New IRP Account
External Procedure

Overview

Carriers who qualify for IRP must apply for an account with Motor Carrier Services. All required information and copies of documents must be received and reviewed by MCS prior to establishing a carrier account in the MoDOT Carrier Express.

IRP Requirements

You are required to have apportioned plates if you operate in two or more jurisdictions and your vehicle(s) meets one or more of the following requirements:

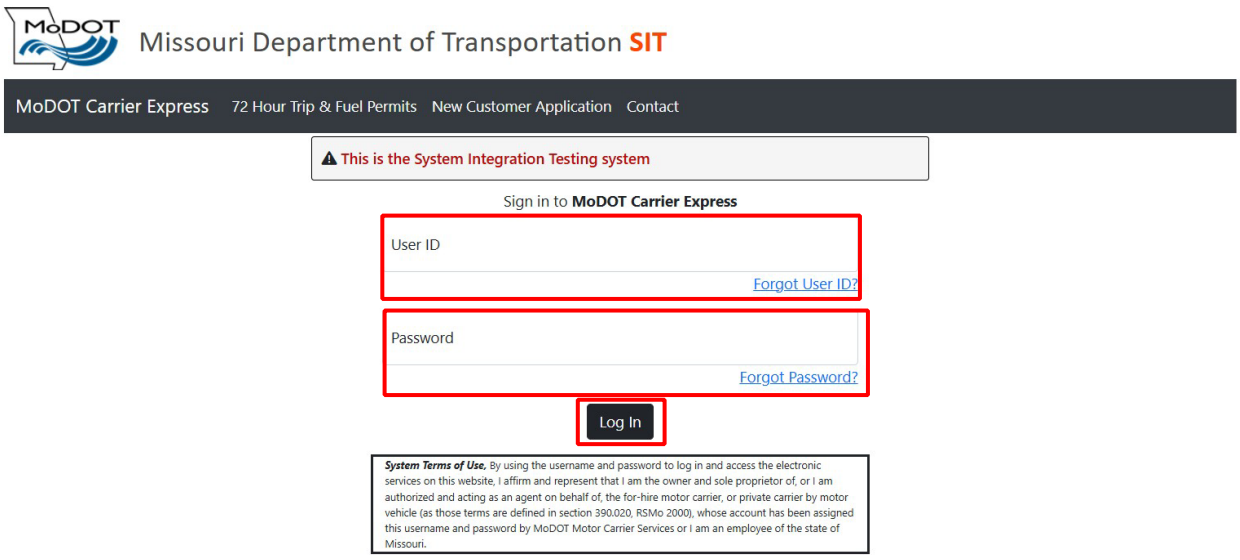
- the power unit licensing weight is 26,001 lbs., or heavier;
- the power unit has more than two axles regardless of licensed weight;
- the power unit is used in combination, and the said combination is 26,001 lbs. or heavier; or
- the power unit performs commercial intrastate movements in another jurisdiction other than Missouri, regardless of licensed weight.

Forms Needed

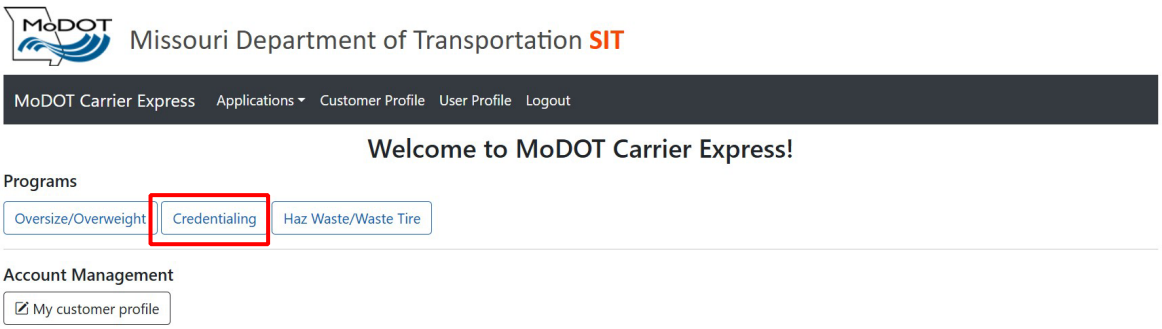
- Secretary of State Corporation or Fictitious Name papers (if applicable)
- Title or validated titling receipt
- Lease agreement, if vehicle is leased
- Heavy highway vehicle use tax receipt (IRS-form 2290) for power units being licensed at 55,000 lbs. or higher
- Missouri county personal property tax receipt or tax waiver for the prior tax year
- Actual miles traveled in each jurisdiction, during current reporting period, with an apportioned plate regardless of the base jurisdiction.

Process

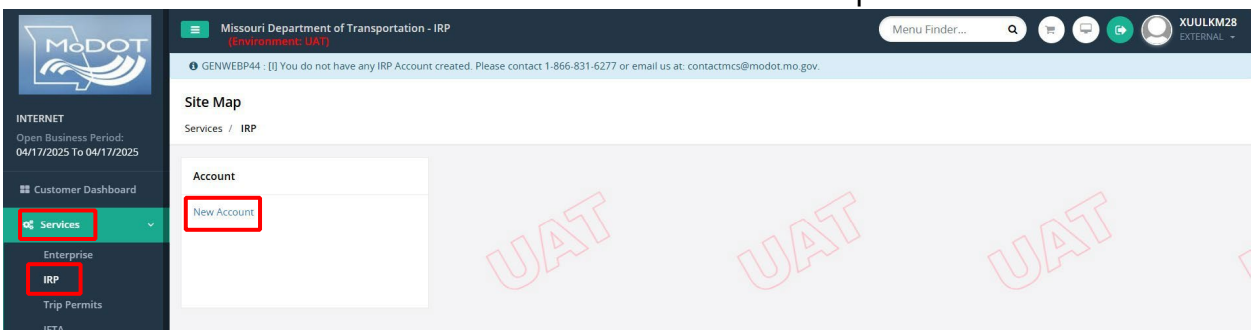
1. On the MoDOT Carrier Express webpage, enter in the User ID and password and click on the “Log In” Button.



