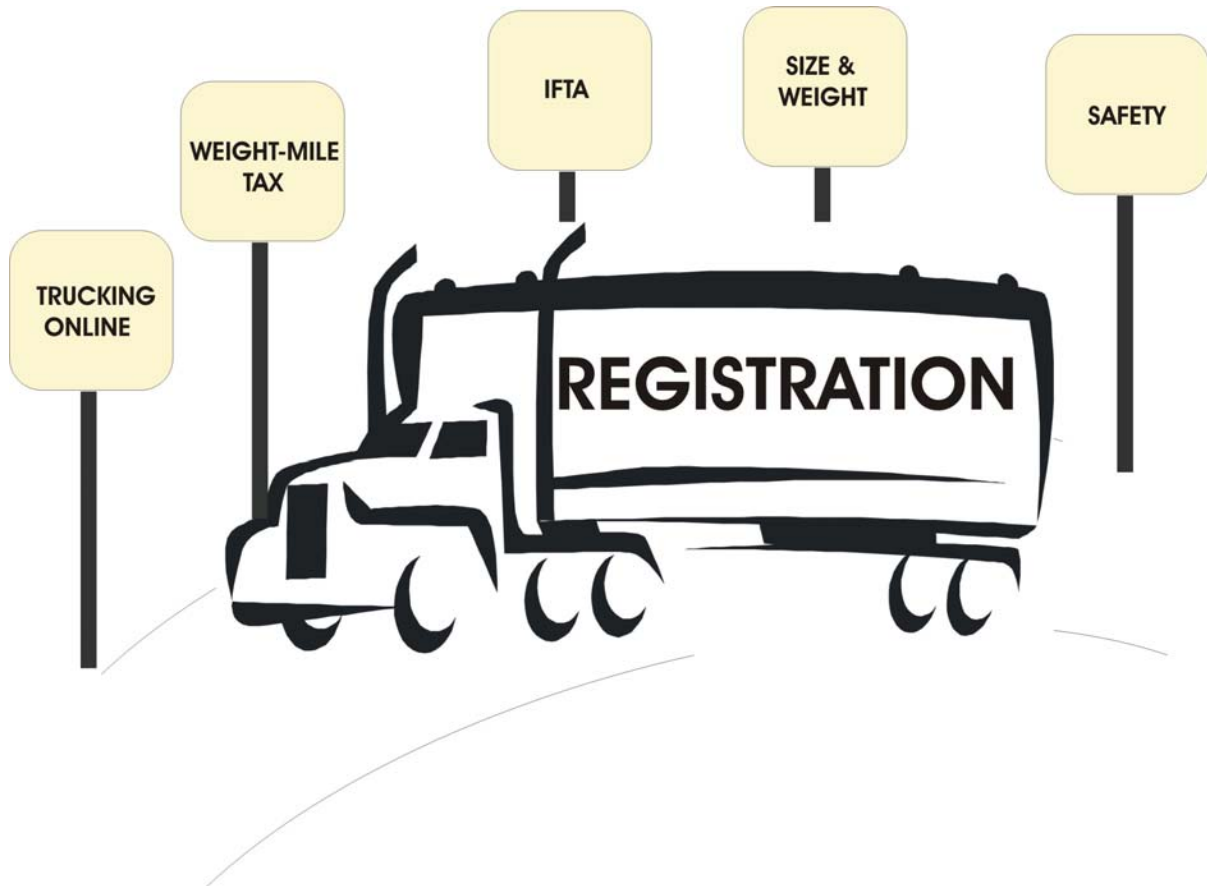


OREGON DEPARTMENT OF TRANSPORTATION

MOTOR CARRIER EDUCATION MANUAL



Trucking companies must have knowledge in all areas of regulations in order to fulfill their regulatory requirements. This material provides concise and relevant information to your business and is provided to you by the Oregon Department of Transportation, Motor Carrier Transportation Division.

This section describes Registration.

MOTOR VEHICLE REGISTRATION – Registration Weights

Vehicle Titles; Every motor vehicle must be registered, permanently or temporarily, with the state or province in which the motor carrier's fleet is based. Each state or province has its own rules about vehicle registration and title. In Oregon, the Motor Vehicles Division (DMV) handles:

- ALL vehicle titles;
- Registration for personal vehicles (vehicles not operated as part of a commercial enterprise); and
- Registration for commercial vehicles with a gross vehicle weight of 26,000 or less pounds operated solely within Oregon (T-Plates).

Contact the main DMV telephone number at (503) 945-5000 or through the DMV web site at:

www.oregon.gov/ODOT/DriversVehicles.shtml

The Motor Carrier Transportation Division (MCTD) handles:

**Commercial
Vehicles 26,000
pounds or less**

Registration for commercial vehicles with a gross vehicle weight of 26,000 pounds or less operated in two or more jurisdictions (IRP); and

**Commercial
Vehicles 26,001
pounds or more**

Registration for commercial vehicles with a gross vehicle weight of 26,001 pounds or more operated in two or more jurisdictions (IRP); and

Registration for commercial vehicles with a gross vehicle weight of 26,001 pounds or more operated solely within Oregon (Commercial).

**General
Registration
For Vehicles
26,001 pounds
or more**

You must register your vehicles for identification and ownership purposes. Registration is an annual, fixed fee which is based on the highest loaded weight of the vehicle. Upon registration, a unique license plate (or pair of plates) is issued. These plates are vehicle specific and may not be transferred from one vehicle to another.

MOTOR VEHICLE REGISTRATION – Registration Weights

There are three different types of registration:

- If you operate only in Oregon, you pay full Oregon registration fees and are issued COMMERCIAL registration plates.
- If you operate in Oregon and at least one other state, you may pay pro-rated registration fees to Oregon. You will be issued APPORTIONED registration plates.
- If you operate a vehicle temporarily, you pay registration fees and are issued a temporary VEHICLE TRIP PERMIT.

Vehicles Operating Solely in Oregon

COMMERCIAL registration is for vehicles which are Oregon based, and operate solely in Oregon. Registration plates are red with white letters with the word “Commercial” imprinted at the bottom of the plate. Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit. Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

Registration fees are based on the heaviest weight of the vehicle with its load for the registration period (January 1 through December 31). Fees may be paid annually or quarterly. If paying fees quarterly, there is an additional \$1 charge per quarter, and a charge of \$2.50 for each new registration card.

This registration is valid only in Oregon. To operate in another state or Canadian province, you must purchase registration trip permits for that state. Additionally, a tax credential (Oregon Weight Receipt and Tax Identifier) is required to be obtained and carried in the vehicle. Tax is to be reported separately from registration fees.

Vehicles Operating In More Than One Jurisdiction

Vehicles that will operate in more than one jurisdiction (state or province) must either obtain permanent or temporary registration in each of those jurisdictions.

To obtain temporary registration, you will need to contact each jurisdiction prior to entering their jurisdiction after obtaining full registration in the vehicle(s) base jurisdiction.

To obtain permanent registration credentials to operate interstate, you will need to apply for registration under the International Registration Plan (IRP). This type of registration is also referred to as APPORTIONED or PRORATED registration because only a percentage of each jurisdiction’s registration fee is paid based on the fleet’s previous history of operations.

MOTOR VEHICLE REGISTRATION – Registration Weights

The base jurisdiction collects and distributes the registration fees for each jurisdiction in which the vehicle is licensed.

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. All states (except Alaska and Hawaii), Washington D.C. and all Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory) are members of the IRP.

Oregon's IRP Registration plates are red with white letters with the word "Apportioned" imprinted at the bottom of the plate. Power units that can carry a load (trucks and truck-tractors) will be issued two plates. One plate is for the front of the power unit and one plate for the back of the power unit. Power units that cannot carry a load (tractors) will be issued one plate that is to be placed on the front of the vehicle.

Registration fees are based on the rates that are charged by each jurisdiction plus the percentage of operation in each jurisdiction. The basis for registration fees varies but is generally based on vehicle weight, value, age, and other factors. The vehicle is legally registered in all jurisdictions that appear on the vehicle's registration card.

Apportioned registration is annual and may not be paid quarterly. **EXCEPTION:** Motor carriers that qualify to base in Oregon may pay the Oregon portion of their registration fees quarterly if the Oregon fees exceed \$1,000. However, it is still an annual fee and must be paid even if the vehicle does not operate in a particular quarter.

Registration **DOES NOT** cover intrastate authority, fuel taxes or other taxes in any jurisdiction.

Vehicle Registration Trip Permits

A vehicle trip permit is a temporary arrangement for registration of a vehicle, issued for no longer than 10 days. There are two types:

1. Heavy Vehicle Trip Permit - Issued for vehicles without registration in Oregon, fee \$21.
2. Registration Weight Trip Permit - Issued to increase registration weight temporarily for a vehicle that already has registration, fee \$5. Vehicle may also need to increase Oregon Weight Mile Tax declared weight for the vehicle.

