



International Registration Plan, Inc.

Established Place of Business & Residency Best Practices Guide

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Introduction

Purpose:

To provide uniform guidance to jurisdictions and registrants on how to comply with IRP basing requirements through either an Established Place of Business (EPB) or Residency.

Scope:

Covers definitions, documentation, best practices, review checklists, and sample forms.

Audience:

Jurisdiction personnel, fleet operators, owner-operators, agents, and service providers.

Disclaimer:

This document is a best practices guide only and is intended to be used as a tool. It does not constitute official IRP policy and does not supersede the Plan or Official Commentary. Member jurisdictions retain discretion in verification methods, subject to Plan compliance. For questions regarding the Plan, contact IRP, Inc. at irpmail@irpinc.org.

IRP Basing Requirements Overview

Basing Options:

- Established Place of Business (primary method)
- Residency (alternative, when a business location is not available)

Helpful Definitions (see Article II, Definitions in the Plan):

RESIDENCE - “Residence” means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

APPLICANT - “Applicant” means a Person in whose name an application is filed for registration under the Plan.

BASE JURISDICTION - “Base Jurisdiction” means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

FLEET - “Fleet” means one or more Apportionable Vehicles designated by a Registrant for distance reporting under the Plan.

MEMBER JURISDICTION - “Member Jurisdiction” means a Jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan.

PERSON - “Person” means a natural person or business entity such as a corporation, partnership, or limited liability company.

REGISTRANT - “Registrant” means a Person in whose name a Properly Registered Vehicle is registered.

JURISDICTION - “Jurisdiction” means a country or a state, province, territory, possession, or federal district of a country.

PROPERLY REGISTERED VEHICLE - “Properly Registered Vehicle” means a Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

RECORDS - “Record” means information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

VEHICLE - “Vehicle” means a device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

Plan Section:

Note: The underlined text reflects language added to Plan Section 305, effective October 1, 2025.

305 SELECTION OF BASE JURISDICTION

(a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available.

(b) “Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased, such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall have clear company signage and hours of operation posted, be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general

management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Trucking-related business encompasses a wide range of activities related to the transportation of goods by trucks. These operations involve several key components, such as:

- (i) Logistics Planning
- (ii) Fleet Management
- (iii) Driver Management
- (iv) Load Handling
- (v) Regulatory Compliance
- (vi) Customer Service
- (vii) Technology Integration

For the purposes of the IRP Established Place of Business requirements, virtual and/or shared office spaces shall not qualify. Shared or virtual offices:

Shared or virtual offices are spaces where multiple businesses or individuals share common facilities and resources, such as office space, meeting rooms, and administrative services shall not be used to qualify for an Established Place of Business under the IRP.

Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

(c) If an Applicant does not have an Established Place of Business in any Jurisdiction the Applicant may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available.

(d) To establish Residence in a Member Jurisdiction, an Applicant must provide a resident driver's license or non-driver issued identification and demonstrate to the satisfaction of the Member Jurisdiction at least two of the following that reflect the declared address:

- (i) if the Applicant is a corporation, and the principal owner is a resident of that Jurisdiction,
- (ii) that the Applicant's federal income tax returns have been filed from the physical address in that Jurisdiction,
- (iii) that the Applicant has paid personal income taxes to that Jurisdiction,
- (iv) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,
- (v) that the Applicant receives utility bills in that Jurisdiction in its name,

- (vi) that the Applicant has a Vehicle titled or currently registered in that Jurisdiction in its name, or
- (vii) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

Official Commentary

If more than one Member Jurisdiction could qualify as a Base Jurisdiction for an Applicant, the Applicant may choose which Jurisdiction to apply to for apportioned registration under the Plan. This process serves to preserve the necessary but limited flexibility in the choice of a Base Jurisdiction.

It is not the intent of this section to permit a Registrant to manipulate the selection of a Base Jurisdiction in order to avoid the payment of Apportionable Fees on the basis of 100 percent of the distance traveled by its Fleet.

This Section provides a three-part test under subsection (a) for the determination of Base Jurisdiction. All three parts must be met in order for a Member Jurisdiction to qualify as a Base Jurisdiction.

With respect to signage requirements, hours of operation do not have to be posted on the sign as long as they are posted in other manners such as on their website and other public access points.