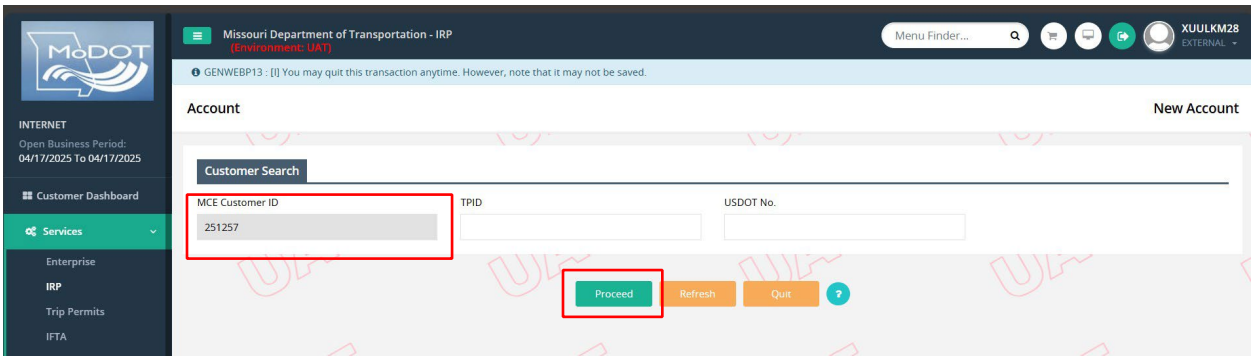
2. From the landing pad, click on the credentialing button. This will bring you to your customer dashboard.



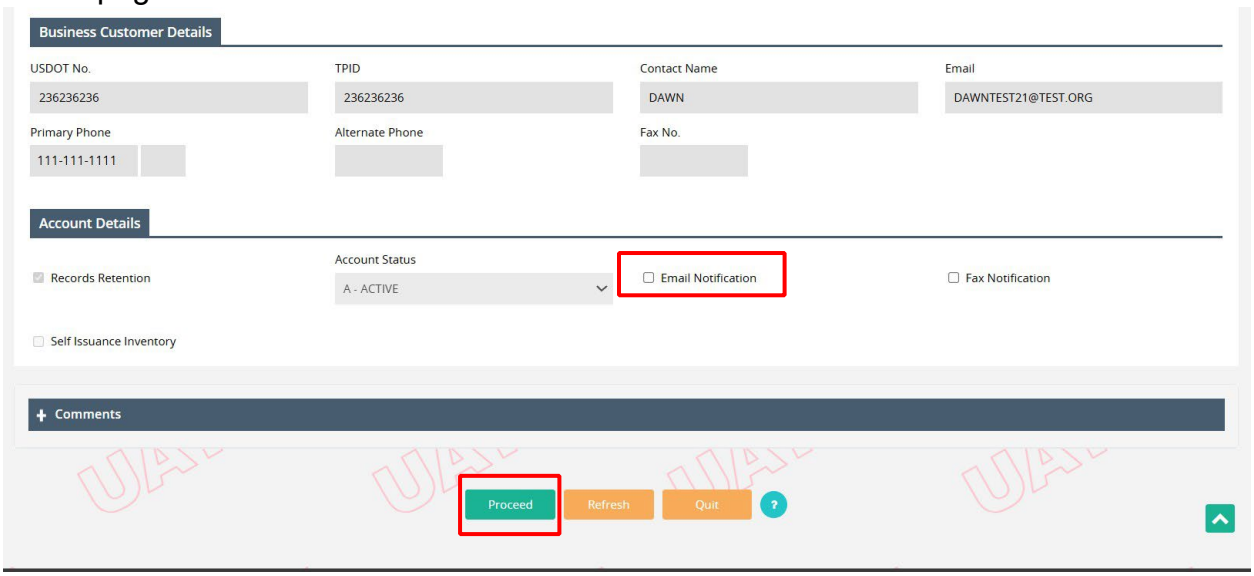
3. From the customer dashboard select services on the left-hand side and then select IRP. You will then be directed to the IRP sitemap to select new account.



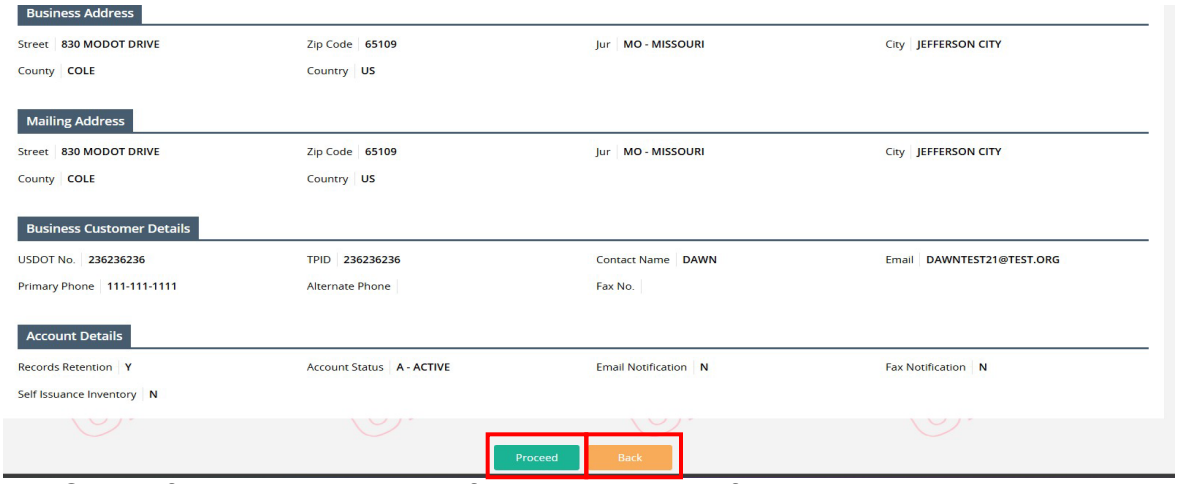
4. The customer id is defaulted and can't be changed. Select proceed to move forward to the customer details page.