To purchase a registration trip permit:

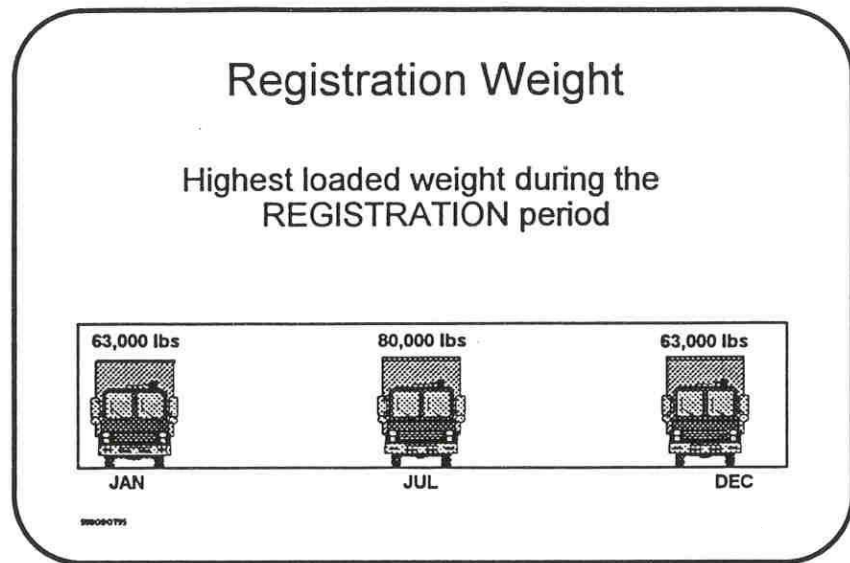
- Call Salem at (503) 378-6699.

MOTOR VEHICLE REGISTRATION – Registration Weights

- Go to the Ashland, Farewell Bend, or Umatilla Port of Entry field offices, or visit the Portland Bridge office, during Registration business hours.
- Go to a DMV field office offering Motor Carrier Transportation Program services. Call 503 378-6699 to locate a DMV office.

Registration Weight

The Gross Vehicle Weight (GVW) or Gross Combination Vehicle Weight (GCVW) is the actual weight of the vehicle(s) plus the weight of the load. This is commonly referred to as **LOADED WEIGHT** or **COMBINED WEIGHT**. Registration weight is the **HIGHEST** loaded weight for the vehicle during the registration period (January 1 through December 31).



In the example above, the **REGISTRATION WEIGHT** for this vehicle is 80,000 pounds.

NOTE: The registration fee rate schedule stops at 105,500 pounds. This is the maximum weight at which a vehicle may register. If you haul heavier non-divisible loads, you will register at the maximum weight class, 105,500 pounds, plus purchase a Special Transportation Permit.

MOTOR VEHICLE REGISTRATION – Documents Needed

Vehicle Identification Papers

To register a vehicle, you will need the following documents:

1. A copy of one of the vehicle identification papers:
 - ✓ bill of sale
 - ✓ certificate of origin
 - ✓ prior registration
 - ✓ copy of title
2. Form 2290, proof of payment of the Federal Heavy Vehicle Use Tax (HVUT) if the vehicle is registered at 55,000 pounds or more. A Bill of Sale for a vehicle purchased within the past 60 days is acceptable proof in lieu of a Form 2290.
3. If the vehicle is being leased, and you are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service, you must file a copy of Oregon Lease Form 735-9084 with your application.
4. DEQ certificate if the vehicle is based in either the Portland Metro or the Medford area, not diesel-powered, and Oregon-only (not apportioned).
5. Certification that the motor carrier complies with the drug and alcohol testing requirements found in 49 CFR Part 382.

Lease Agreements

If you are leasing a vehicle and are engaged in the intrastate transportation of household goods or transporting passengers in regular route scheduled service, you must obtain an Oregon Lease Form 735-9084. A copy of this lease must be filed with your application for registration. You may obtain this form at:

www.oregontruckingonline.com

- ✓ Click on FORMS tab

If you are leasing a vehicle and hauling any other type of commodity, you must have a copy of your lease in the vehicle and make it available for inspection upon request. This lease must give exclusive possession and control of the leased vehicle to the lessee. You need to retain a copy of the lease for three years.

MOTOR VEHICLE REGISTRATION – Commercial Registration

Commercial Registration Requirements

To commercially register vehicles (registered to operate in Oregon only):

1. Assemble the necessary documents:
 - √ Vehicle ID
 - √ Proof of HVUT (if applicable)
 - √ Lease (if applicable)
 - √ DEQ Certificate (if applicable)
2. Determine the correct registration weight for your vehicle(s).
3. Complete "Commercial Registration Form" (form No. 735-9691). This form and many MCTD forms are available online at:
www.oregontruckingonline.com
 - √ Click on FORMS tab
4. Complete the "Drug and Alcohol Testing Program Certification" (form No. 735-9759) that the motor carrier complies with the drug and alcohol testing requirements found in 49 CFR Part 382.
5. Pay the appropriate registration fees, along with \$2.50 for a single plate or \$5 for a pair of plates, registration card and sticker.
6. If you have Oregon intrastate authority, and are transporting commodities that are subject to material damage, cargo insurance also must be on file. The minimum limit of coverage for cargo insurance is \$10,000.00. Your insurance company will need to submit a Form H as proof of cargo insurance coverage.

Registration can be completed at any MCTD Registration office: Ashland, Farewell Bend, Umatilla, Portland Bridge (at Jantzen Beach) or Salem. You may also pick up registration credentials at many local DMV offices. Please call Vehicle Registration at 503-378-6643 to make arrangements.

MOTOR VEHICLE REGISTRATION – Commercial Registration

Commercial registration fees are paid in addition to weight-mile tax. Questions may be directed to the Salem Registration Office at (503) 378-6699. You may call (503) 378-5849 to request forms or download these forms from the MCTD web site at:

www.oregontruckingonline.com

✓ Click on FORMS tab

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

What Is IRP

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. All states (except Alaska and Hawaii) Washington D.C. and all Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory) are members of the IRP.

IRP Member Jurisdiction Abbreviations:

Alberta, CN	(AB)	North Dakota	(ND)
Alabama	(AL)	Nebraska	(NE)
Arkansas	(AR)	Newfoundland, CN	(NL)
Arizona	(AZ)	New Hampshire	(NH)
British Columbia, CN	(BC)	New Jersey	(NJ)
California	(CA)	New Mexico	(NM)
Colorado	(CO)	Nova Scotia, CN	(NS)
Connecticut	(CT)	Nevada	(NV)
Dist of Columbia	(DC)	New York	(NY)
Delaware	(DE)	Ohio	(OH)
Florida	(FL)	Oklahoma	(OK)
Georgia	(GA)	Ontario, CN	(ON)
Iowa	(IA)	Oregon	(OR)
Idaho	(ID)	Pennsylvania	(PA)
Illinois	(IL)	Prince Edward Isl, CN	(PE)
Indiana	(IN)	Quebec, CN	(QC)
Kansas	(KS)	Rhode Island	(RI)
Kentucky	(KY)	South Carolina	(SC)
Louisiana	(LA)	South Dakota	(SD)
Massachusetts	(MA)	Saskatchewan, CN	(SK)
Manitoba, CN	(MB)	Tennessee	(TN)
Maryland	(MD)	Texas	(TX)
Maine	(ME)	Utah	(UT)
Michigan	(MI)	Virginia	(VA)
Minnesota	(MN)	Vermont	(VT)
Missouri	(MO)	Washington	(WA)
Mississippi	(MS)	Wisconsin	(WV)
Montana	(MT)	West Virginia	(WI)
New Brunswick, CN	(NB)	Wyoming	(WY)
North Carolina	(NC)		

NOTE

For Oregon-based vehicles traveling into the state of Alaska, please contact Alaska at (907) 345-7846.

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

How IRP Works

IRP stands for International Registration Plan. The IRP is a method for registering vehicles that travel into two or more member jurisdictions. Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction then issues one cab card and a single or pair of apportioned plates with stickers per vehicle. The apportioned plate(s), stickers, and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. **(Intrastate operations require meeting the operating authority of the individual jurisdictions.)** A cab card lists the weights you have requested for each jurisdiction, and registration fees are calculated according to these weights.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively at one time - *One-Stop-Shopping*. These fees are then sent to other IRP jurisdictions according to:

- percentage of mileage travelled in each jurisdiction
- vehicle identification information, and
- maximum weight

Under the IRP, all member jurisdictions:

- accept a single registration plate
- accept a single registration card (cab card), and
- allow registrants to travel both interstate and intrastate jurisdictionally (intrastate travel is subject to the terms of the operating authority issued by each member state/province)

Apportioned Registration Does Not

Apportioned registration does not:

- Waive or exempt a truck operator from obtaining operating authority from any state/province in which the apportioned vehicle travels, or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA), or
- Allow registrants to exceed the maximum length, width, height, or axle limitations, or

MOTOR VEHICLE REGISTRATION – Apportioned Registration (Prorate)

- Waive or exempt the payment of tax reporting requirements (including Oregon Highway Use Tax) or Federal Heavy Vehicle Use Tax, or
- Exempt a carrier from filing the necessary proof of liability coverage in each state/province where required.

