in advance.

2

Gather Your Required Documents

- Proof of current insurance coverage.
- Current vehicle registration(s).
- Mileage reports for the reporting period (actual miles by jurisdiction).
- Vehicle titles or lease agreements (if applicable).
- USDOT number and proof of good standing.

3

Review Your Mileage Records

- Ensure you have actual jurisdictional mileage, not estimates.
- If you also file IFTA, verify mileage matches your fuel tax reporting.

4

Verify Vehicle Info

- Confirm VINs, unit numbers, and plate numbers match your records.
- Check weights and axles are correct for all jurisdictions.

5

Submit Your Renewal Application

- Submit to your base jurisdiction before the deadline to avoid late fees or operating restrictions.
- Keep a copy of your submission and confirmation number.

6

Keep Copies & Track Credentials

- Store all renewed IRP cab cards in each vehicle.
- Track expiration dates to avoid lapses.



Using a centralized fleet management system, like GWConnect, can expedite your annual renewals.

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