5. The first page is the account information and is not editable. Verify that the account information is correct and checkmark the email notification box to ensure email communication in the future. Select proceed to move to the verification page.



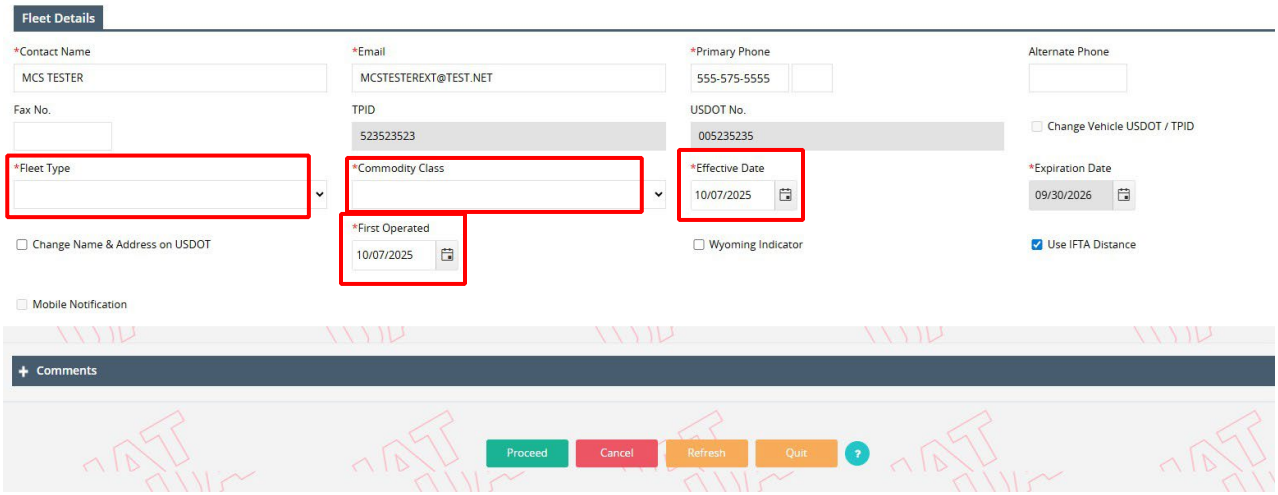
6. From the verification page, select proceed to move to the fleet page



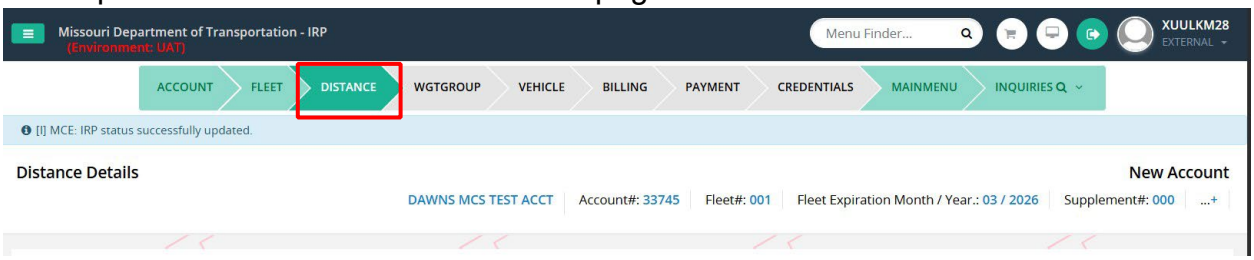
7. On the fleet details page verify the populated information is correct and then enter in the required information in the white fillable fields.
8. Select proceed to move to the verification page. Once the information is verified, select proceed to move to the distance page.
    - Contact name, email and phone number • Fleet Type and commodity class

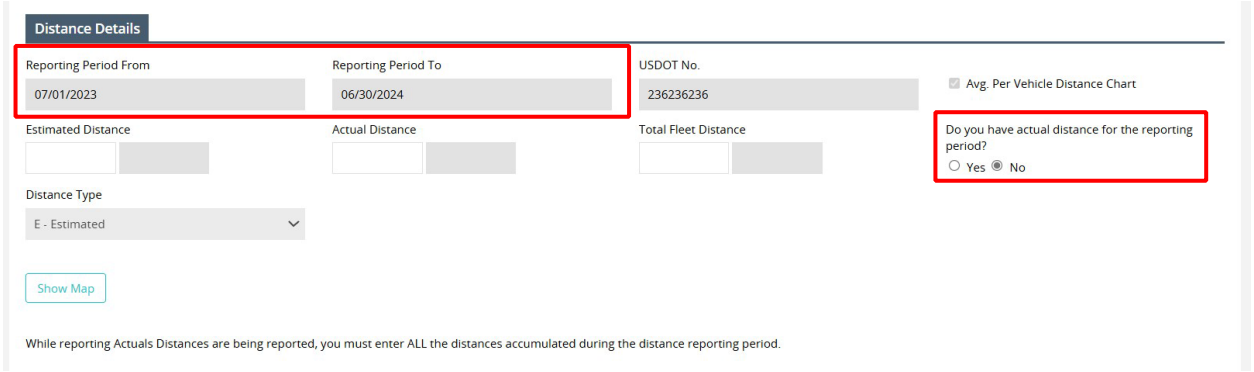
Fleet Type		**Commodity Class**
FHE	For Hire Exempt	Exempt
FHL	For Hire Lease	All, Bus
FHR	For Hire Rental Carrier	All, Exempt
FOR	For Hire	All, Bus, Exempt, Household Goods, Logs
PVR	Private Rental	All, Logs
PVT	Private Carrier	All, Logs