Apportionable Vehicle

“Apportionable Vehicle” means any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and are used for the transportation of persons for hire, or designed used or maintained primarily for the transportation of property, and:

1. Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
2. Is a power unit having three or more axles, regardless of weight; or
3. Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, an Oregon registration plate must be obtained and displayed on:

- Recreational vehicles used for personal pleasure or travel by an individual or family, or
- Commercial vehicles displaying restrictive plates which have geographic area, mileage or commodity restrictions. Examples: city pick up and delivery vehicles.
- Buses used in transportation of chartered parties.
- Government owned vehicles.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Ad Valorem	A tax charged by some states in proportion to the estimated value of the vehicle.
Allocated Vehicle	A vehicle to which a particular state’s basic registration plate is attached upon payment of the state’s full basic registration fee.
Applicant	Person, firm, or corporation in whose name(s) a vehicle or fleet will be properly registered.
Apportionable Fee	Any periodic recurring fee required for license or registering vehicles, such as, but not limited to, registration fees, license and weight fees.
Apportionable Vehicle	Any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register a vehicle designed, used, or maintained primarily for the transportation of property or passengers.
Apportioned Registration	Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions.
Audit	Physical examination of carrier’s records, including source documents, to verify fleet mileage and accuracy of record keeping.
Axle	A supporting shaft or member upon which a wheel or wheels revolve.
Axle Weight	The weight transmitted to the highway by an axle unit.
Base Jurisdiction	A jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.
Base Plate	The plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word “APPORTIONED” and the jurisdiction’s name on the plate.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Booster Axle	A separate vehicle bolted or pinned to another vehicle that redistributes weight from one or more axles to other axles and pivots from side to side at the connection point or has wheels that steer during turning.
Brand New Vehicle	First time registered.
Bus	A motor vehicle designed to carry more than 10 passengers.
Cab Card	A registration card issued for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdiction(s) where the vehicle is properly registered.
Carrier	Individual, partnership, or corporation engaged in the business of transporting persons or property.
Chartered Bus	A motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.
Chartered Party	Group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary.
Combination of Vehicles	Two or more vehicles coupled together.
Combined Gross Weight	Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.
Commercial Vehicle	A vehicle that is used for the transportation of persons for compensation or profit; or is designed or used primarily for the transportation of property.
Converter Gear	Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.
Credentials	The registration plate, cab card, and sticker issued to reflect the apportioned registration of a vehicle.
Double Bottom Combination	A combination of a power unit pulling two semi-trailers or a semi-trailer and a full trailer.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Dump Truck	A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.
Empty Weight	Weight of a vehicle fully equipped for service, excluding the weight of any load.
Established Place of Business	<p>A physical structure located within the base jurisdiction that is owned, leased, or rented by a fleet registrant. The physical structure shall be designated by a street number or road location. A post office box or personal mail box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:</p> <ul style="list-style-type: none">• A telephone(s) publicly listed in the name of the fleet registrant.• A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.• The operational records of the fleet and the maintenance of such records (unless such records can be made available).
FHWA	Federal Highway Administration (formerly ICC)
Federal Heavy Vehicle Use Tax (HVUT)	Tax paid to the Internal Revenue Service by all carriers with vehicles having a gross weight of 55,000 pounds or more.
Fifth Wheel Coupler	A device that is mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.
Fleet	One or more vehicles registered for operation in the same jurisdictions.
Full Trailer	A vehicle without motive power pulled by a motor vehicle, and so constructed that no part of its weight rests on the pulling vehicle.
Gross Vehicle Weight	The total weight of a vehicle or combination of vehicles and load.
Heavy Trailers	Trailers weighing in excess of 8,000 pounds loaded weight (axle weight when loaded).
Hunter Permit	Temporary registration credential issued by a member jurisdiction that is honored as a valid registration in all other IRP jurisdictions. The

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

	registration is for a minimum fee. Vehicle and/or combination must be empty.
HVUT	Heavy Vehicle Use Tax (see Federal Heavy Vehicle Use Tax).
ICC	Interstate Commerce Commission (now FHWA).
IRP	International Registration Plan.
Identification	See credentials.
In-Jurisdiction Miles	The total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year.
International Registration Plan	An agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage travelled in each jurisdiction.
Interstate	Vehicle movement between or through two or more jurisdictions.
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
Jeep Axle	A separate vehicle connected to a motor vehicle by kingpin to fifth wheel connection.
Jurisdiction	A state or province of a country.
Lease	Written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time. <ul style="list-style-type: none">• Long term lease – a lease of 30 days and longer• Short term lease – a lease of less than 30 days which is considered a “<i>Rental</i>” in Oregon
Lessee	Individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.
Lessor	Individual, partnership, or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Light Trailers	Trailers weighing 8,000 pounds or less loaded weight (axle weight when loaded).
Loaded Weight	The weight transmitted to the road through an axle or set of axles when the vehicle is fully loaded.
Mileage Reporting Year	A period of twelve consecutive months immediately prior to the beginning of the registration or license year for which apportioned registration is requested. (In Oregon this period is July 1 to June 30.)
Mobile Home Toter (MT)	A motor vehicle designed without a fifth wheel and used exclusively for a mobile home on its own axles.
Operational Records	Documents supporting miles travelled in each jurisdiction and total miles travelled, such as vehicle trip records, fuel reports, trip sheets and logs.
Owner	Any individual, partnership, or corporation, other than a lien holder, holding legal title to a vehicle.
Owner-Operator	Equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.
OWRATI	Oregon Weight Receipt and Tax Identifier. The Oregon weight-mile tax credential for vehicles over 26,000 pounds.
Power Unit	A motor vehicle (not including an automobile or motorcycle) as distinguished from trailing equipment such as a trailer, semitrailer or auxiliary axle. Also see: bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter.
Private Carrier	Individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Purchase Price	Actual price of the vehicle paid by the current owner, excluding trade-in sales tax and use tax, including accessories or modifications attached to the vehicle. Federal Excise Tax is also included in the purchase price.
Reciprocity	Reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations, or understandings.
Reciprocity Agreement	An agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.
Recreational Vehicle/Motor Home	A motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure: <ul style="list-style-type: none">• designed or used primarily for accommodation during travel or recreation, and• designed or intended to be detachable.
Registrant	See applicant.
Registration Card	See cab card.
Registration Year	The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.
Rental Fleet	One or more vehicles that are rented or offered for rent without drivers and which are designated by a rental owner as a rental fleet.
Restricted Plate	A registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).
Road Tractor	A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed.
Semi-trailer	A vehicle without motive power pulled by a motor vehicle and constructed so that some part of its weight rests upon or is carried by the pulling vehicle.
Serial Number	See vehicle identification number.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Service Representative	One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.
Sublease	Lease made to another person or company by the person or company to whom a vehicle is leased.
Tare Weight (Unladen Weight)	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
Total Fleet Miles	Total number of miles (including non-taxable miles) operated by a fleet of apportioned vehicles registered in all jurisdictions during the mileage reporting period.
Tow/Recovery Vehicle (TW)	A motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned, or are replacement vehicles.
Tow Dolly	See converter gear.
TOWRATI	Temporary Oregon Weight Receipt and Tax Identifier. The temporary Oregon weight-mile tax credential for vehicles over 26,000 pounds. Issued to vehicles prior to the permanent base plate displayed on vehicle.
Tractor	Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load.
Trip Lease	Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the state.
Trip Permit	Temporary permit issued by a jurisdiction in lieu of regular registration.
Trip Records	Records maintained on distances travelled for each unit on a monthly/quarterly basis and accumulated totals annually. The reporting period for actual distance travelled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Definitions

Truck	Motor vehicle designed and used for the transportation of property -- generally not designed and used to pull other vehicles.
Truck-Trailer	A motor vehicle designed and used for carrying a load and for pulling trailers with loads.
Unladen Weight (Tare Weight)	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
VTR	Vehicle Trip Record.
Vehicle Identification Number (VIN)	Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

For-Hire Carriers	An individual or company who engages in the transportation of property or passengers by motor vehicle for compensation.
Private Carriers	A person, firm or corporation that uses its own trucks to transport its own freight.
Owner-Operators	Owner-operators who lease their vehicles may register in either of two ways: <ol style="list-style-type: none">1. When the owner-operator is the registrant:<ul style="list-style-type: none">• An Oregon CDL will be required.• The vehicle(s) will be titled and registered in the name of the owner-operator.• The owner-operator will be responsible for registration of such vehicle(s), and establishing and maintaining records required of proportionally registered fleets.2. When the carrier (lessee) is the registrant:<ul style="list-style-type: none">• The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor.• The carrier will be responsible for registration of such vehicle(s), and establishing and maintaining records required of proportionally registered fleets.

Passenger Carrier

Regular Routes	Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.
Charter	Buses used exclusively for the transportation of “chartered parties” are exempt from apportioned registration under IRP.
Private	Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

HH Goods Carriers

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

Equipment Leased From Service Rep. Household goods carriers using equipment leased from service representatives may elect, with respect to such equipment, to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the household goods carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction (Oregon).
- If the base jurisdiction of the household goods carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and the service representative. Such records must be kept or made available in the household goods carrier's base jurisdiction (Oregon).

Owner-Operator Leased Equipment For equipment owned and operated by owner-operators, other than service representatives, and used exclusively to transport cargo for the household goods carrier. The equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier as lessee, the apportionment of fees according to the records of the carrier.

Rental Vehicles The IRP specifically provides for the registration of various types of rental fleets.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received the appropriate operating authority from the state of Oregon, and
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet, and
- Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet and must include one or more vehicles, and
- Such person or firm registers the vehicles as described below:

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Type of Operations

Rental Vehicle Definitions

For the purposes of IRP, the following definitions are applicable to rental vehicles:

- **Rental Owner** – an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- **Rental Fleet** – one or more vehicles which are rented or offered for rental without drivers and which are designated by a rental owner as a rental fleet.
- **Rental Vehicle** – a vehicle of a rental fleet.
- **Renting and Leasing** – the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- **Rental Transaction** – the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Passenger Cars

Divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in Oregon by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars in order to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Oregon.

One-Way Vehicles

Trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Base Jurisdiction Before a vehicle may be apportionally registered in Oregon, the carrier must have:

1. An established place of business in the state. “Established Place of Business” means a physical structure located within the base jurisdiction that is owned, leased, or rented by the fleet registrant.

The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours, and have located within it:

- √ A telephone(s) publicly listed in the name of the fleet registrant.
 - √ A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business.
 - √ The operational records of the fleet and the maintenance of such records (unless such records can be made available in Oregon).
2. An Oregon CDL if the owner-operator is applying as registrant only.
 3. Mileage accrued in Oregon by the fleet.
 4. Operational records of the fleet maintained or made available in Oregon.

