Request IRP Credentials

Welcome to the Washington State Department of Licensing, Prorate and Fuel Tax Services, Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

These instructions are for Washington Prorated (IRP) customers who would like to request:
- replacement of cab cards
- replacement plates
- mm/yy tabs
- change of Motor Carrier responsible for safety
- correction or change to vehicle information

These instructions will outline the process for the replacement of cab cards. Multiple transaction types can be requested in one supplement.

Per WAC 308-91-040
(2) General Provisions: The original cab card must be carried in or on the vehicle to which it has been issued. If you have renewed for a subsequent registration year but are still operating in the current registration year, you are required to carry both cab cards.
(3) Photocopies or other facsimiles (fax) of any cab card cannot be used for the power unit.

Request Credentials Process
Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

Documents/Information needed
Lease Agreement if changing Motor Carrier Responsible for Safety.
Instructions for Request Credentials

Log into Taxpayer Access Point (TAP).

Note: For more information on how to log into your TAP account, see How to log into TAP.

Under Account ID, select your IPR Fleet Account hyperlink.
Under **Actions**, click **Create New Supplement** hyperlink and **confirm**.

Click on the **Vehicles** tab to display current weight groups under **Vehicles and Weights**.

To request credentials, select the **Group** hyperlink the vehicle is in.
Select the Vehicles tab, then click the Add/Change Vehicle hyperlink.

*Note: Each vehicle will show on a separate Unit subtab.*

In the Transaction Information section, select Change Vehicle for Transaction Type.

For Unit, enter the unit number you are requesting credentials for and tab once. All data fields will autofill. If you want to change the unit number, click into the field and enter the new Unit number.

In the Vehicle Information section, no changes should be made.

*Note: If not making changes to Motor Carrier Responsible for Safety section, skip to Page 6.*
In the **Motor Carrier Responsible for Safety** section, Lease and/or IFTA information can be changed.

**Lease** information:

Select **Yes** or **No** as appropriate for **Is This Vehicle Running Under a Lease?**

- **No** - Carrier FEIN, USDOT# and Carrier Name will autofill.
- **Yes** - Enter new USDOT# you are leased to. The Carrier FEIN and Carrier Name will autofill. Later you will be required to attach a copy of a completed leased vehicle listing form and the lease agreement.

**Owner/Lessor** - This field is not required, however it can be used if Legal Owner is different than registered owner.

**IFTA** information:

- **IFTA Jurisdiction** - Enter the base jurisdiction that issued the decal that will be applied to your vehicle. If base jurisdiction is not WA, IFTA account name and number fields will not open for entry.

- **IFTA Account Number** - If this field does not auto populate enter the WA based jurisdiction’s IFTA license number you will be operating under.

- **IFTA Account Name** - Will autofill.

- **No IFTA Account/Fuel Permit** - If you will not be operating under the IFTA agreement (no IFTA decal or license) check this box.
### Registrant Requests

<table>
<thead>
<tr>
<th>Select Additional Options</th>
<th>Temporary Authority</th>
<th>Replacement License Plate</th>
<th>Replacement Tabs</th>
<th>Replacement Cab Card</th>
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In the **Registrant Requests** section:

- Select **Temporary Authority**. This allows operation of a vehicle pending issuance of permanent credentials.

  *Note: For Temporary Authority eligibility see WAC 308-91-050. The Temporary Authority will be located in your TAP Letters tab for printing once processed and approved by MCS staff.*

- Select **Replacement Cab Card**.

- If applicable, **Replacement Tabs** can be selected.

- If applicable, select **Replacement Plate**. If selected, **Replacement Tabs** and **Replacement Cab Card** will auto select as well. A reason for plate replacement must be selected from the drop down menu.

If you have additional vehicles to request credentials for, click **Add/Change Vehicle**.

When you have completed your request, click **Save**.
Click **Submit**.

Click **Yes** to confirm submission, and if applicable, that you have attached all required documents.
Your request is now submitted.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 360-664-1858 or MotorCarrierServices@dol.wa.gov.

The Invoice will process overnight and will be available to view or print the following day.

Reminder: Allow at least two business days for MCS staff to review and process your request. Payments may take two business days to post to your account. Credentials will not be mailed until your request is approved and your payment has posted.

Click the link for Additional TAP instructions.