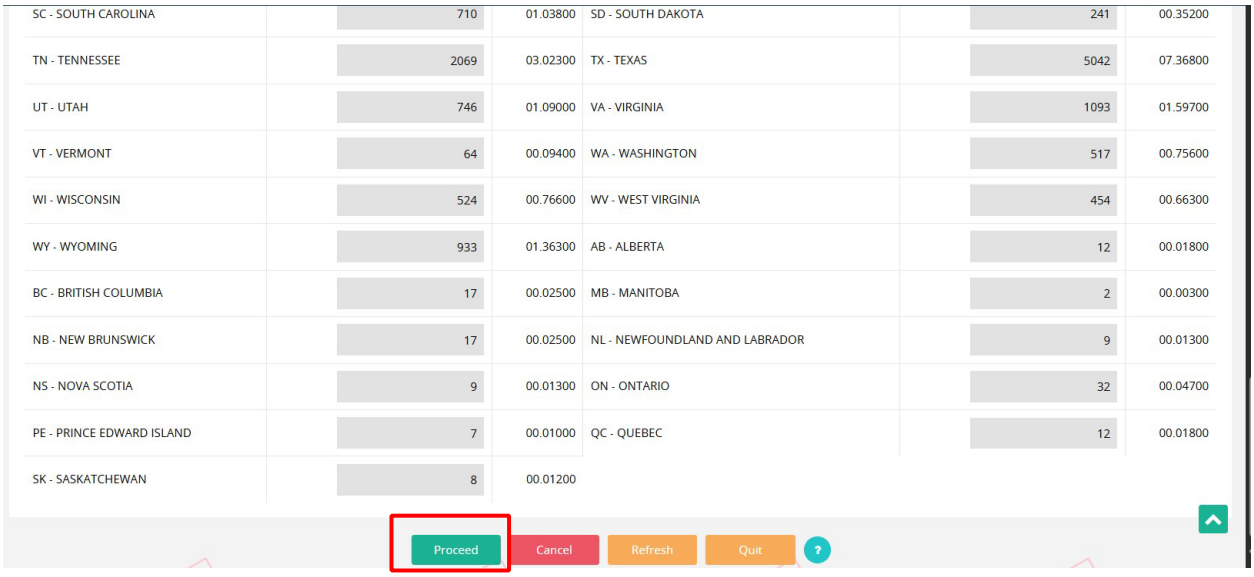
    - Effective Date – Will default to the current date and can be changed 30 days within the future.
    - First Operated Date – Will default to the current date and can be changed 30 days within the future.



9. On the distance page, the distance is defaulted to estimated distance. If you have actual apportioned mileage for the reporting period, select the yes radio button and enter in your actual distance by state. Once the distance is entered, select proceed to move to the verification page.