Vehicle Title Title applications will be accepted for all power units being prorated through any ODOT/MCTD Registration office.

IMPORTANT INFORMATION

To apply for an Oregon title at the time of registration, the owner must be domiciled in Oregon.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Insurance	Your insurance company must file an insurance Form E with a combined single limit of \$750,000 with the Motor Carrier Transportation Division (MCTD). Cargo insurance (Form H) must be filed for carriers with Class 1C or 1G. Cargo insurance must be filed for Class 1A carriers if commodities transported are subject to material damage in transportation.
Vehicles Exempt From Insurance Requirements	<p>Registrants having vehicles that are exempt from MCTD insurance requirements are required to maintain the minimum insurance coverage required by the Oregon Motor Vehicle Code and to certify that the coverage will remain in effect for the duration of the registration. Certification of fleet liability insurance coverage, must be provided at time of application or renewal of vehicles. Either on the Apportioned Registration Form Schedule C (Form 735-9684) or the Apportioned Renewal.</p> <ul style="list-style-type: none">• Vehicles owned and operated by farmers that are farm certified and have farm plates;• Vehicles owned and operated by charitable/non-profit organizations that have filed an affidavit of exemption with MCTD;• Vehicles weighing 26,000 pounds or less combined weight.
Motor Carrier Operating Authority	<p>Motor carriers transporting persons or property for hire in Oregon must have operating authority. Motor carriers operating vehicles with a declared weight more than 26,000 pounds transporting persons or property incidental to a primary business are considered private carriers and must also have operating authority. MCTD issues authority in the form of a certificate or permit.</p> <p>In addition to operating authority, motor carriers operating leased or owned vehicles with a declared weight over 26,000 pounds are subject to weight-mile tax, insurance regulation and bond requirements. Each motor vehicle must have a valid Oregon weight receipt and tax identifier (OWRATI) or a temporary Oregon weight receipt and tax identifier (TOWRATI), or a temporary pass carried in the vehicle. Plates, passes, and Oregon weight receipts are NOT transferable from one vehicle to another.</p> <p>When a carrier discontinues operation of a vehicle, the plate and cab card must be returned for cancellation.</p> <p>Every carrier who obtains Oregon weight receipts is supplied with forms that are used to compute, report, and pay their weight-mile tax. Report forms and tax tables supplied, are also available upon request.</p>

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Weight-mile temporary passes, temporary Oregon weight receipts, and plates must be obtained prior to entry. Call the Salem Registration office at (503) 378-6699 to obtain a temporary pass, weight receipt, or plate. If you are a Trucking-On-Line customer, you may also obtain weight receipts on the MCTD web site at:

www.oregontruckingonline.com

USDOT Number What is a USDOT number? It is an identification number issued to motor carriers and shippers by the United States Department of Transportation (USDOT). Motor carriers traveling interstate must obtain a USDOT number. Application forms are available at the MCTD website or by calling the Salem Federal Highway Administration office (503) 399-5775. You may also apply for a USDOT number on-line at:

https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option

Name or Ownership Change If you are changing the name of your company, but not changing ownership, you must apply for a name change only. Submit a completed Oregon Application for IRP and/or IFTA Schedule A (Form 735-9908) requesting cab cards in the new company name (\$2.50 each vehicle). You must also submit a completed Application for Motor Carrier Permit (Form 735-9075).

If the ownership of the company is changing (i.e., individual or partnership to a corporation, partnership to an individual, etc.), an application must be submitted in the new ownership name. A new account will be established. **Registration fees cannot be transferred from previous ownership to new ownership during any registration year.** Fees will be recalculated for the remainder of the registration year according to the new application information submitted.

Contact the Salem Registration office at (503) 378-6699 for further information or download the forms from the MCTD website at:

www.oregontruckingonline.com

✓ Click on FORMS tab

Federal Heavy Vehicle Use Tax Federal law requires vehicles 55,000 pounds or more combined or loaded gross weight to pay a Federal Heavy Vehicle Use Tax (HVUT) to the IRS. This tax is paid yearly (July – June). Proof of payment of this tax must be provided when registering. Proof is not required on new or used units registered within sixty (60) days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Oregon Requirements

Acceptable proof of payments:

- Copy of the **receipted** Schedule 1, Form 2290, listing vehicle identification number(s).
- Copy of the un-receipted Schedule 1, Form 2290, and copy of proof of payment document (e.g. front and back of cancelled check).
- Copy of the Schedule 1, Form 2290, with vehicles listed in Part II for which tax is suspended, will be accepted without being receipted.

NOTE: IRS suspends tax under certain circumstances. Questions regarding this suspension should be directed to the IRS at 1-800-829-1040.

Enforcement

Enforcement personnel look at the cab card for verification that vehicles are properly registered and fees paid. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way.

Commercial vehicles not displaying a current registration plate with cab card, a valid trip permit, or a temporary vehicle registration are in violation and the motor carrier is subject to penalties and fines.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

Initial Application You may apply for both IRP (Registration) and IFTA at the same time, using the same form. Fully complete and submit Oregon Application for IRP and/or IFTA Schedules A, B and C. First time registrants without mileage experience may estimate mileage's based on the proposed operation of the fleet during the year for which registration is required. The applicant will be required to substantiate the estimate either by providing routes, destinations, and number of trips or by using the estimated mileage chart.

In addition to the completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another state by the same owner.

If all states to be prorated are not adjacent or bordering one another, the carrier must provide an explanation.

Processing Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be mailed to the carrier. The carrier has the option of mailing the payment directly to the Salem Registration office or by making an appointment at Salem Registration office or at one of the field registration offices. Approved carriers may also make their payment by credit card online, they will receive temporary credentials online and credentials will be mailed within three business days. To find out how to sign up for Oregon's Trucking Online go to:

www.oregontruckingonline.com

✓ Click on the SIGN up for a PIN tab

Points to remember

- If applying under a company or firm name, the company name or Assumed Business Name must first be registered with the Oregon Corporation Commission.
- If you have an Oregon IFTA account, you must still file a mileage tax report for Oregon's weight-mile tax in addition to your quarterly fuels tax report.
- Be sure that you have obtained a USDOT number and Federal Motor Carrier operating authority if required.
- Be sure that you have obtained all the applicable operating requirements from other jurisdictions (e.g., operating authority).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

**Application for
Oregon IRP and/or
IFTA
Schedule A**

You may obtain an Oregon Application for IRP and/or IFTA – Schedule A License (Form 735-9908) by calling the Vehicle Registration Unit at (503) 378-6643 or download the application from the MCTD web site at:

All MCTD forms are available at the MCTD web site:

www.oregontruckingonline.com

✓ Click on FORMS tab

- Indicate what type of credentials you are applying for, IRP (International Registration Plan) and/or IFTA (International Fuel Tax Agreement).
- Indicate the effective date of the application. This will be your IFTA liability date and you will owe tax returns from this date forward.
- Indicate whether this is a new account, reactivation of a closed or cancelled account, new fleet (IRP), address change, or ownership change. There is no fee for a name change if the ownership has not changed, or for an address or telephone number change. If the ownership has changed (for example, from an individual to a partnership or corporation), check the Ownership Change box and provide information requested about the previous account.
- Enter your MCTD Account Number. If requesting a new account, leave blank. If you do not already have a MCTD account with Oregon, you must also complete the Application for Motor Carrier Account (Form 735-9075) and an MCTD account number will be assigned. Submit this form along with your IRP/IFTA Application.
- Enter your Federal Employer Identification Number (FEIN). If you do not have a FEIN and you are operating as an individual owner; please obtain one by contacting the Internal Revenue Service.
- Enter your Oregon Farm ID Number, if applying for IFTA Farm Rate or Prorated Farm Plates. To qualify for the IFTA Farm rate for your IFTA license, more than half of the vehicles you operate under IFTA must have Oregon farm registration plates.
- Enter any previous Oregon account number, if applicable.
- Name of Individual Owner, Partners, Corporation, or LLC – enter legal name. If a partnership, all partners must be listed.
- DBA – if operating under a different name, enter assumed business name (must be on file with Oregon Secretary of State Corporation Division).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

- Address and Phone – enter the location address and location phone number. Location address can not be a PO Box or Drop Box address.
- Contact Name, Phone, and Email Address – enter the name, phone, and email address of the person to contact regarding this application and IRP and/or IFTA transactions on this account.

NEW ACCOUNTS/FLEETS: IRP Section

- Mailing address – enter mailing address if different from location address.
- Indicate if previously registered in another jurisdiction and provide jurisdiction name and IRP account number.
- If all vehicles on the account will be exempt from Oregon’s weight/mile tax, indicate reason so qualified.
- Drug Consortium Name – enter name of consortium, “In-House” if maintaining your own program, or “Exempt” if you have no vehicles that require a CDL to operate.

NEW ACCOUNTS: IFTA Section

- Mailing address – enter mailing address if different from location address.
- Indicate if an IFTA license has ever been obtained from another jurisdiction and provide name of jurisdiction.
- Bulk Fuel Storage – list jurisdiction(s) where you maintain bulk fuel storage or check box for none.
- Enter number of IFTA qualified vehicles for which you need decals.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – New Registration

- Enter license fee from chart below. If applying for both IRP and IFTA, the fees will be calculated on and paid with the IRP Invoice.

NUMBER OF VEHICLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-20	21 & over
REGULAR FEE	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
FARM FEE	\$50 Flat Fee Note - More than 50% your of IFTA qualified vehicles must be Farm plated																

IRP and IFTA

- Sign and date applications.
- To obtain only IRP credentials (plates, cabcards and stickers) for your vehicles and not IFTA, please forward the completed Apportioned Registration Forms, Schedules A, B and C and forward to:

Oregon Department of Transportation, MCTD
Vehicle Registration Unit
PO Box 5330
Salem, OR 97304-0330.

