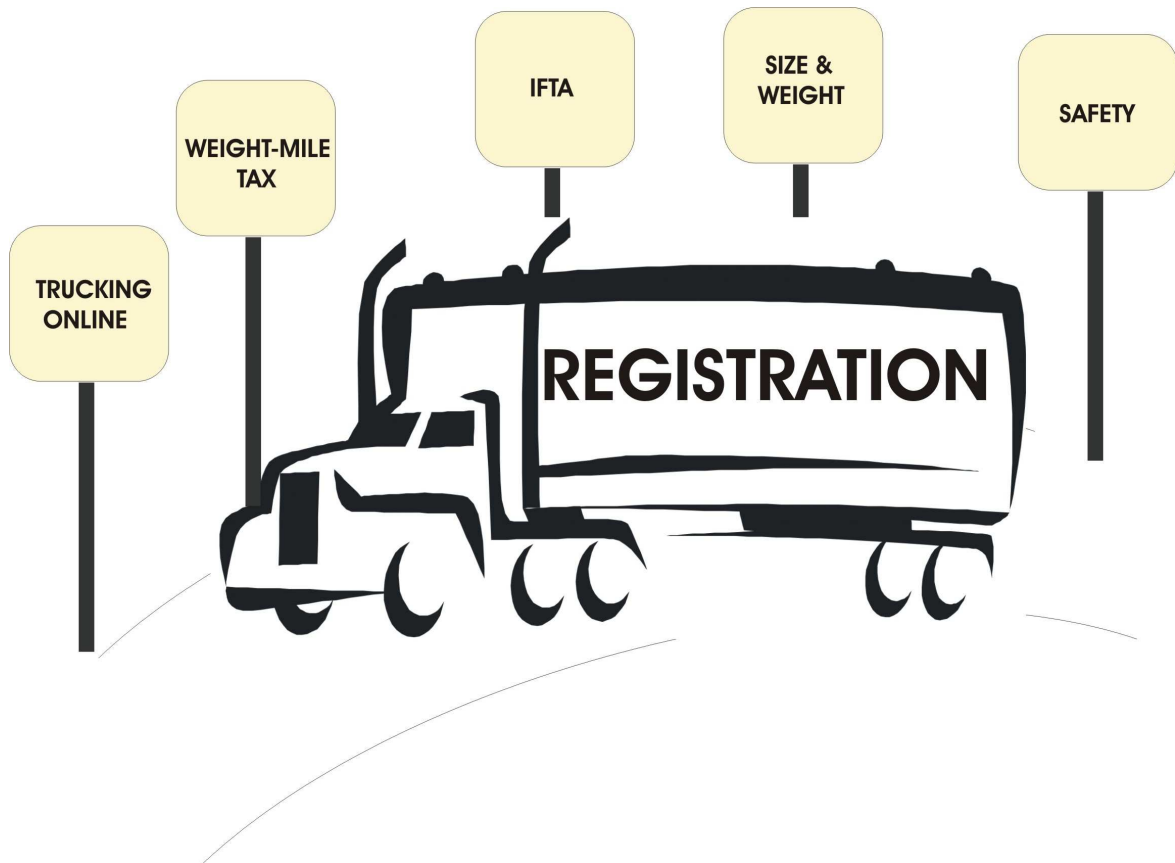


OREGON DEPARTMENT OF TRANSPORTATION

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 Weight

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 by telephone at (503) 945-5000 or through the DMV web site at: www.oregon.gov/ODOT/DMV/

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.

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 or jurisdiction, you may pay other jurisdiction's registration fees to Oregon. You will be issued APPORTIONED registration plates.

MOTOR VEHICLE REGISTRATION

Registration Weight

- If you operate a vehicle temporarily, you pay registration fees and are issued a temporary REGISTRATION 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 registration because a percentage of each jurisdiction’s full registration fee is paid based on the fleet’s previous history of operations. The base jurisdiction collects and distributes the registration fees for each jurisdiction in which the vehicle is licensed.