The Plan offers Residence as an alternative criterion to Established Place of Business only for those Applicants who cannot demonstrate that they meet the Established Place of Business requirement.

Shared Office: A shared office space is a working environment where multiple businesses or individuals rent desks, offices, or workstations within the same space to share resources such as office furniture, internet, utilities, meeting rooms, and even administrative services like reception or mail handling. In such cases the registrant is not actually located at this address other than to meet requirements for a physical address.

Cases where the same owner owns multiple registrants/businesses, and operates each of them from the same location would not be considered Shared Offices for the purposes of Established Place of Business as long as other requirements are met (ie, signage, etc.)

Virtual Office: A virtual office is a service that provides businesses with a professional address, communication services, and other office-related amenities, without the need for a physical office space. In such cases the registrant is not actually located at this address other than to meet requirements for a physical address under Established Place of Business.

With respect to the accrual by a Fleet of distance in the Base Jurisdiction, the requirement is to be applied only to the Fleet as a whole; each individual Vehicle of a Fleet need not enter the Base Jurisdiction.

Established Place of Business (EPB) Basing

To qualify as an EPB under the IRP, a registrant must meet the following requirements:

Physical Structure Requirement

- Must be a physical structure owned or currently leased by the applicant or registrant.
- Lease agreement must be valid for a period of at least 12 months and must specify the street address of the location.
- The physical structure shall display clear company signage identifying the registrant's legal or trade name as registered with the jurisdiction.
- Hours of operation must be posted at the location or otherwise made publicly accessible (e.g., website or business directory).

Staffing Requirement

- The location must be open for business and staffed a minimum of 20 hours per week.
- Staffing must consist of one or more individuals employed by the applicant or registrant on a permanent basis.
- Independent contractors do not satisfy the staffing requirement.
- Staff must be physically present at the location and engaged in the general management of the applicant's or registrant's trucking-related business.

Business Activity Requirement

- The registrant must conduct trucking-related business from the physical structure.
- A registrant must demonstrate they conduct **multiple** trucking-related activities from the location, not just one isolated task like answering phones or filing paperwork.
- Activities may include, but are not limited to, the following key components of trucking-related operations:
 - **Logistics Planning**
 - Dispatching and Routing: assigning loads to drivers, planning routes and schedules, communicating with drivers during transit, using transportation management systems (TMS).
 - Load Planning and Freight Management: matching freight with available trucks, managing pickup and delivery schedules, preparing bills of lading and shipment documents.
 - **Fleet Management**
 - Vehicle Maintenance and Inspections: scheduling preventive maintenance, keeping logs and repair records, conducting daily

- vehicle inspections (DVIRs), managing breakdown and repair services.
- Fueling and Fuel Tax Management: managing fuel purchases and usage records, operating fuel cards or on-site fueling.
- Terminal or Yard Operations: parking and staging of trucks and trailers, on-site staff for dispatch, maintenance, or supervision, managing dock or gate access.
- **Driver Management**
 - Hiring, training, and supervising drivers.
 - Monitoring hours of service (HOS).
 - Maintaining driver qualification files.
 - Handling safety and compliance policies.
- **Load Handling**
 - Coordinating or performing cargo loading/unloading.
 - Verifying securement and compliance with weight limits.
 - Managing specialized freight (hazmat, oversized, refrigerated, etc.).
 - Ensuring proper cargo documentation and tracking.
- **Regulatory Compliance**
 - IRP and IFTA registration and recordkeeping.
 - DOT and FMCSA safety compliance (driver files, inspections, drug testing).
 - Obtaining and managing permits (oversize/overweight, trip, fuel).
 - Maintaining accurate mileage and distance records.
 - Recordkeeping and Reporting: maintaining distance records by jurisdiction, storing trip sheets, driver logs, and maintenance files, preparing for audits (IRP, IFTA, DOT).
- **Customer Service**
 - Invoicing for transportation services.
 - Providing shipment tracking and updates.
 - Handling freight claims and delivery issues.
 - Building strong relationships with shippers and receivers.
 - Managing service-level agreements (SLAs) and performance expectations.
- **Technology Integration**
 - Using TMS, ELDs, GPS, and telematics for operations.
 - Automating compliance reports (HOS, IFTA, IRP).
 - Implementing fleet management software for maintenance scheduling.
 - Leveraging data analytics for efficiency and cost savings.
 - Exploring emerging technologies (AI for route optimization, blockchain for freight tracking, EV/alt-fuel fleet planning).