- For IFTA Only, return this application and with payment to:

Oregon Department of Transportation, MCTD
IFTA Unit
550 Capitol St NE
Salem, OR 97301-2530

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Renewing Registration

Renewal Applications

Renewal applications will be mailed to all Oregon-based carriers approximately three (3) months prior to the beginning of the new registration year. Most carriers will receive a combined IFTA/IRP Renewal Application. The renewal applications are computer printouts containing the active fleet information, at the time of printing.

It is essential that the applicant review the renewal application for accuracy and for omission of pertinent information. Failure to report or include factual data could result in processing delays, assessment of incorrect fees, or maintenance of incorrect records.

Renewal applications are to be returned to the Salem Registration office or Ports of Entry (by appointment only) for processing by **October 31**. This allows sufficient time to process the renewal information.

Payment must be received prior to December 31 to qualify for a “sticker display grace period.”

Please do not mail any funds with your Oregon Apportioned Renewal application. An invoice will be produced and mailed back to you after we receive and process your renewal.

Payment Options: You have the option of mailing the payment directly to the Salem office or by making an appointment at Salem Registration office or, by appointment, at one of MCTD’s field registration offices. You may also make your payment by credit card online, renewal credentials will be mailed within 3 business days.

Not signed up for Trucking Online? Find out how to sign up at:
www.oregontruckingonline.com

- ✓ Click on the SIGN up for a PIN tab

Please review read your invoice carefully! The jurisdictions listed will be the jurisdictions registered. Some jurisdictions do not allow refunds once the registration is issued.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Changes to Fleets

Supplemental Applications

To make changes to your fleet after the original/ renewal application has been filed and paid, complete and submit an Oregon Apportioned Registration Form Schedule C – Vehicle Addition/Update (FORM 735-9684).

You must submit a supplemental application to complete any of the following transactions.

Adding Vehicle(s)

Vehicles may be added to an existing fleet at any time throughout the registration year. The mileage information provided with your original application will be used to calculate the fees due.

Deleting Vehicle(s)

Vehicles may be deleted from an existing fleet at any time during the registration year. To delete vehicle(s) from your fleet, the cab card(s) and plate(s) must accompany the application.

Replacing Vehicle(s) (Fee Transfer)

Fleet vehicle(s) may be replaced at any time throughout the registration year. To apply the credits from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same application. The cab card(s) and plate(s) must be surrendered when the new vehicle's registration becomes effective. Credits from a deleted vehicle cannot be used to increase the weight on another vehicle.

Changing Vehicle(s) Information

You may apply for a change of vehicle information at any time throughout the registration year. Changes may include unit number, VIN (Vehicle Identification Number) or vehicle type.

Changing Vehicle(s) Registered Weight

A change in vehicle weight may be made at any time during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. Weight decreases can occur only in specific circumstances. For more information, contact the Salem Registration office at (503) 378-6643. See Oregon Refund Policy in Chapter 12.0.

Adding Jurisdiction(s)

You may add jurisdiction(s) to your prorate fleet account any time during the registration year by completing an Oregon Apportioned Registration Forms - Schedule B (FORM 735-9685) and Schedule C (FORM 735-9684). List the jurisdiction(s) you require and the estimated mileage(s) to be traveled. Added jurisdictions apply to all equipment in a fleet.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Changes to Fleets

Replacing Credentials

Contact the Salem Registration office at (503) 378-6699 to replace lost or stolen credentials.

Fees for replacement credentials are as follows:

Replacement plate with sticker and cab card	\$2.50 single plate * \$5.00 pair of plates *
Replacement sticker and cab card	\$2.50 single plate * \$5.00 pair of plates *
Replacement cab card	\$2.50 *

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Completion of Applications

It is the applicant's responsibility to properly complete all forms necessary to register vehicles under apportioned registration agreements. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Oregon Apportioned Application forms and additional information are included in the Oregon Prorate Packet. Prorate packets are available at all MCTD registration offices located throughout the state of Oregon. To avoid delay in processing your application, be sure to complete all requested information on each form. Sample forms and detailed instructions are included in Appendix B of this guide.

Forms may be accessed through our website:

www.oregontruckingonline.com

✓ Click on tab

Options for Receiving Credentials

Mail/Fax:

Mail or fax completed application with registration requirements to the Salem Registration office. MCTD will mail or fax the invoice.

**ODOT/MCTD
PO Box 5330
Salem OR 97304-0330**

Fax: 503-378-5765

Temporary Vehicle Registration (TVR) may be issued upon request after payment.

Credentials (plates, stickers, and cab cards) will be issued and mailed.

Appointments

Applications of ten vehicles or less can be processed in person at any MCTD Registration office by appointment only. Call (503) 378-6699 to make an appointment at the Salem office.

You may fax your completed application, including supporting requirements, to your local registration office to reduce processing time. Or, if you cannot fax your application, you may bring the completed application and supporting documents at your appointment time. The application will be processed while you wait. Payments must be received at the time the credentials are issued.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Apportioned Registration Application, Schedules A, B, C must be completed when:

- First making application for an Oregon prorate account.
- Adding a new fleet.
- Renewing an existing Oregon prorate fleet.

Apportioned Registration Form Schedule B and C must be completed when:

- Adding a jurisdiction(s) to a current prorate fleet during the registration year.

Apportioned Registration Form Schedule B must be completed when:

- Adding vehicles
- Making amendments to existing vehicles.

All forms are available through our web site at:

www.oregontruckingonline.com

- ✓ Click on FORMS tab

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Instructions for Schedule C

This application is used if you are applying for the first time, adding a new fleet or applying for renewal if you did not receive your pre-printed renewal form.

IMPORTANT INFORMATION

WHEN ADDING JURISDICTIONS: to an existing fleet. Added jurisdictions apply to all equipment in a fleet.

- In the weight section, indicate weights for jurisdictions being added.
- In the addition section (Schedule C), indicate “all equipment.”
- In the mileage section (Schedule B), provide miles for all jurisdictions being added. If not using chart miles provide an explanation using routes, destinations and number of trips for the entire fleet.

Remember:

- Proof of payment of the Federal Heavy Vehicle Use Tax (current tax period) or a copy of an acceptable bill of sale copy must accompany your prorate application, or the application will be returned.
- Lease agreements (Form 735-9084) will be required for certificate authority (household goods or passengers).
- As you select the jurisdictions for registration, remember that you may not drop or remove jurisdictions from a fleet during the registration year. However, you may add jurisdictions at any time.

For all applications, please complete the front of the application in the following manner, beginning at the top left-hand side.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Reg. Year	The registration year for which you are applying.
File Number	Your Oregon MCTD tax file number.
Fleet Number	The two-digit number you have assigned to the fleet. Do not use letters for fleet designation.
Supp Number	(ODOT use only)
Effective Date	The date the vehicles will be put into operation. If left blank, the effective date will be the date the application is received in our office.
Do You Haul Logs In Washington?	If prorated for Washington and the vehicle is a log truck, indicate if logs are the only commodities hauled in the State of Washington.
Reason For Application	If Add Jurisdiction, indicate by checking the box. List of Reason Action Codes for application reference and use of code in ACTION CODE column below.
Name On Account	<p>The full legal name under which the individual, partnership, or corporation does business. If you have an Assumed Business Name or corporation, the name must exactly match the name as filed with the Oregon Corporation Division.</p> <p>Please include Incorporated (Inc.), Company (Co), Limited Liability Company (LLC), Limited (LTD), Limited Liability Partnership (LLP), or any other identifying characteristic. If your company has a Doing Business As name (DBA), both names must be on the registration. List the name under which the account is to be established on the second line.</p>
Telephone Number	The Oregon telephone number of the registrant. It must be publicly listed in the fleet applicant's name, and may not forward to another jurisdiction.
Mailing Address	The address where apportioned credentials and correspondence will be mailed.
Fax Number	Enter facsimile number, if available.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Requesting IFTA Decals for Vehicles Added? Indicate Yes or No. This option is only available if you have an valid Oregon IFTA account.

Contact Person Enter the name, fax number, and e-mail address of the person to contact during normal business hours regarding information on the application. If this person is in another state, write that telephone number and name in the boxes provided.

If Tax Exempt, Provide name of Insurance Co. and Policy # If all vehicles in the fleet are exempt from weight-mile tax (i.e. under 26,001-pounds or farm-plated), enter the name of the insurance company and policy number.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Registered Weights List the maximum gross weight for each jurisdiction to be registered, which will appear on the registration cab card. For units not operating at the same weights, use a separate application..