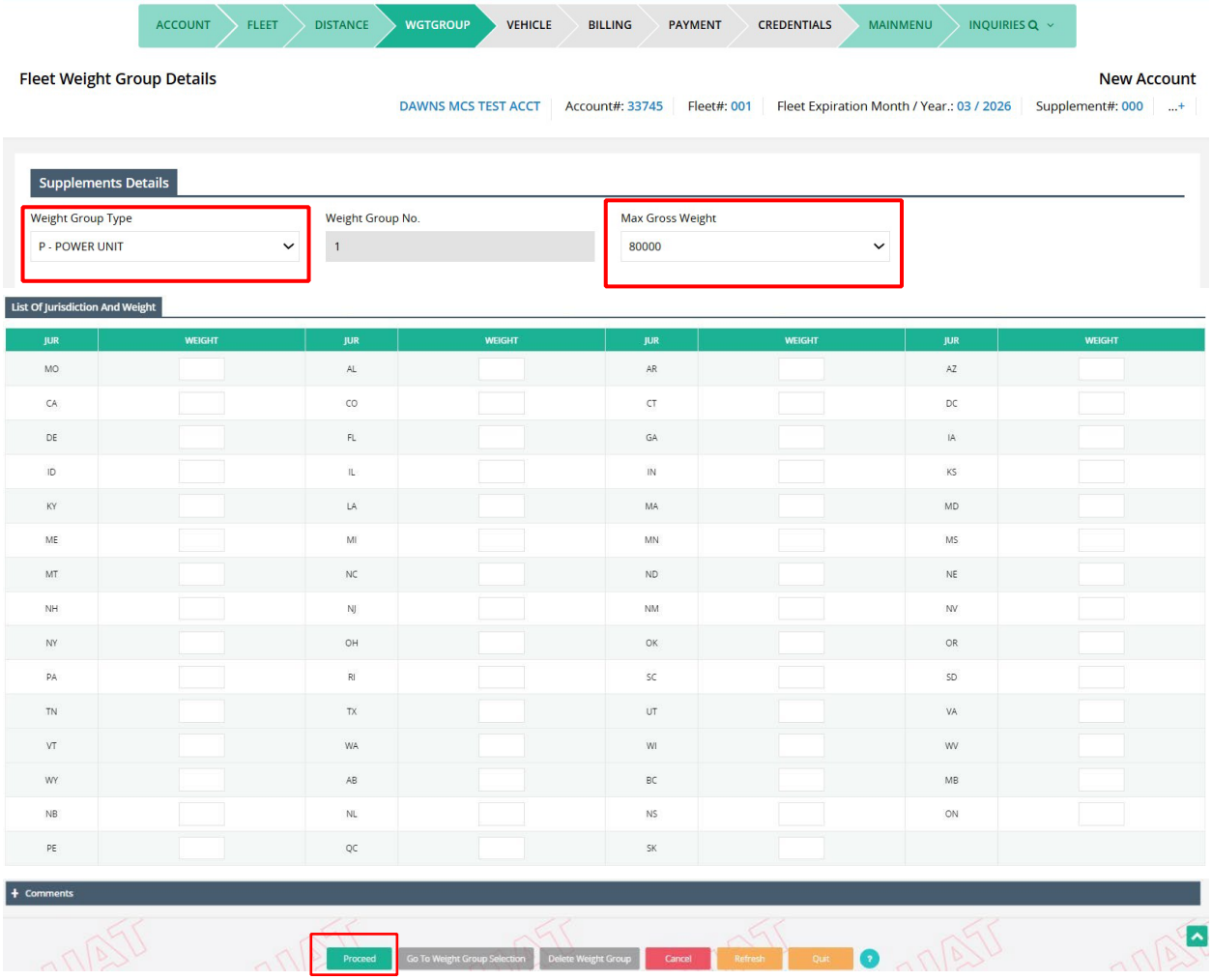




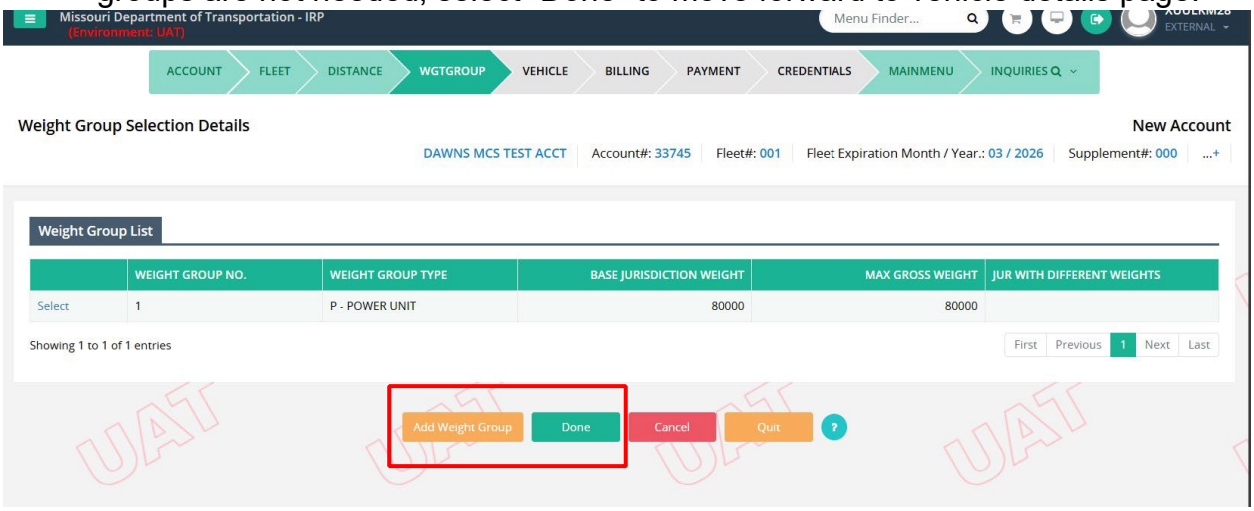
Once verification is complete, select proceed to move to the weight group page.

10. IRP Weight Group

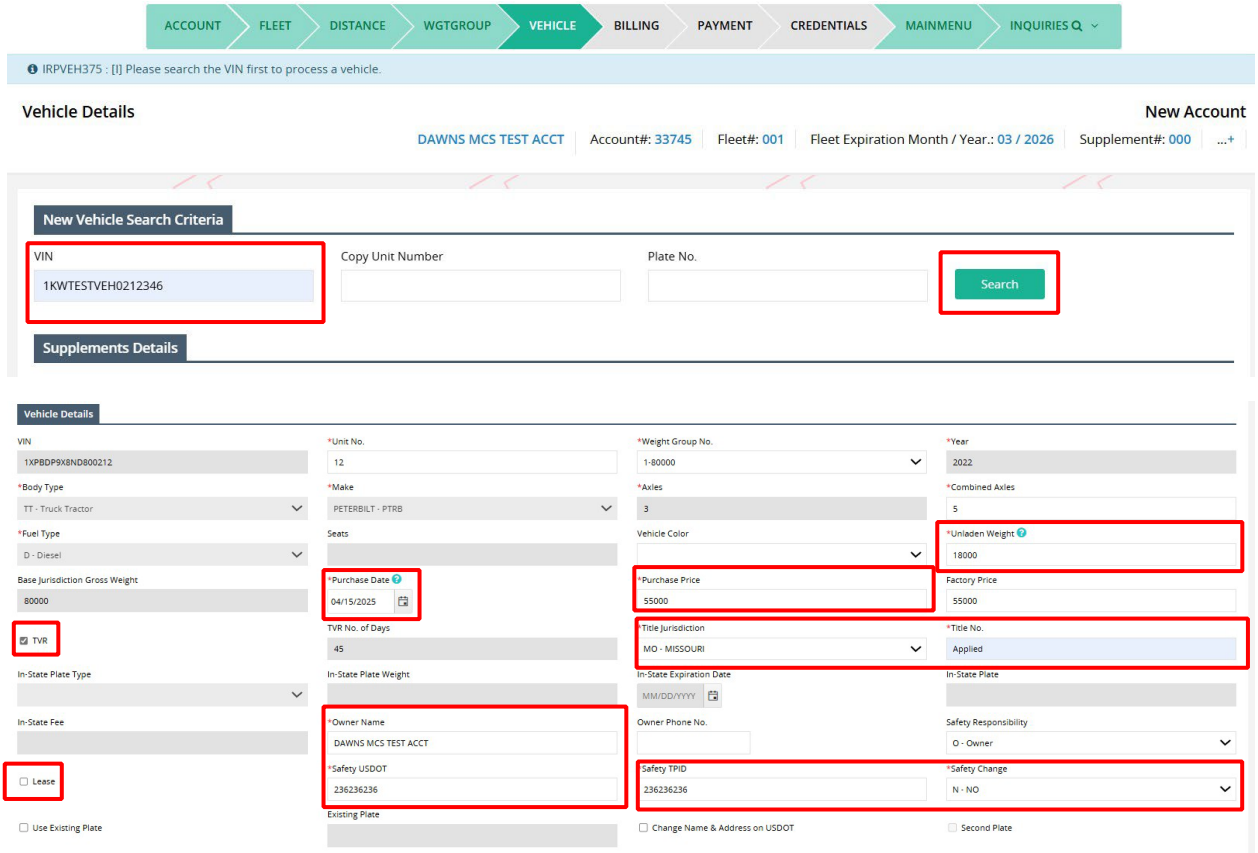
- Missouri has three weight group types: Power Unit, Trailer, and Bus.
- Select the maximum gross weight for the weight group from the drop down. The max gross weight will be the same as your plate weight.
- If you need increased weights in other jurisdictions, you can enter the requested weight increase next to that specific jurisdiction.
    - This can only be requested on 80K plate weights.
- Comment will be required for any variance over 10% of that specific jurisdiction base weight.
- The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction.
- Click the proceed button to populate the weight for the remaining jurisdictions and the verification screen will display. Proceed through the verification page if information is accurate.



