

# How Does the New TOP Process Affect Me?

## *Important information from the Florida Department of Highway Safety and Motor Vehicles on Temporary Operational Permits*

### **To Current and Potential Registrants under the International Registration Plan.**

These guidelines are designed to provide current or potential IRP registrants with additional information on the steps involved to register apportionable vehicles now that Temporary Operational Permits are no longer available in Tax Collector offices. **Due to anticipated increased use of the CVISN on-line system, we request that you limit transactions to 10 vehicles until further notice.**

#### ➤ **In those instances where a carrier is acquiring a new vehicle and wishes to establish a new IRP account, the steps below would apply:**

- The carrier would apply for FL title at the local Tax Collector office.
- If the carrier wished to operate the vehicle immediately, they could obtain a 30 day Temporary Tag from the Tax Collector, which would allow them to operate intrastate (within Florida) only.
- If the carrier needed to travel outside of Florida prior to obtaining an IRP registration, they would need to contact the applicable state(s) to obtain trip permits for the time period they wished to operate.
- The carrier, after applying for the title for the vehicle, would either travel to 1) the Kirkman Bldg. Walk-in Office in Tallahassee or the Sunshine State Tag Agency office in St. Petersburg (this office requires an advance appointment) to process their IRP application, 2) mail the completed application to the Kirkman Bldg. IRP Office, or 3) utilize one of the private service companies to process their IRP application. Please note that the Department does not license or regulate the operations of these private service companies.
- These carriers, in most instances, will also need to obtain IFTA credentials from the Bureau. (Available only centrally through Tallahassee)

#### ➤ **In those instances where a carrier already owns a vehicle and wishes to establish a new IRP account, the steps below would apply:**

- The carrier would either travel to the 1) Kirkman Bldg. Walk-in Office in Tallahassee or the Sunshine State Tag Agency office in St. Petersburg (this office requires an advance appointment) to process their IRP application, 2) mail the completed application to the Kirkman Bldg. IRP Office, or 3) utilize one of the private service companies to process the application.
- These carriers, in most instances, will also need to obtain IFTA credentials from the Bureau. (Available only centrally through Tallahassee)

➤ **For carriers currently registered under the IRP, the following would apply:**

- The department's CVISN system (on-line filing) has been in place for IRP since 2007. Existing IRP registrants may, in addition to walking in or mailing applications, execute the following types of transactions via this system:
  - Add Vehicles
  - Transfer Registrations
  - Add Jurisdiction
  - Replacement Cab Cards
  - Duplicate Cab Cards
  - Lost/Stolen Plate Replacement
  
- For the above transactions, with the exception of Add Vehicle and Lost/Stolen Plate Replacement, the registrant would log into their CVISN account, input the necessary information, receive an electronic bill, pay online or mail in the payment. When the transaction is completed, the registrant may print the new cab card in their office. These transactions can be completed the same day with online payment.
- The Add Vehicle and Lost/Stolen Plate Replacement transactions involve issuing a new plate to the registrant and are processed overnight. With online payment, new cab cards are printed by the department and mailed with the new plate the next business day.
- For Add Vehicle or Transfer Registration transactions, if the vehicle to be added or to which the registration is going to be transferred will be titled in Florida, **the titling process should be completed prior to beginning the CVISN transaction.**
- In those instances where supporting documents such as insurance and lease agreements are required, they generally may be faxed or emailed to the Bureau. The exception to this is for the HVUT documentation, as we are required by the FHWA to physically be presented the original Form 2290 evidencing payment of the tax; however, evidence of payment through the IRS E-File system may be faxed or emailed. At the time of processing the on-line transaction, a checklist may be printed which will list all required documents that must be submitted for the transaction to be completed.

Please visit the department's website at [www.flhsmv.gov/html/welcome.html](http://www.flhsmv.gov/html/welcome.html) to access or register for the CVISN E-File system. In addition, you may visit <http://flhsmv.gov/html/forms.html> to obtain forms and <http://flhsmv.gov/dmv/faqcarriers.html> to obtain additional information. If you need assistance or further information, please contact the Bureau of Commercial Vehicle and Driver Services at 850-617-3711.