

Secretary of State

IRP Summary for Registration Year 2013

- ***Current IRP registrations and credentials expire March 31, 2012.*** Drivers of vehicles with expired registrations are subject to arrest after March 31, 2012. Power units renewed will be issued a distinctive 8.5 X 11 cab card showing the 2013 registration year. Apportioned trailer registration remains current as long as the vehicle remains in service in your ownership.
- Firms with less than 250 units and with minimal changes can renew online at www.cyberdriveillinois.com (see enclosed letter).
- Estimated distances will be taken from the Estimated Distance Chart. Please refer to the IRP Instruction Manual found on the Web site. This chart may be used for adding jurisdictions on renewals and supplements when actual distance or provided estimates are not available. All registrants have the option of providing their own estimates with justification. If you are providing your own estimates, a Schedule "E" is required. Visit www.cyberdriveillinois.com (click Publications, Motorist, Commercial & Farm Truck, VSD 751) to obtain printable copies for submission.
- **The distance reporting period for the 2013 registration year is July 1, 2010, through June 30, 2011.**
- **The Heavy Vehicle Use Tax, Form 2290, Schedule 1, for the 2011-2012 tax period must be submitted for all vehicles registered at 55,000 pounds or more. Not submitting properly will cause delays in processing your payment.**
- If a vehicle had a Special Hauling Vehicle Permit (SHV) for 2012, make sure the appropriate box is checked to purchase for 2013. Special Hauling Vehicle (SHV) stickers are no longer issued. The IRP cab card will show "SHV FEE PAID" in the SHV field instead of a sticker number. If purchased at a Secretary of State facility, only a validated identification card will be issued.
- **Applicants who are unable to renew using the web renewal process and choose to renew in person MUST make an appointment.** Appointments are scheduled 8:30 a.m. until noon, Monday through Friday, excluding state holidays. To make an appointment, call (217) 785-1800, select option #2. Schedule early as times fill up quickly.
- For more information, please consult the IRP Instruction Manual available at www.cyberdriveillinois.com (click Publications, Motorist, Commercial & Farm Truck, CFT IRP 25).
- To cancel your firm or fleet, or individual vehicles, please submit a Request for Cancellation form available at www.cyberdriveillinois.com (click Publications, Motorist, Commercial & Farm Truck, VSD 674). You may download a printable form with instructions.
- Acceptable forms of payment are listed in the instructions on your renewal letter. Credit/debit card payments are subject to a 2.1 percent bank-processing fee. Credentials processed by credit/debit card payments phoned into this office will not be held for pick-up by the applicant. Please allow 72 hours for payment processing and mailing of credentials. To pick up credentials paid by credit/debit card, the payment must be made in person.
- Special mailing instructions or use of overnight services must be pre-paid by the registrant and pre-approved by our office. We cannot return documents or credentials using the United States Postal Service Express Mail Service or FedEx Ground Services.
- New federal guidelines require further information to be compiled and become part of your registration record over the next few years. The following information is requested:
 - The USDOT Number of the Carrier responsible for the safety of your vehicles – if you are not a Carrier or do not register as a Carrier on your MCS 150 form. If you are responsible for the safety of your own vehicles, please complete the appropriate answer.
 - Whether or not the Carrier responsible for the safety of your vehicles will change in the next 12 months.

Not all information will be requested at this time. Please pay particular attention to those items requested and fill in accordingly. **Incorrect or missing information may delay the processing of your renewal.**