Note: This list is not all-encompassing; eligibility should be determined on a case-by-case basis. The registrant must be able to demonstrate that trucking-related business is actually conducted from the location. A single administrative task alone would not generally satisfy this requirement.

Records Maintenance Requirement

- Fleet records, including operational, safety, and financial documentation, must be maintained at the physical structure.
- Records may alternatively be made available electronically or at another location, provided this complies with Plan Section 1035 and jurisdiction audit requirements.

Cross-Reference

- For guidance on office types that do not qualify (e.g., shared offices, virtual offices), see the Clarifications and Exclusions section of this Guide.

Clarifications and Exclusions:

While the definition and eligibility criteria establish the general requirements for an Established Place of Business under the IRP, certain types of arrangements do not qualify:

- **Shared Offices**
 - A shared office is a working environment where multiple businesses or individuals rent desks, offices, or workstations within the same space to share resources such as furniture, internet, utilities, meeting rooms, or administrative services like reception or mail handling. Because the registrant is not actually operating from this location beyond using it to meet the physical address requirement, a shared office space shall not be used to qualify as an Established Place of Business under the IRP.
 - **Exception:** If the same owner operates multiple registrants/businesses from the same location, this would not be considered a shared office arrangement, provided that all other requirements of an Established Place of Business are met (e.g., signage, records, staff presence).
- **Virtual Offices**
 - A virtual office is a service that provides businesses with a professional address, communication services, and other office-related amenities without the registrant maintaining a physical presence at the location. Since the registrant is not actually located at the address or conducting business operations there, a virtual office shall not qualify as an Established Place of Business under the IRP.

Why Established Place of Business is Important:

Establishing and maintaining a place of business that meets the requirements of IRP Plan Section 305 is essential because it serves as the foundation for a carrier's licensing jurisdiction. A qualified place of business demonstrates that the carrier has a legitimate, physical, and operational presence in the jurisdiction, not just a mailing address. Meeting

these requirements is critical to ensure accurate registration, fair distribution of fees among member jurisdictions, and compliance with IRP standards. Without a properly established place of business, a carrier risks registration challenges or even the loss of apportioned operating privileges.

Best Practices for Registrants – EPB

To help ensure compliance with the IRP Established Place of Business (EPB) requirements and demonstrate active operations at a physical location, registrants should follow these best practices:

- **Maintain Lease or Property Ownership Documentation**

A commercial lease or property ownership document should clearly outline the rights and responsibilities of all parties. Essential information includes:

- **Parties to the Lease**
 - Legal names of the landlord (lessor) and tenant (lessee)
 - Business names (if applicable)
 - Contact information for both parties
- **Property Description**
 - Full street address, including suite, unit, or building number
 - Description of the space (office, warehouse, parking, etc.)
- **Lease Term**
 - Start and end dates
 - Renewal or extension options
 - Notice requirements for non-renewal
- **Rent and Payment Terms**
 - Base rent, due dates, accepted payment methods
 - Late fees, grace periods, escalation clauses
- **Security Deposit**
 - Amount, conditions for refund, and return timeline
- **Use of Premises**
 - Permitted use (e.g., trucking dispatch office, repair shop)
 - Compliance with zoning, ordinances, and licensing
- **Maintenance, Repairs, and Insurance**
 - Responsibilities for routine maintenance, structural repairs, and insurance obligations
- **Utilities and Operating Costs**
 - Identify which party pays for electricity, water, gas, trash removal, property taxes, and Common Area Maintenance (CAM) fees (must show service address)
- **Access, Signage, Modifications, and Termination**
 - Rules for landlord access, business signage, alterations, and early termination

- Dispute resolution and governing law
 - **Signatures and Dates**
 - Signed by all parties, with witnesses or notarization if required

- **Have Utility Bills in the Business Name**

Utility bills serve as proof of physical occupancy and business operations.
Registrants should ensure:

 - **Common Utilities:** electricity, water/sewer, gas/propane, trash, internet or landline phone
 - **Key Bill Details:**
 - Account holder name matching the business
 - Service address matching the physical location
 - Billing address, account number, billing period, usage, total due, and provider contact
 - **Why They Matter:**
 - Demonstrates active operations at the business location
 - Supports compliance with IRP basing requirements

- **Post Business Signage and Take Photos**

Proper signage is essential for demonstrating a legitimate physical presence.