Jurisdiction Name		Max. Reg. Weight On Cab Card
Alberta	AB	139,992
Alabama	AL	88,000
Arkansas	AR	80,000
Arizona	AZ	80,000
British Columbia	BC	139,994
California	CA	80,000
Colorado	CO	80,000
Connecticut	CT	NO MAX
Dist. of Columbia	DC	80,000
Delaware	DE	80,000
Florida	FL	80,000
Georgia	GA	80,000
Iowa	IA	NO MAX
Idaho	ID	130,000
Illinois	IL	80,000
Indiana	IN	80,000
Kansas	KS	85,500
Kentucky	KY	80,000
Louisiana	LA	88,000
Massachusetts	MA	NO MAX
Manitoba	MB	137,770
Maryland	MD	80,000
Maine	ME	100,000
Michigan	MI	160,001
Minnesota	MN	NO MAX
Missouri	MO	80,000
Mississippi	MS	80,000
Montana	MT	132,000
New Brunswick	NB	137,786
North Carolina	NC	80,000

Jurisdiction Name		Max. Reg. Weight On Cab Card
North Dakota	ND	105,500
Nebraska	NB	94,000
Newfoundland	NF	137,786
New Hampshire	NH	80,000
New Jersey	NJ	80,000
New Mexico	NM	80,000
Nova Scotia	NS	Varies on # axle
Nevada	NV	80,000
New York	NY	NO MAX
Ohio	OH	80,000
Oklahoma	OK	90,000
Ontario	ON	139,992
Oregon	OR	105,500
Pennsylvania	PA	80,000
Prince Edward Isl.	PE	137,788
Quebec	QC	137,500
Rhode Island	RI	80,000
South Carolina	SC	80,000
South Dakota	SD	NO MAX
Saskatchewan	SK	137,787
Tennessee	TN	80,000
Texas	TX	80,000
Utah	UT	80,000
Virginia	VA	80,000
Vermont	VT	80,000
Washington	WA	105,500
Wisconsin	WI	80,000
West Virginia	WV	80,000
Wyoming	WY	117,000

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Contact individual jurisdictions for operations above 80,000 lbs. Contact information is available on the IRP website:

<http://www.irponline.org/>

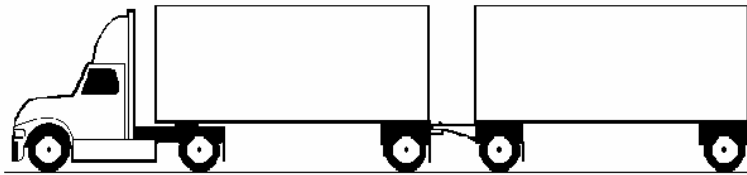
NOTE – Exceeding legal axle weights may require the purchase of an overweight or over size permit. Please contact applicable jurisdictions.

**Equipment
(Unit) Number**

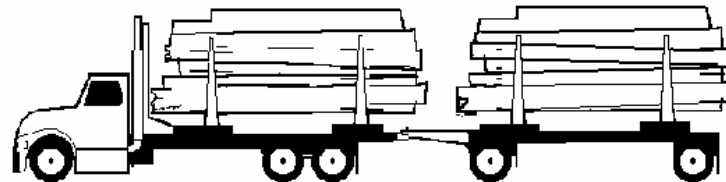
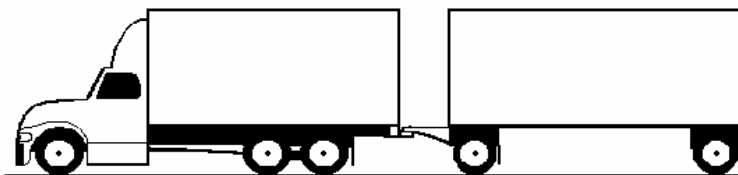
The equipment number (10 characters or less) assigned to the power unit or trailer. Do not use duplicate numbers.

Type

Use the abbreviations for the type of vehicle(s) listed on the application.



(TR) Tractor - A motor vehicle designed and used exclusively to pull trailers.



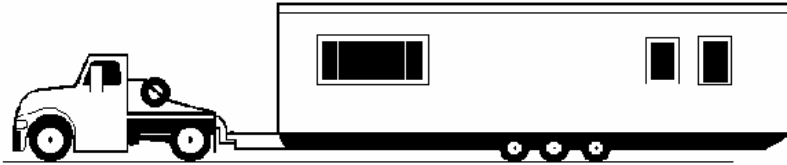
MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

(TT) Truck/Trailer - A motor vehicle designed and used for carrying a load and for pulling trailers with loads.



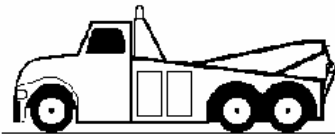
(BS) Bus - A motor vehicle designed and used to carry more than ten passengers.



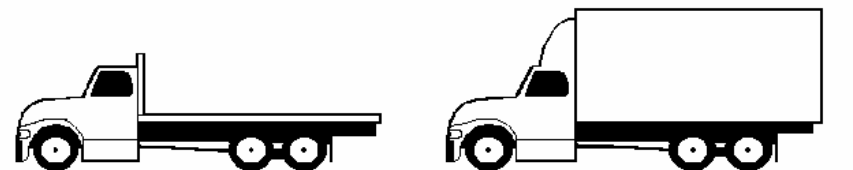
(MT) Mobile Home Toter - A motor vehicle designed and used EXCLUSIVELY to pull mobile homes on their own axles.



(DT) Dump Truck - A vehicle from which contents are unloaded by tilting the truck bed backward with the tailgate open.

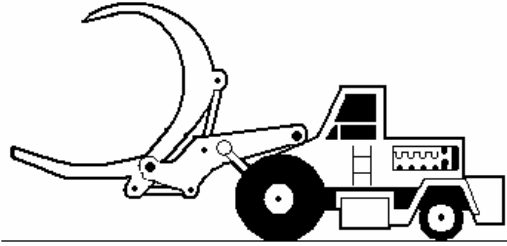


(TW) Tow Truck - A vehicle designed and used, with a special towing license, to tow disabled vehicles.



(TK) Solo Truck - A motor vehicle designed and used to haul property, and NOT used to pull a trailer.

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Applications and Forms



(HF) Fixed Load Vehicle - A vehicle with a gross weight and lightweight that are the same.

Year Enter the last two digits of the model year of the vehicle.

Make Of Vehicle Enter the make of each vehicle according to the following standard vehicle abbreviations.

<u>ABBR.</u>	<u>NAME</u>	<u>ABBR.</u>	<u>NAME</u>
AMC	AMERICAN MOTORS COM.	COCH	COACH
AMER	AMERICAN MOTORS GEN.	CRAN	CRANE
ASMB	ASSEMBLE	DACO	DACO
AUDI	AUDI	DAEW	DAEWOO
AUST	AUSTIN	DAIH	DIAHATSU
AUTC	AUTOCAR	DIAR	DIAMOND RIO
AUTO	AUTO	DIAT	DIAMOND T
BLUB	BLUEBIRD	DITC	DITCHWICH
BUIC	BUICK	DODG	DODGE
CATA	CATERPILLAR	FIAT	FIAT
CCC	CCC	FORD	FORD
CHEV	CHEVROLET	FRGH	FREIGHTLINER

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

<u>ABBR.</u>	<u>NAME</u>	<u>ABBR.</u>	<u>NAME</u>
GLDE	GOLDEN EAGLE	OTRB	OTRBC
GMC	GENERAL MOTORS COMP	PREV	PREVOST
GROV	GROVE	PTRB	PETERBILT
HDSN	HODSON	RENK	RENKE
HEND	HENDRICKSON	REO	REO
HUND	HYUNDAI	SHAN	SHAN
HYST	HYSTER	SHOP	SHOP BUILT
IMCO	IMCO	SFLR	SAFETYLINER
INTL	INTERNATIONAL	SFTW	SAFETY TOW
ISU	ISUZU	SILV	SILVER EAGLE
IVEC	IVEC	STRG	STERLING
JHNS	JOHNS	TEC	TEC
JMSA	JMSAL	TERX	TEREX
KASI	KASIE	THOM	THOMAS
KIT	KIT	TMC	TMC
KW	KENWORTH	TRNT	TRENT
LINK	LINKBELT	TSE	TSE
LNDR	LNDR	TYOY	TOYOTA
MACK	MACK	UNIG	UNIGLIDE
MCI	MCI	VLVW	VOLVO WHITE
MCIN	MOTOR COACH INDUSTR	VOLK	VOLKSWAGON
MERZ	MERCEDES-BENZ	WHGM	WHITE GMC
MIFU	MITSUBISHI	WHIF	WHITE FREIGHTLINER
NATL	NATIONAL	WHIS	WHITE WESTERN STAR
NAVI	NAVISTAR/INTL	WHTE	WHITE
NDMC	UD	WRKH	WORK HORSE
NISS	NISSAN	WSTR	WESTERN STAR
NUVN	NUVAN	ZAMP	ZAMPELLA
OSHK	OSHKOSH		

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Fee Basis Enter the appropriate code for the type of weight-mile tax reporting.

1 - Monthly Mileage 2 - Flat Monthly 4 - Quarterly Mileage

Body Type Use the following codes to indicate the vehicle body type for weight-miles tax purposes:

B	Passenger Bus	M	Mixer
C	Chip Truck	R	Vehicle Carrier
D	Dump Truck	S	Livestock Truck
F	Flatbed	T	Tank
G	Garbage	V	Van
H	Mobile Home Toter	W	Wrecker
K	Self-Loading Logger	X	Fixed Load, Crane, Well Driller
L	Short Logger or Mule Train	Y	Lowboy
1L	Long Logger	Z	Other

Solo The maximum loaded weight of a single unit (truck) OR the weight allowable for a power unit operating with the trailer up (decked) or without the trailer attached (bobtail). The MINIMUM allowable solo weight (decked) is the declared weight of the combination minus the maximum legal weight upon the trailer axles.

Combination The weight of the vehicle plus the weight of the maximum load the vehicle will transport. More than one combination may be declared if the vehicle operates at different configurations.

NOTE: Declared weights are subject to audit and approval by MCTD. If the combined weight is in excess of 80,000 pounds, an Oregon Special Transportation Permit (Over Dimension) must be obtained. All over size and over weight operations in Oregon require the Special Transportation Permit.

Number Of Axles Indicate numbers of axles for each declared weight over 80,000 lbs.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Deletions

Plates And Cab Cards Must Be Returned

Equipment (Unit) Number

The assigned equipment number of the vehicle being withdrawn.

Vehicle Identification Number

The complete vehicle identification number (serial number) as shown on the cab card.

