



South Carolina Department of Motor Vehicles

APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

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*****IMPORTANT*****

TO PREVENT PROCESSING DELAYS, PLEASE TAKE THE TIME TO CAREFULLY CHECK YOUR APPLICATION AND RETURN IT TO MOTOR CARRIER SERVICES BY THE 10TH DAY OF YOUR EXPIRATION MONTH.

There has been a change: You must now file your MCS-150 online before you renew. Failure to update the MCS-150 as required by the Federal Motor Carrier Safety Administration will result in denial of your IRP vehicle registration.

REMEMBER TO:

- Check your customer name and number, fleet number, operation date, beginning registration month, mailing address, business address, person to contact and telephone number, and email address.**
- Sign the application and keep a copy for your records. If anyone other than YOU (the account holder) will be conducting business on behalf of this account please include a Power of Attorney for that individual.**
- Provide proof of current liability insurance with insurance company name and policy dates.**
- Provide a copy of original paid receipt of Heavy Vehicle Use Tax (form 2290) for vehicles registered for 55,000 pounds or greater.**
- If applicable, provide a current copy of your lease agreement for each leased vehicle. Indicate the type of lease you have at the top left hand side of the Schedule A (S for short term lease, which is less than 30 days and if the lease is expected to change during the registration year and L for long term lease, which is more than 30 days). Make any weight and jurisdictions changes to the Renewal Schedule A (the second sheet included with your renewal).**
- Make sure that all vehicle information, most importantly the vehicle identification number (VIN) is accurate and legible. Any vehicle that you wish not to renew, draw a line all the way through it and write "Delete". List any additional vehicle information you may have after the renewal was printed and mailed to you. (Renewals are printed 45 days prior to your expiration date).**
- If your operational date, located at the right hand side of the Schedule B, is before the distance reporting period and you were operating during that period, you must report actual distance for those jurisdictions you wish to keep. If your operational date is after the distance reporting period, you can use estimated distance for the reporting period.**
- For carriers operating in Quebec, fees for the Province of Quebec are based on the total number of axles on your vehicle or the combination of vehicles. The number of axles has been printed on the Schedule A, to the right of the number of seats. If this number is incorrect, please make the corrections on the Schedule A.**



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- Mark all actual distance with the letter A for actual on the distance sheet and in the appropriate column mark Y for yes, if you want to keep the jurisdiction. If there is a jurisdiction you no longer want, in the appropriate column mark N for no, and still report your actual distance.**
- Mark all estimated distance with the letter E for estimated on the Schedule B; an estimated distance chart has been included. Mark the appropriate column with a Y for yes, if you wish to add this jurisdiction. If you do not use the estimated distance chart, you must explain the distance by the route you used for each jurisdiction. Please do not use zero for distance on your distance sheet (zero distance are not accepted as distance).**
- All owner operators and motor carriers are required to read, sign and return the agreement to prepare/maintain records form. This document must be signed by a corporate officer or authorized service provider. Failure to maintain complete records could result in disallowing all tax-paid fuel credit and possible reduction of MPG to 4.00 for IFTA. SC IRP percent can be increased to 100% and privileges may be cancelled if records are unacceptable.**
- All owner operators and motor carriers operating commercial motor vehicles in interstate commerce are required to file a Biennial update Motor Carrier Identification Report, MCS-150. The included MCS-150 form must be completed. Indicate the USDOT number for the registrant (account holder) on the right side of the first page of your renewal packet when asked for "registrant USDOT number."**
- If updating your USDOT number as an Owner-Operator/Vehicle registrant please fill out and complete items 1-16 and 30 on the form; if updating as a Motor Carrier (the person or company responsible for the safety of the load and up keep of the vehicle), please fill out and complete items 1-24, 25 (if you carry hazardous materials) and 26-30. All information must be filled IN; no blanks are allowed on this form. If you have access to the Internet, you can apply for, update, and receive help with your USDOT information at <http://www.fmcsa.dot.gov/online-registration>.**
- When you receive your invoice for fees due, please make your method of payment (check, money order, cashier check, etc.), PAYABLE to the SC Department of Motor Vehicles or SCDMV. When submitting your payment in the form of a business or personal check MAKES sure the payment is in the account holder name. Example: If the name on the account is John's Trucking, the name on the method of payment must read John's Trucking.**

If you need additional forms, please visit the SC Department of Motor Vehicles website at: dmv.sc.gov