



FIRST-TIME IRP REGISTRATION CHECKLIST

In order to open a new IRP account, Secretary of State wants you to prove your “established place of business” is in the State of Illinois. To prove that, all applicants must provide a recent phone bill and utility bills as proof of address.

1. PHONE BILL – Phone bill has to be in IRP applicants name or in the name of his corporation.
2. 3 OTHER UTILITY BILLS – Electric, Gas, Water, Garbage, Cable, Internet, Property Tax Bill(if you own your house), Checking account statement, Truck or Car Insurance(entire policy, not just insurance card), Lease Agreement(if you rent an apartment or office), Valid Illinois Driver's License. Credit Card statements and Car Loan statements are not acceptable.
3. ILLINOIS DRIVER'S LICENSE - Applicants MUST have a valid Illinois Driver's License (doesn't have to be CDL) and Social Security Number.
4. PROOF OF OWNERSHIP – You need at least one of these: Copy of the Title, or if it's a recent purchase(less than 6 months ago),
 1. Signed and dated ST-556 form (if purchased from Illinois dealer) or
 2. Signed and dated Bill of Sale (if purchased from out of state dealer) or
 3. A copy of an Assigned Title.
5. 2290 HIGHWAY USE TAX - If the vehicle was purchased more the 60 days ago, you will need a proof of IRS 2290 Highway Use Tax being paid.(Stamped current year Schedule 1 of the IRS form 2290).
6. MILEAGE - IF you have owned the vehicle for more than 1 year, the Secretary of State requires you to report all the mileage traveled with that vehicle in the previous reporting period. Call us to find out what period you need the mileage from.
7. PREVIOUS REGISTRATION - IF your vehicle had someone else's registration before while you owned it, we need a copy of the registration.
8. Unit number for the vehicle, Purchase Date and Purchase Price.
9. IF the vehicle needs SVH permit, please let us know.
10. DOT Number and Federal Tax ID number of the company the vehicle is going to be working for.
11. Corporation Papers – IF you want to register the vehicle in your corporation's name, we need the Articles of Incorporation and your corporation's Federal Tax ID number.
12. Please let us know if you had IRP registration before in Illinois or any other state.

The price of the registration depends on the year and purchase price of the vehicle, mileage traveled in the previous year and cannot be given in advance. Secretary of State will calculate the price of the registration and send us an invoice. You will have to bring us a Cashier's Check or a Money Order payable to ILLINOIS SECRETARY OF STATE in the amount on that invoice. When the invoice is paid, the Secretary of State will send the plate.