Apportioned Plate Number

The apportioned plate number of the vehicle as shown on the cab card.

Certification

Signature

The application must be signed and dated by an authorized company representative. An agent may sign the application if a power of attorney is on file with MCTD. Unsigned applications will be returned.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Instructions for Schedule B

Complete the top portion of the Apportioned Registration Form Schedule B (FORM 735-9685) as the information appears at the top of the Schedule C.

The mileage-reporting period is July through June of the previous year. Leave this space blank if you are estimating miles.

Report all miles operated during the mileage reporting period. Check the jurisdiction(s) in which you want to prorate. List estimated miles in the “estimated miles” column if no actual miles were accrued during mileage reporting period.

MILEAGE MUST BE PROVIDED FOR EACH JURISDICTION MARKED.

NOTE: If estimated miles are used, the explanation must include destination, route of travel, and the anticipated number of trips for the remainder of the year ending December 31. If you are unsure of this information, use the estimated mileage chart.

Multiply mileage figures taken from the estimated chart by the number of vehicles in the fleet. If routes and destinations are used in determination of estimated miles, please account for all vehicles in fleet.

Schedule B must be signed by authorized company representative.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

550 CAPITOL ST NE
SALEM OR 97301-2630



APPORTIONED REGISTRATION FORM - SCHEDULE B

REG YEAR _____ FILE NUMBER _____ FLEET NUMBER _____ SUPP NUMBER _____ MILEAGE REPORTING PERIOD _____ THROUGH _____

NEW FLEET ADDING JURISDICTIONS RENEWAL
 OR

Report all miles operated during the mileage reporting period. Check the jurisdiction(s) in which you want to prorate. List estimated miles in the "estimated miles" column if no actual miles accrued during mileage reporting period.

JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES	JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES	JURISDICTION	ACTUAL MILEAGE	ESTIMATED MILES
<input type="checkbox"/> ALBERTA AB			<input type="checkbox"/> MANITOBA MB			<input type="checkbox"/> OHIO OH		
<input type="checkbox"/> ALASKA AK			<input type="checkbox"/> MARYLAND MD			<input type="checkbox"/> OKLAHOMA OK		
<input type="checkbox"/> ALABAMA AL			<input type="checkbox"/> MAINE ME			<input type="checkbox"/> ONTARIO ON		
<input type="checkbox"/> ARKANSAS AR			<input type="checkbox"/> MICHIGAN MI			<input type="checkbox"/> OREGON OR		
<input type="checkbox"/> ARIZONA AZ			<input type="checkbox"/> MINNESOTA MN			<input type="checkbox"/> PENNSYLVANIA PA		
<input type="checkbox"/> BRITISH COLUMBIA BC			<input type="checkbox"/> MISSOURI MO			<input type="checkbox"/> PRINCE EDWARD ISLE PE		
<input type="checkbox"/> CALIFORNIA CA			<input type="checkbox"/> MISSISSIPPI MS			<input type="checkbox"/> QUEBEC QC		
<input type="checkbox"/> COLORADO CO			<input type="checkbox"/> MONTANA MT			<input type="checkbox"/> RHODE ISLAND RI		
<input type="checkbox"/> CONNECTICUT CT			<input type="checkbox"/> MEXICO MX			<input type="checkbox"/> SOUTH CAROLINA SC		
<input type="checkbox"/> DISTRICT OF COLUMBIA DC			<input type="checkbox"/> NEW BRUNSWICK NJ			<input type="checkbox"/> SOUTH DAKOTA SD		
<input type="checkbox"/> DELAWARE DE			<input type="checkbox"/> NORTH CAROLINA NC			<input type="checkbox"/> SASKATCHEWAN SK		
<input type="checkbox"/> FLORIDA FL			<input type="checkbox"/> NORTH DAKOTA ND			<input type="checkbox"/> TENNESSEE TN		
<input type="checkbox"/> GEORGIA GA			<input type="checkbox"/> NEBRASKA NE			<input type="checkbox"/> TEXAS TX		
<input type="checkbox"/> IOWA IA			<input type="checkbox"/> NEWFOUNDLAND NL			<input type="checkbox"/> UTAH UT		
<input type="checkbox"/> IDAHO ID			<input type="checkbox"/> NEW HAMPSHIRE NH			<input type="checkbox"/> VIRGINIA VA		
<input type="checkbox"/> ILLINOIS IL			<input type="checkbox"/> NEW JERSEY NJ			<input type="checkbox"/> VERMONT VT		
<input type="checkbox"/> INDIANA IN			<input type="checkbox"/> NEW MEXICO NM			<input type="checkbox"/> WASHINGTON WA		
<input type="checkbox"/> KANSAS KS			<input type="checkbox"/> NOVA SCOTIA NS			<input type="checkbox"/> WISCONSIN WI		
<input type="checkbox"/> KENTUCKY KY			<input type="checkbox"/> NORTHWEST TERRITORIES NT			<input type="checkbox"/> WEST VIRGINIA WV		
<input type="checkbox"/> LOUISIANA LA			<input type="checkbox"/> NEVADA NV			<input type="checkbox"/> WYOMING WY		
<input type="checkbox"/> MASSACHUSETTS MA			<input type="checkbox"/> NEW YORK NY			<input type="checkbox"/> YUKON TERRITORY YT		

EXPLAIN IN DETAIL YOUR ESTIMATED MILES IF NOT USING OREGON ESTIMATED MILEAGE CHART. YOU MUST INCLUDE ENDING DESTINATION OF TRIP(S), ANTICIPATED NUMBER OF TRIPS, AND HIGHWAYS TO BE USED. IF YOU USE CHART MILES TO CALCULATE ESTIMATED MILES, YOU MUST MULTIPLY CHART MILES BY THE NUMBER OF VEHICLES IN YOUR FLEET.

TOTAL ACTUAL AND ESTIMATED MILES _____

THIS CERTIFICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ORS 803.375 MAKES IT A CRIME TO KNOWINGLY PROVIDE FALSE INFORMATION RELATED TO A VEHICLE REGISTRATION. ORS 803.385 MAKES IT A CRIME TO AFFIRM OR CERTIFY ANY INFORMATION RELATED TO A VEHICLE REGISTRATION THAT THE PERSON KNOWS TO BE FALSE. EACH OFFENSE IS A CLASS A MISDEMEANOR AND EACH IS PUNISHABLE BY A JAIL SENTENCE OF UP TO ONE YEAR, A FINE OF UP TO \$5,000, OR BOTH.

SIGNATURE (FAXED SIGNATURES ARE ACCEPTABLE) _____ DATE _____

FORM 735-9685 (7-03) STK# 320693

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Estimated mileage Chart

This estimated mileage chart was developed from the total actual miles all prorated vehicles operated. The result is the average mileage that an Oregon-based vehicle operates in a year.

Use this chart if:

- Applying for the first time (use chart as listed)
- Expanding their operations by setting up a new fleet (use chart as listed)
- Renewing their fleet and had no actual mileage (use chart as listed)
- Adding jurisdictions to an existing fleet

If using estimated miles from this chart, multiply mileage figures by the number of vehicles being added or renewed.

Use for 2007 registration year								
Jurisdiction		Miles	Jurisdiction		Miles	Jurisdiction		Miles
AB	Alberta	124	MB	Manitoba	4	OH	Ohio	900
AK	Alaska	NR	MD	Maryland	127	OK	Oklahoma	997
AL	Alabama	1064	ME	Maine	52	ON	Ontario	113
AR	Arkansas	1194	MI	Michigan	276	OR	Oregon	16735
AZ	Arizona	2295	MN	Minnesota	531	PA	Pennsylvania	768
BC	British Columb	268	MO	Missouri	930	PE	Prince Edwrd Is	3
CA	California	14640	MS	Mississippi	887	QC	Prov of Quebec	36
CO	Colorado	1618	MT	Montana	965	RI	Rhode Island	21
CT	Connecticut	108	MX	Mexico	NR	SC	South Carolina	804
DC	District of Col	1	NB	New Brunswick	8	SD	South Dakota	173
DE	Delaware	20	NC	North Carolina	1708	SK	Saskatchewan	12
FL	Florida	2187	ND	North Dakota	206	TN	Tennessee	2042
GA	Georgia	1653	NE	Nebraska	1119	TX	Texas	3418
IA	Iowa	817	NF	Newfoundland	9	UT	Utah	1870
ID	Idaho	2065	NH	New Hampshire	52	VA	Virginia	1202
IL	Illinois	1010	NJ	New Jersey	207	VT	Vermont	27
IN	Indiana	687	NM	New Mexico	1283	WA	Washington	6290
KS	Kansas	464	NS	Nova Scotia	2	WI	Wisconsin	220
KY	Kentucky	559	NT	NW Territories	NR	WV	West Virginia	199
LA	Louisiana	791	NV	Nevada	1741	WY	Wyoming	1705
MA	Massachusetts	105	NY	New York	330	YT	Yukon Territory	NR

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

***NOTE:** Estimated mileage used **MUST** be for a comparable period of time as the actual or estimated miles already on an established fleet.

For example: A new account with one vehicle is established on April 1 of the previous year. There are actual miles operated and reported for jurisdictions on the renewal for **3 months** (April through June). Using the Estimated Mileage Chart to add Montana effective May 1 would be 307 miles (**3/12 x 1,229**).

IMPORTANT INFORMATION

Please use these codes when processing one of the following transactions on a Schedule C, VEHICLE ADDITION/UPDATE FORM.

(A) – ADD VEHICLE

(T) – ADD VEHICLE WITH FEE TRANSFER: the registration fees for most jurisdictions may be transferred from one vehicle to a like vehicle being added to the same fleet within a registration year.

