



Texas IRP Apportioned Registration New Applicant Checklist for Section 305 Applications

In accordance with the International Registration Plan, Section 305, Selection of Base Jurisdiction, the Texas Department of Motor Vehicles verifies residence or established place of business for applicants selecting Texas as their base jurisdiction. Virtual office locations are prohibited.

Answer the following questions to determine the account type:

- Yes No 1.) Is the applicant an Individual?
- Yes No 2.) Is the applicant a Business (FEIN/EIN required)?
- Yes No 3.) Does the principal business owner have a form of Texas Identification issued to them?

If "No" is the answer to #3, Established Place of Business Requirements must be met.

Individuals must have a permanent Texas ID or Limited Non-Domiciled ID to open a Texas IRP account. Business owners with an out-of-state ID, must show they have an Established Place of Business in Texas.

- Individual** - Submit items 2 and 3 below. **Business** - Submit items 1, 2, and 3 below.

Qualifying Documentation

All submitted documents must have the same physical address. Virtual office locations are prohibited.

1. Sole Proprietor, Limited Liability Company, Corporation, Limited Partnership, etc., must provide:

- Proof of corporation or registration to conduct business in Texas
- Texas Secretary of State corporation filing or Assumed Name Certificate as filed with County Clerk (must outline the business ownership)
- Proof of a physical structure located in Texas and owned/leased by the Applicant or Registrant
- Photos of building/office, company signage, and employee check stubs

2. All applicants must submit the following items:

- Property deed (Mortgage Statement) or lease/rental agreement or property tax documents for the physical address
- Texas Identification of the applicant or principal owner of the business (driver license, passport, state ID). We do not accept Limited Term Driver Licenses. Business owners with an out-of-state ID must prove Established Place of Business requirements are met prior to applying.

3. All applicants must submit at least two of the following:

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| <input type="checkbox"/> Federal Tax Return | <input type="checkbox"/> Texas Franchise Tax Receipt |
| <input type="checkbox"/> Texas Voter Registration | <input type="checkbox"/> Correspondence from a government agency |
| <input type="checkbox"/> FEIN Letter | <input type="checkbox"/> Payroll Stub |
| <input type="checkbox"/> Texas Vehicle Title in applicant's name | <input type="checkbox"/> County Appraisal District Summary |
| <input type="checkbox"/> Utility Bill in applicant's name with service address | |