



Texas Department
of Motor Vehicles

Acceptable Distance Records for Audit

SIGN AND MAIL COMPLETED FORM TO:

TxDMV - Motor Carrier Division

P.O. Box 26440

Austin, TX 78755-0440

Under the provisions of Article X of the International Registration Plan (IRP), Texas Department of Motor Vehicles (TxDMV) is required to audit three (3) percent of the number of fleets whose registration it renews annually. A registrant must maintain adequate records to enable TxDMV to verify the distances reported on the registrant's apportioned application and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

A registrant must retain all records in support of an apportioned application for a period of three (3) years following the close of the registration year to which the apportioned application pertains. These records must be maintained for each vehicle apportioned during the reporting period of July 1 – June 30.

A registrant must operate each apportioned vehicle interstate during a reporting/registration period. If an apportioned vehicle did not operate interstate during a reporting/registration period, the registrant shall submit a letter of explanation with the apportioned application to TxDMV.

Records containing the following elements shall be deemed adequate for audit:

1) For records produced by a means other than a vehicle-tracking system:

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| a) the beginning and ending dates of the trip to which the Records pertain | e) the total distance of the trip |
| b) the origin and destination of the trip | f) the distance traveled in each jurisdiction |
| c) the route of travel | g) the vehicle identification number or vehicle unit number |
| d) the beginning and ending reading from the odometer, hubodometer, Engine Control Module (ECM), or any similar device for the trip | |

2) For records produced wholly or partly by a vehicle-tracking system, including a system based on a Global Positioning System (GPS):

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| a) the original GPS or other location data for the vehicle to which the records pertain | e) the calculated distance between each GPS or other system reading |
| b) the date and time of each GPS or other system reading | f) the route of the vehicle's travel |
| c) the location of each GPS or other system reading | g) the total distance traveled by the vehicle |
| d) the beginning and ending reading from the odometer, hubodometer, ECM, or any similar device for the period to which the records pertain | h) the distance traveled in each jurisdiction |
| | i) the vehicle identification number or vehicle unit number |

3) Summaries:

- a summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled in the month by each apportioned vehicle in each jurisdiction
- a summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter
- a summary of the quarterly summaries

In recording the actual distance of a vehicle, the driver must record all trip movement (every mile/kilometer driven interstate and intrastate), including loaded, empty, deadhead, bobtail, off-road, permitted and/or personal miles/kilometers. All odometer readings must be consecutive.

I have read the above and understand that failure to maintain records for my apportioned fleet as required could result in the cancellation of my apportioned privileges. These records will be made available for audit by TxDMV upon request during normal business hours. I further understand that I must keep my mailing address and phone number current with the TxDMV and that my failure to respond to an audit request mailed to my address of record by the stated deadline will result in a 20/50/100 percent fee assessment of the apportionable fees paid for the registration period to which the records pertain and/or cancellation of my apportioned privileges.

Applicant Information				
Name of Registrant			TxIRP Account Number	
Work Phone Number		Cell Phone Number		Email Address
Mailing Address		City	State	Zip
Signature of Registrant/Agent				Date

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct erroneous information.

For more information on Acceptable Distance Records, visit our website at www.TxDMV.gov. For comments concerning the audit process call 888/368-4689 or email MCD-Respond@TxDMV.gov.