 - **Common Types of Signage:**
 - Permanent exterior signs
 - Window or door signs
 - Interior reception/lobby signs
 - Yard/monument signs
 - Temporary banners (not sufficient alone for compliance)
 - **Key Characteristics:**
 - Permanent and clearly visible from outside
 - Displays the exact registered business name
 - Located at the physical address (not PO boxes or virtual offices)
 - **Purpose:**
 - Verification during IRP registration
 - Demonstrates compliance with zoning and licensing requirements

- **Post and Maintain Business Hours**

“Posted business hours” indicate when the business is open and staffed.

 - **Examples of Posting:**
 - Signage at entrance or windows
 - Website, social media, or business listings
 - Emails, invoices, or company letterhead
 - **Best Practices:**
 - Post hours physically and ensure staff are present during these times
 - Keep hours consistent with normal business operations (e.g., 8 AM–5 PM, Mon–Fri)

- Maintain photos or documentation
- **Employee at the Location**
 - Staff must be physically present and engaged in general management or trucking-related operations.
 - **Qualifies:**
 - Dispatcher coordination loads and drivers
 - Fleet manager overseeing maintenance and compliance
 - Operations manager handling customer service and logistics
 - **Does not qualify:**
 - Bookkeeper who visits once per week to process paperwork
 - Independent contractor who answers phones remotely
 - Part-time administrative assistant only handling registrations
 - Maintain logs of business activity and record access, including who worked onsite and when.
- **Maintain Logs and Records of Business Activity**
 - Keep detailed records of:
 - Trucking-related operations performed at the location
 - Dispatch, fleet, driver, load, regulatory, and customer service activities
 - Electronic or physical access logs for and compliance verification
 - Ensure records are accessible and organized in accordance with Plan Section 1035.

Summary

Following these best practices helps registrants:

- Demonstrate a legitimate, staffed, and operational physical location
- Meet IRP EPB requirements
- Prepare for jurisdiction verification
- Avoid challenges with shared or virtual office arrangements

Sample Documents – EPB

After reviewing the best practices above, registrants should ensure they can provide clear documentation to demonstrate compliance with the Established Place of Business (EPB) requirements. Examples include:

- Lease agreement or property deed showing business name
- Utility bills (electricity, water, gas, or internet) in the business's name and service address
- Business license or tax permit for the operating location
- Photos of exterior signage and interior office setup
- Payroll or HR records showing employees staffed at the location

Example Scenario – EPB

ABC Trucking – Phoenix, AZ

- Leases office space with a valid lease agreement
- Employs a full-time dispatcher (not an independent contractor)
- Displays exterior signage with the company’s legal name
- Holds a city-issued business license
- Receives utility bills in the company’s name at the business (service) address
- Maintains fleet and operational records on-site, accessible during posted business hours

This setup qualifies as an Established Place of Business under Plan Section 305.

Residency Basing

Definition & Eligibility Criteria:

Residency basing is available only when a registrant cannot establish an Established Place of Business in a jurisdiction. To qualify under Residency, the registrant (individual or business) must provide acceptable documentation proving that they legally reside in the base jurisdiction.

Residency refers to the legal status of living in a specific place as your primary home, the place where you live regularly and intend to return to when away. For IRP purposes, this establishes the registrant’s connection to a jurisdiction when business operations cannot be tied to a physical office.

Eligibility Criteria:

- **Physical Presence Requirement**
 - The registrant must physically live at the residential address.
 - A mailing service, P.O. box, or virtual address does not meet this requirement.
- **Intent to Remain Requirement**
 - The residence must be intended as the long-term or permanent home.
 - Temporary stays (e.g., hotels, short-term rentals) do not qualify.
- **Documentation Requirement**
 - Registrant must provide acceptable documents clearly tying them to the residence.
 - Must provide a valid driver’s license or non-driver ID issued by the jurisdiction
 - At least three separate pieces of documentation are recommended to establish proof.
- **IRP Context**
 - Residency may be used by individual owner-operators or carriers without a staffed business office.