11. On the weight group selection details page, additional weight group can becreated by selecting the “Add Weight Group” button. If additional weight groups are not needed, select “Done” to move forward to vehicle details page.

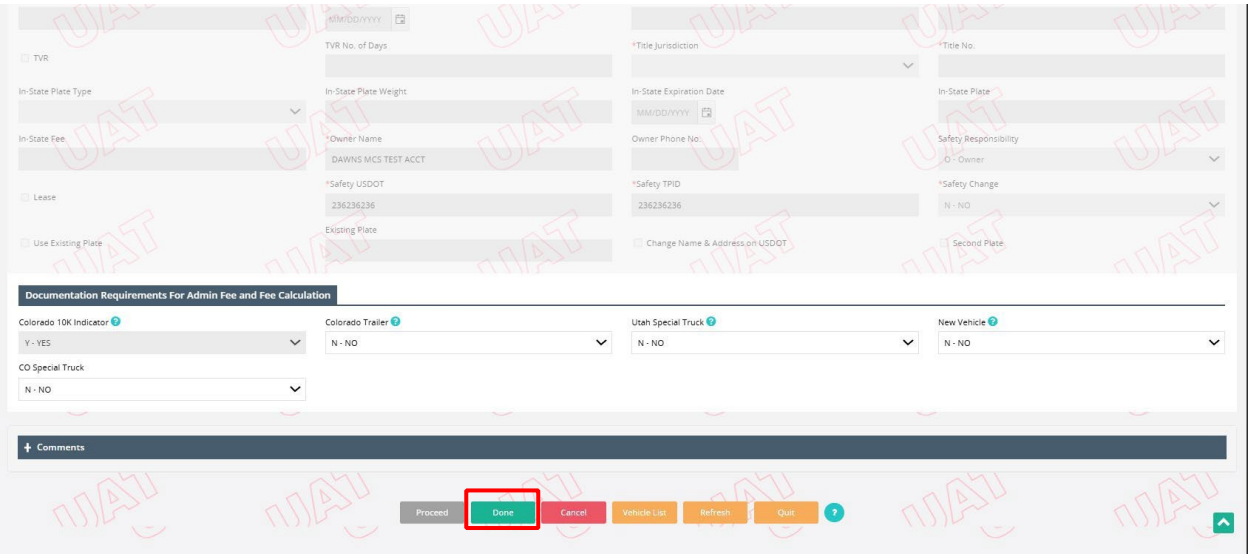


12. On the vehicle details page, enter the full VIN and select search. The system will search your vehicle within a VIN decoder program and complete some of the fields. Enter in the remaining fields that are marked with a red asterisk
    - You will have the option to select the Temporary Vehicle Registration (TVR) box. This will be sent once payment has been made and you will need to contact our office to have the TVR emailed.
    - If you only have a copy of your title receipt, enter “Applied” in the title field box. Motor Carrier Services will not accept signed over titles, or salvage titles. You must obtain a valid title or title receipt from the Missouri Department of Revenue prior to completing this application.
    - The owner field will need to match the name listed on your title or title receipt. If the vehicle is registered to anyone else, checkmark the “lease” box and enter the title owner name as it appears on the title or title receipt.
    - The safety USDOT and TPID fields should reflect your Motor Carrier Responsible for Safety (MCRS). You will indicate yes or no if that MCRS is expected to change within your current registration period.



Click proceed to display the verification page, once verification is complete, select proceed to get to the vehicle details page.

Once all units are added, click “DONE” to proceed to the web processing page.

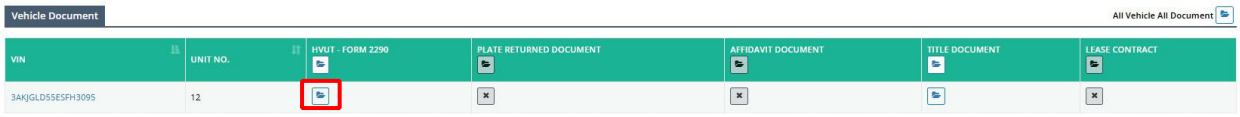


Web Processing

On the web processing page, you will be required to upload supporting documents in three different sections.

1. **First section - vehicle documents**.

The required documents will be indicated by blue file folders.



Vehicle Documents required:

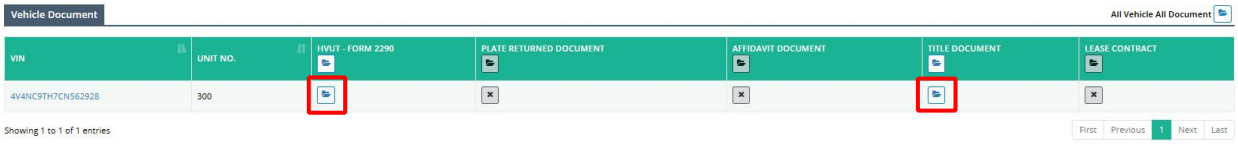
2290 – Federal Heavy Vehicle Use Tax Receipt Required. Qualified vehicles that have a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more are required to show proof of payment of Federal Heavy Vehicle Use Tax or that no tax is due as a prerequisite to the registration of a qualified vehicle. 2290 will need to show a visible Efile watermark.

Lease Agreement – A copy of all lease agreement(s), if applicable, will be required for all vehicles under the control and possession of the registrant. Lease agreement will need to include the vehicle information, VIN, year and make and signatures from both parties involved.