Complete the deletion section to indicate from which vehicle fees are to be transferred.

NOT ALL JURISDICTIONS ALLOW FEE TRANSFERS. See Chapter 12.0 for information on jurisdictions that will not transfer registration fees.

(W) – WEIGHT CHANGE: increase in registration weight for Oregon or other jurisdictions. Complete the addition section listing only those equipment numbers having weight increases on this application.

In the registered weight section, indicate the new weight for the appropriate jurisdiction(s). **DO NOT EXCEED THE MAXIMUM ALLOWABLE WEIGHTS.**

(P) – REPLACEMENT PLATE: includes sticker and cab card.

(S) – REPLACEMENT STICKER: includes cab card.

(C)– REPLACEMENT CAB CARD

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Application Checklist

To prevent processing delays, please take the time to carefully check your application. Did you:

- Provide the correct FILE and fleet number on all pages of the application?
- Indicate the registration year and effective date in the appropriate boxes?
- Check the “Type of Operation” on the application?
- Attach copy of proof of payment of the Federal Heavy Vehicle Use Tax for vehicles weighing 55,000 pounds or more?
- Provide a contact person and telephone number?
- Provide the Oregon business telephone number if the contact phone number is out of state?
- Make sure that all vehicle information is accurate and legible and the complete vehicle identification number (VIN) is provided?
- Complete the weight section for all registered states?
- Complete the Oregon declared tax weight information section?
- Complete requirement for consortium and sign the application(s) where indicated?
- Provide a detailed explanation of estimated miles or indicate that you used the mileage chart?
- Write miles next to jurisdictions and “X” box if you want to prorate?
- Keep copies for your records?

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Applications and Forms

Oregon Refund Policy

REFUNDS of apportioned registration fees are made only for duplicate or incorrect payments, overpayment of billed fees or as a result of an audit. In these circumstances, only the portion of the registration fee retained by Oregon is refunded. Refunds or credits of other jurisdictions' fees must be obtained directly from those jurisdictions.

CREDIT for apportioned registration fees is provided through fee transfers (power units only). When you withdraw a vehicle from a fleet, you may transfer the remaining registration to a like vehicle being added to the same fleet (within the same registration year) on the same application.

Non-Refundable Excise Taxes

You will be charged partial fees on the new vehicle if you are registered in BRITISH COLUMBIA, MAINE, MONTANA, UTAH, SASKATCHEWAN, MANITOBA, ONTARIO or WEST VIRGINIA. These jurisdictions collect a non-refundable "excise" tax for vehicles that have been withdrawn and the fees transferred. The license fee portion of their fees is transferable. ARIZONA, CALIFORNIA, MANITOBA, NEW BRUNSWICK and QUEBEC recharge partial registration fees.

When vehicles are deleted from a paid original application prior to the commencement of the new registration year, all new year credentials (plate(s), sticker(s), and current cab card) must be surrendered on or before December 31 in order for a refund to be issued.

Note: Oregon does not refund amounts under \$5.

Refunds From Other Jurisdictions

Applications for refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the Oregon-based carrier and the individual jurisdictions in accordance with their statutes.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Temporary Vehicle Registration (TVR) When permanent credentials cannot be immediately issued, MCTD may issue temporary vehicle registration (TVR). TVRs are issued only when registration requirements have been met and fees have been paid. This permit is issued for a period of sixty (60) days.

TVRs can be acquired via fax or picked up at the counter. Please inform us if a TVR is required

TEMPORARY VEHICLE REGISTRATION IS INVALID IF ALTERED IN ANY WAY.

Commercial Trip Permit Oregon trip permits are available for vehicles that either do not have current registration (expired plates or no plate) or that do not have Oregon listed on the vehicle registration. Trip permits cost \$21 for 10 days and must be obtained prior to operation.

If you have a current Oregon plate, you may purchase trip permits from other jurisdictions for temporary operation. Some jurisdictions also offer trip permits for vehicles having no current registration plate.

Other jurisdictions may also have additional requirements. Check before operating. Refer to the Oregon Apportioned Customer Manual or the IRP Website for contact information.

<http://www.irponline.org/>

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Alberta	Varies by distance and net weight – 3 days	No
Alaska	\$350 for 30-day permit. Purchased at Port of Entry 24 hrs a day. Info: (907) 345-7846.	Yes
Alabama	\$20 for 7 days	Yes
Arkansas	\$33 for 72 hours	No
Arizona	Varies based upon mileage and number of axles for 96 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days,	Yes

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Dist. of Columbia	Letter of Authorization only	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 plus agency fees for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Idaho	\$30 single, \$60 combined, \$30 IFTA for 120 hours	No
Illinois	\$15 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	No
Massachusetts	\$15 for 72 hours	Yes
Manitoba	\$6 minimum plus fee based on weight/distance	No
Maryland	\$15 for 72 hours	Yes
Maine	\$25 IRP, \$50 IFTA for 72 hours; \$3-\$15 O/L One Trip (5 days max.)	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Missouri	\$10 for 72 hours	Yes
Mississippi	\$25 for 72 hours	No

MOTOR VEHICLE REGISTRATION
Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
Montana	\$20/Under 200 miles for 72 hours/46,000 – 80,000 lbs. \$30/200 - 400 miles for 72 hours \$40/Over 400 miles for 72 hours	No
New Brunswick	\$23 unladen; \$81 truck; \$161 truck/trailer (5 days)	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nebraska	\$25 for 72 hours	Yes
Newfoundland	\$50 per laden solo vehicle \$100 per laden combination vehicle	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48hrs	No
Nova Scotia	\$50 for 30 days for laden solo vehicle \$100 for 30 days for a combination vehicle	Yes
Nevada	\$5 plus 15 cents per mile for 24 hours, \$30 IFTA	Yes
New York	\$15 for 72 hours	Yes
Ohio	\$15 plus service fee for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$ 75 for 10 days for a laden solo vehicle \$132 for 10 days for a combination vehicle	Yes
Oregon	\$21 for 10 days, \$9 pass + mlg tax for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Is.	\$75 for 5 days for laden solo vehicle \$150 for 5 days for a combination of vehicles	No
Quebec	\$38 for 10 days	No
Rhode Island	\$25 for 72 hours	Yes

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

JURISDICTION	COST OF TRIP PERMIT (SUBJECT TO CHANGE)	MUST BE OBTAINED PRIOR TO ENTRY
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for 24 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours, \$50 for 144 hours	Yes
Utah	\$20 for 96 hours (each unit)	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$15 for 3 days, \$25 special fuel	Yes
Wisconsin	\$15 for 72 hours	Yes
West Virginia	\$24 for 5 days	Yes
Wyoming	\$20 single unit, \$40 combination, \$15 IFTA for 96 hours	No

Temporary Pass (Oregon Highway Use Tax)

An Oregon motor carrier operating vehicles with a combined weight of more than 26,000 pounds must purchase a temporary pass (\$9.00 + weight mileage tax), in addition to a Commercial Trip Permit, prior to operation.

Hunter's Permit Unladen Weight Permit

A hunter's permit is a permit issued to an owner-operator (lessor) who terminates a lease and has to surrender his apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of locating a new job.

A "registrant-only" needs to surrender the plate in exchange for a hunter's permit in order to travel within and outside of the base jurisdiction.

The hunter's permit is valid for vehicles operating at unladen weight **only** and is non-transferable. The vehicles are also exempt from paying Oregon's weight-mile tax, if 26,000-pounds unladen weight or less.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

The Oregon Hunter's Permit is valid for ten days at a cost of \$21. The hunter's permit is valid for the power unit or power unit and trailer (unladen). Vehicles over 26,000 pounds will also need to obtain a temporary pass for weight-mile tax purposes.

**Oversize/
Overweight
Over Dimension
Permit**

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in Oregon laws must have an oversize or overweight permit. Special transportation permits for Oregon operations may be obtained by contacting ODOT-MCTD OD Permits Unit at (503) 373-0000.

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Source Documents	Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles travelled and other information used to determine registration fees for all vehicles in the IRP fleets.
Vehicle Costs	Acceptable documentation to support a vehicle's purchase price and date of purchase include a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price.
Driver's Trip Records	<p>An acceptable source document to record distances is a "Vehicle Trip Record" (VTR). The driver completes this document for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common VTRs are the driver's trip sheets and driver's logs. Other similar records are acceptable provided they contain the following basic information:</p> <ol style="list-style-type: none">1. Registrant's name2. Date of trip (beginning and ending)3. Trip origin and destination4. Routes (highway numbers) travelled5. Beginning and ending odometer/hubodometer readings of the trip6. Distance by jurisdiction7. Total trip distance8. Vehicle unit numbers, for both power unit and trailer(s)9. Fleet number (if registrant has more than one fleet)10. Driver's name and signature
Trip Permits	Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.
Monthly Summaries	The VTR information should be summarized on a monthly basis. The summary should contain information by individual vehicle (beginning and ending odometer/hubodometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance).

MOTOR VEHICLE REGISTRATION

Apportioned Registration (Prorate) – Temporary Registration

Yearly Summaries A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance, broken down by month for each jurisdiction.

Other Records Copies of the forms filed for annual registration (IRP Application, Supplemental Applications, Mileage Schedules, etc.) must be retained in the carrier's files for audit purposes.

Records Retention Period All operational and mileage records, supporting the application and supplements, must be retained for a period of three (3) years after the close of the registration year.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for a period of three (3) years after the close of the registration year.

Reminder: In addition to the above IRP record retention requirements, the carrier must maintain all records pertaining to its operations as required under ORS 825.515 and OAR 740-055-0120.