- Residency is demonstrated through items such as a driver's license, voter registration, income tax filings, and utility bills issued by the base jurisdiction.
- The Plan distinguishes Residency (where you live) from Domicile (your permanent legal home). While closely related, a registrant may only have one legal domicile.

Clarifications and Exclusions:

While the Definition & Eligibility Criteria provide the general requirements for residency under the IRP, certain arrangements do not qualify:

- **P.O. Boxes or Mail Services**
 - Receiving mail at a P.O. box, commercial mail service, or virtual mailbox does not establish residency.
 - The registrant must physically reside at the address listed on the supporting documents.
- **Short-Term or Temporary Housing**
 - Hotels, motels, short-term rentals, or vacation properties are not acceptable.
 - A short-term rental is the temporary use of a physical address (such as an apartment, house, or similar dwelling) that does not demonstrate a permanent or long-term connection to the jurisdiction.
 - Residency must reflect a long-term or permanent home with intent to return.
- **Addresses of Friends or Family**
 - Using a friend's or relative's address without proof of actual occupancy does not meet residency requirements.
 - The registrant must demonstrate ongoing presence and control of the residence.
- **Conflicting Jurisdictional Documents**
 - Documentation showing a different primary residence or domicile in another jurisdiction may disqualify the application.
 - Consistency across driver's license, tax filings, voter registration, and other supporting documents is required.
- **Commercial/Business Properties**
 - A business address or virtual office cannot be used to demonstrate personal residency, even if the registrant occasionally works there.

Why Residency Matters:

Ensures the registrant maintains a legitimate connection to the base jurisdiction when no Established Place of Business exists. Protects the integrity of IRP basing and avoids disputes during registration verification.

Best Practices for Registrants – Residency

To demonstrate residency clearly and consistently, registrants should:

- **Provide Multiple Documents**
 - Submit at least three forms of evidence, such as:
 - Valid driver’s license or non-driver ID issued by the jurisdiction
 - Voter registration card
 - State income tax return showing jurisdiction address
 - Residential utility bill in registrant’s name
 - Vehicle registration or insurance listing the residential address
- **Ensure Consistency Across Records**
 - All documents should reflect the same name and address.
 - Conflicting information (e.g., driver’s license in one jurisdiction and tax filing in another) may disqualify the application.
- **Keep Documents Current**
 - Expired IDs, outdated leases, or closed utility accounts will not be accepted.
 - Update documents promptly if you move or renew identification.
- **Avoid Problematic Arrangements**
 - Do not rely on P.O. boxes, virtual offices, or friend/family addresses without proof of actual residency.
 - Residency must demonstrate genuine, ongoing presence.
- **Maintain Readiness for Verification**
 - Keep copies of all residency documents organized and readily accessible.
 - Be prepared to explain any discrepancies (e.g., name variations, recent address changes).

Sample Documents-Residency:

- Residency declaration form (if required by jurisdiction)
- Copy of driver’s license or non-driver ID
- State income tax return (with financial information redacted)
- Residential utility bill (electricity, water, gas, or internet)
- Voter registration card
- Vehicle registration or insurance policy listing the residence address

Example Scenario – Residency:

John Smith – Boise, Idaho

- Does not own or lease a physical business office
- Provides an Idaho driver’s license with his residential address
- Submits a residential utility bill in his name for electricity service at that address
- Provides his personal income tax return filed in Idaho with the same address listed

Based on this documentation, John clearly demonstrates Residency in Idaho and satisfies the IRP basing criteria when an Established Place of Business is not available.

Application Submission & Jurisdiction Review

Submission Checklist for Registrants:

Registrants should ensure applications are complete, accurate, and clearly organized to facilitate jurisdiction review. Required items include:

- Completed application forms (EPB or Residency basing)
- Supporting documentation, clearly labeled and organized by type
- Verification that all documents are current and accurate (e.g., leases, utility bills, IDs)
- Any additional forms required by the jurisdiction

Best Practices for Jurisdiction Personnel:

Jurisdiction staff should follow standardized procedures to verify eligibility for both EPB and Residency basing.