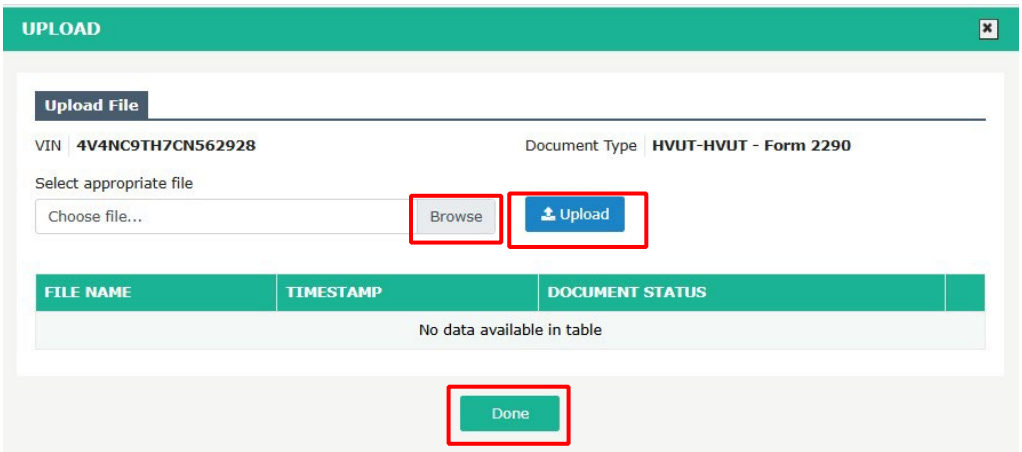
Titles – Proof of certificate of ownership is required for all vehicles. When the vehicle is owned by the registrant, a Missouri certificate of ownership in the legal name of the registrant will be required. When a vehicle is owned by another entity other than the registrant, the certificate of ownership from the entity's resident jurisdiction will be

accepted. State issued title or title receipts are required. MCS does not accept sign over titles or salvage titles.

- Select the blue file folder next to the VIN for each document type.



- Click browse
- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done



Repeat this step for each document type for each individual vehicle.

If you realize you have uploaded the wrong file, click on the trash can icon by the file you wish to delete and then upload the correct document.

Please Note: The total size for each file uploaded should not exceed 4 MB. Only JPG, PDF, JPEG, PNG, BMP or GIF Files can be uploaded.

2. Second Section – Fleet documents

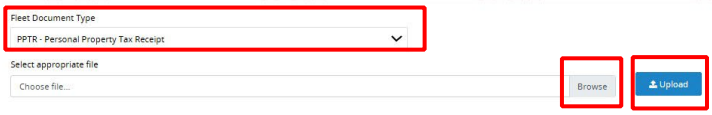
Fleet Documents Required

Personal Property Tax Receipt (Trailers excluded from verification)

- A copy of the prior year's tax receipt in the name of the titled owner or registrant for all power units (owned and leased) must be submitted.
- A county issued waiver may be submitted if the carrier has not been assessed any property tax.
- Generally, the tax receipt is in the name of the registrant/applicant who applies for or renews license plates, the account holder. However, in some cases when

the unit is leased and the owner is a Missouri resident, the tax receipt will be under the unit owner's name and a copy of the owner's Missouri county personal property tax receipt may be submitted.

- If the property tax receipt doesn't contain complete vehicle information, at a minimum of year and make, then a detailed vehicle listing may be requested to uniquely identify the vehicle.
- Select the blue file folder next to the VIN for each document type.
- Click browse
- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done



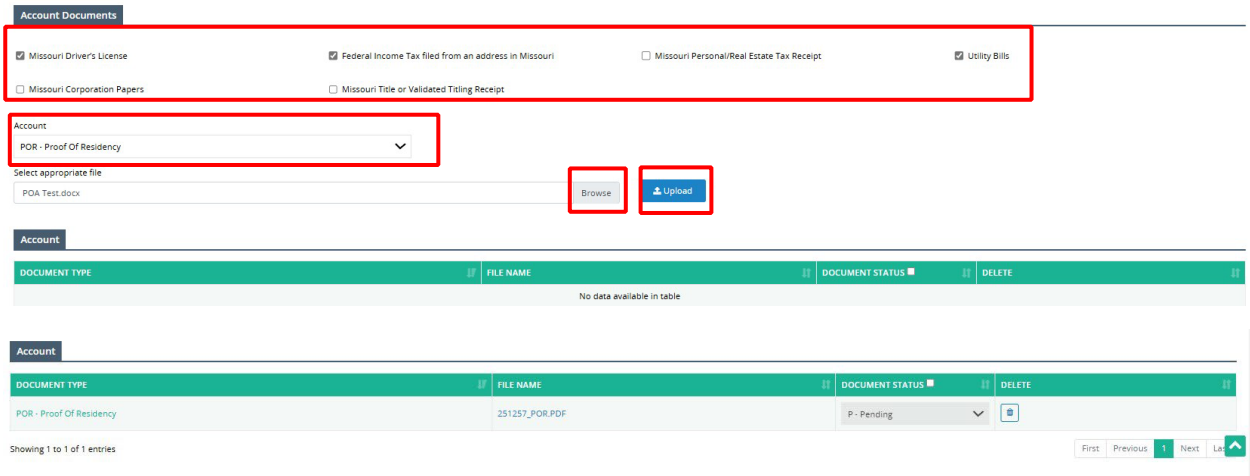
3. Third Section – Account Documents

You must check-mark three proofs of residency. Documents must be uploaded for the selected account document types.

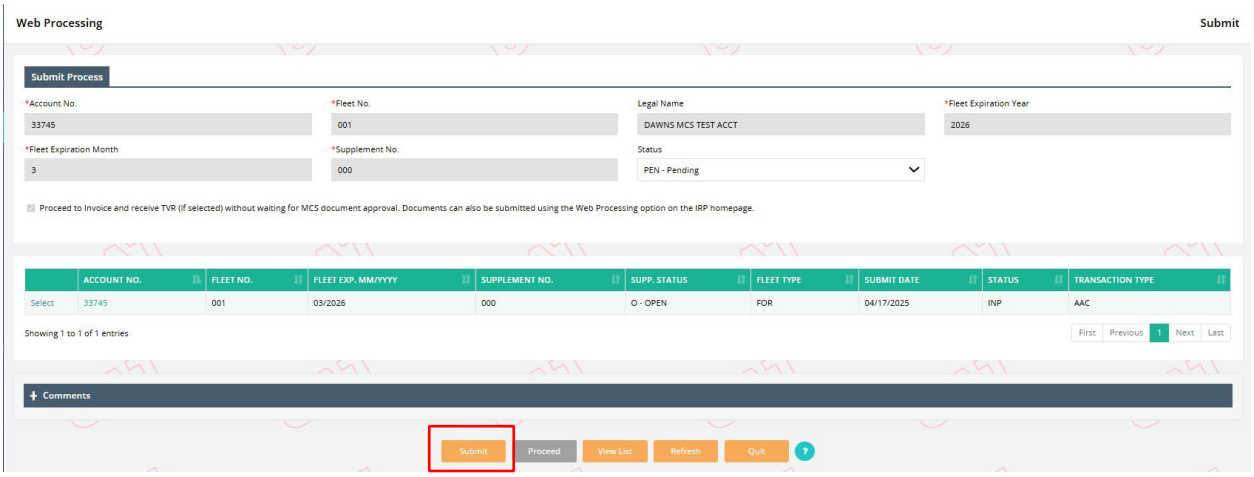
Proof of Residency (PO Box not acceptable)

The address listed on the applications must match at least one proof of residency. MCS has the prerogative to request additional proofs.