Steps for Review and Verification:

1. Use Standardized Review Checklist

- Confirm all required documents are submitted
- Ensure documents clearly indicate addresses, names, and dates

2. Confirm Physical Address

- To verify a business or residence:
 - Google Maps / Street View: Verify building exists, signage, commercial activity (for EPB)
 - Business Registration Lookup: Confirm business name, status, and location
 - Reverse Address Lookup Tools: Check ownership or occupancy of residential or business property
 - Property Tax / GIS Websites: Confirm land use, type, and ownership
 - Business Directory Listings: Check operating hours, photos, and reviews (EPB only)
 - Utility Bills (if accessible): Support physical presence of business or residence

3. Request Additional Evidence if Needed

- If submitted documents are unclear, incomplete, or appear inconsistent

4. Consider On-Site Visits (Optional)

- While not required, jurisdictions may choose to conduct on-site visits to verify EPB claims, particularly when:
 - First-time applicant with no prior history
 - Documentation appears questionable or inconsistent
 - Red flags identified during desk review
 - Random compliance audit or verification check
 - Applicant has history of compliance issues
 - Jurisdiction policy requires periodic site visits
- **During an on-site visit, verify:**
 - Physical structure exists at claimed address
 - Company signage is displayed as documented
 - Hours of operation are posted
 - Staff are present during business hours
 - Business operations are actively occurring
 - Records are maintained at location or accessible
 - Location matches photos and documentation provided
 - No evidence of virtual office or shared office arrangement
- **Document the visit:**
 - Date, time, and personnel conducting visit
 - Persons present during visit
 - Detailed observations and findings
 - Photos of exterior, signage, and interior (if permitted)
 - Any discrepancies between documentation and actual conditions
 - Follow-up actions required

5. Document Decisions and Retain Copies

- Maintain notes on verification, correspondence, and decision-making for audit purposes

Cautions for Verification:

- PO Boxes or mailing-only addresses do not prove physical presence
- Virtual office addresses do not qualify as EPB
- Residential-only zoning may not meet commercial operation requirements for EPB

Record Keeping & Compliance

Ongoing Compliance:

Jurisdictions should periodically verify continued eligibility of registrants for both EPB and Residency basing:

- Encourage annual updates of key documents (leases, utility bills, IDs, licenses)
- Reconfirm physical presence and operational activities for EPB
- Reconfirm residency status for individuals relying on personal basing

Retention Guidelines:

Jurisdictions should maintain all application and verification records:

- Minimum retention: **6 years**
- Maintain organized files for both EPB and Residency submissions
- Include audit trail of decisions, verification steps, and correspondence

Training & Resources

Staff Training:

Jurisdiction personnel should receive regular training to ensure consistent and accurate verification of both EPB and Residency basing:

- Identifying fraudulent documentation
- Understanding basing requirements for EPB vs. Residency
- Recognizing shared or virtual office arrangements that do not qualify
- Documenting and auditing verification decisions

Verification Tools & Resources:

- Online Maps & Street View for location verification
- Secretary of State / Business Entity Searches for business registration
- County Property / GIS Records for ownership and land use verification
- Utility Bills & Public Records for residential verification
- Collaboration with other jurisdictions to prevent duplicate or fraudulent basing claims

Continuous Improvement:

- Encourage sharing of best practices across jurisdictions
- Update internal procedures as new verification tools, technologies, or IRP guidance becomes available

Appendix

Decision-Making Tools for Jurisdiction Personnel

Disclaimer: These tools are provided as examples and guidance only to assist in reviewing EPB and Residency applications. They are not official IRP policy and do not supersede the IRP Plan or Official Commentary. Member jurisdictions retain discretion in verification methods, subject to Plan compliance. For Plan questions, contact IRP, Inc. at irpmail@irpinc.org.

Tool 1: EPB vs. Residency Application Review Flowchart

See the attached document. If you don't see it right away, please click the paperclip icon to view the attachment.

Tool 2: EPB Application Verification Checklist

See the attached document. If you don't see it right away, please click the paperclip icon to view the attachment.

Tool 3: Residency Application Verification Checklist

See the attached document. If you don't see it right away, please click the paperclip icon to view the attachment.

Revision Log

Revision #	Date	Change Description
1.0	1/30/2026	New Document