- Federal Income Tax returns
- State Income Tax returns
- Personal or Real Estate Property Tax returns
- Utility bill – Needs to show the service address • Missouri Title

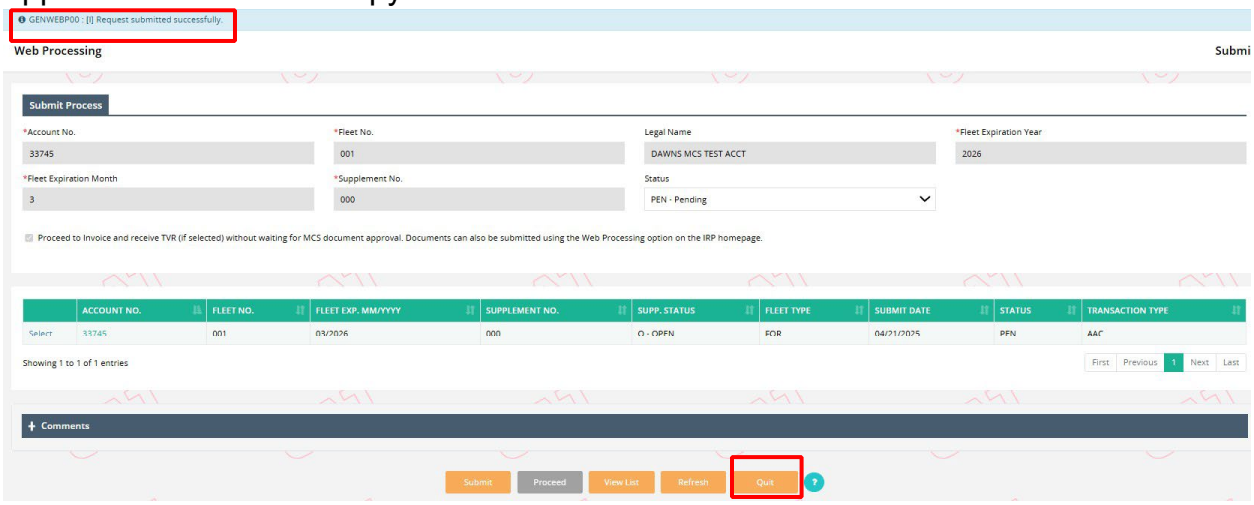


13. Once the correct vehicle documents, fleet documents and proof of residency are uploaded, you will need to select submit. Scroll up above the application vehicle documents and select submit for MoDOT Motor Carrier Services to review.

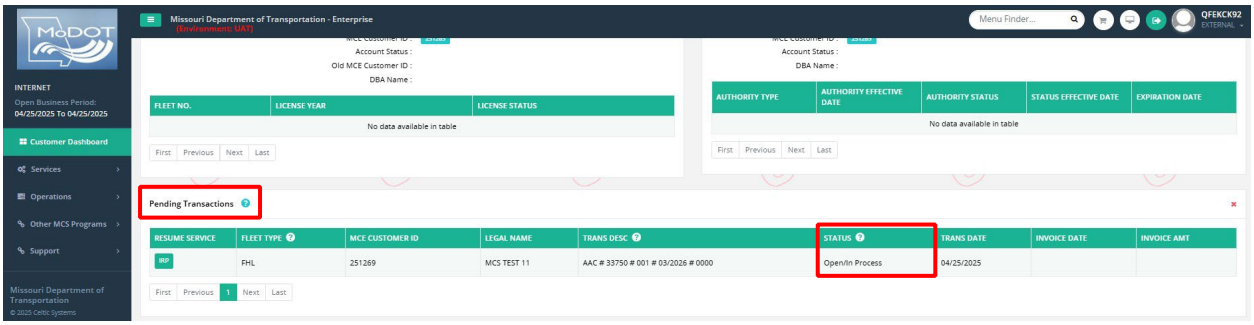


Once you receive the blue message at the top, your application has been submitted to MoDOT Motor Carriers for review. You can select Quit to exit web processing.

Once the application is reviewed and approved, you will receive an email with your invoice. Supplement will remain in an open status until MoDOT Carrier Services approves and emails a copy of the invoice.



You can check the status from your customer dashboard under pending transactions.


Missouri Department of Transportation - Enterprise
(Environment: UAT)
Menu Finder...
QFEKCK92
EXTERNAL
INTERNET
Open Business Period:
04/25/2025 To 04/25/2025
Customer Dashboard
Services
Operations
Other MCS Programs
Support
Missouri Department of Transportation
© 2025 Celtic Systems
Account Status :
Old MCE Customer ID :
DBA Name :
FLEET NO.
LICENSE YEAR
LICENSE STATUS
No data available in table
First
Previous
Next
Last
Account Status :
DBA Name :
AUTHORITY TYPE
AUTHORITY EFFECTIVE DATE
AUTHORITY STATUS
STATUS EFFECTIVE DATE
EXPIRATION DATE
No data available in table
First
Previous
Next
Last
Pending Transactions
RESUME SERVICE
FLEET TYPE
MCE CUSTOMER ID
LEGAL NAME
TRANS DESC
STATUS
TRANS DATE
INVOICE DATE
INVOICE AMT
IRP
FHL
251269
MCS TEST 11
AAC # 33750 # 001 # 03/2026 # 0000
Open/In Process
04/25/2025
First
Previous
1
Next
Last