Oregon’s IRP Registration plates, for vehicles operating over 26,000 pounds, are red with white letters with the word “Apportioned” imprinted at the bottom of the plate. Plates for vehicles registered at 26,000 pounds or less are yellow with blue letters, also with the word “Apportioned” imprinted at the bottom of the plate.

MOTOR VEHICLE REGISTRATION

Registration Weight

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 or is out of service.

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 \$43.
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:

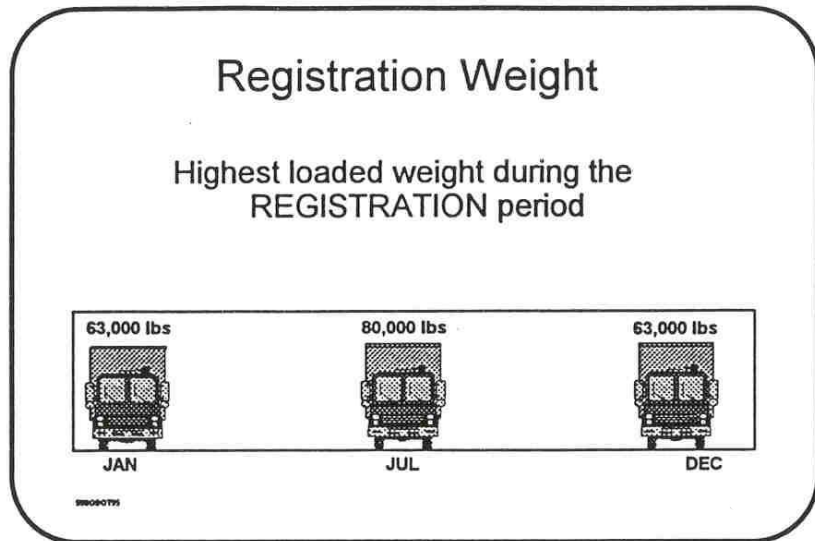
- Call Salem at (503) 378-6699.
- Go to any of MCTD's Registration Offices, Ashland, Farewell Bend, Portland, Salem or Umatilla, during Registration business hours.
- Go to a DMV field office offering Motor Carrier Transportation Program services. Call (503) 378-6699 to locate a DMV office.

MOTOR VEHICLE REGISTRATION

Registration Weight

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

Commercial Registration

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 Federal Motor Carrier Safety Regulation 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, and \$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 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.

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. All MCTD Forms are available on Oregon Trucking Online at:

www.oregontruckingonline.com

- Click on FORMS tab

MOTOR VEHICLE REGISTRATION

Apportioned Registration

What Is IRP?

IRP stands for International Registration Plan. The IRP is a reciprocity agreement among states of the United States, the district of Columbia and provinces of Canada. The agreement provides for payment of license fees on the basis of fleet distance operated in various jurisdictions. Washington D.C. and all states (except Alaska and Hawaii), and all Canadian provinces (except the Northwest Territories, Nunavut and the Yukon Territory), are members of the IRP.

Find out more about IRP : www.irponline.org

How IRP Works

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 and then send to other IRP jurisdictions. The fees are determined by the following:

- 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)

MOTOR VEHICLE REGISTRATION

Apportioned Registration

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
- Waive or exempt the payment of tax reporting requirements (including Oregon Highway Use Tax) or Federal Heavy Vehicle Use Tax.

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Requirements

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

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

NOTE: Applicants who do not meet the “Established Place of Business” requirements listed above may qualify as being Oregon-based by completing the Proof of Residency – Schedule R.

This physical structure must be open during normal business hours, and have located within it:

- √ A person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business (not an Agent).
 - √ The operational records of the fleet and the maintenance of such records (unless such records can be made available in Oregon).
2. Mileage accrued in Oregon by the fleet.
 3. Operational records of the fleet maintained or made available in Oregon.

Vehicle Title Title applications will be accepted for all power units being apportioned through any ODOT/MCTD Registration office. MCTD will forward the titles to ODOT-DMV for processing.

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 – Requirements

Unified Carrier Registration (UCR)

All carriers, private or commercial with vehicles over 10,000 lbs, who operate interstate must obtain UCR. This includes, but is not limited to brokers, freight forwarders, leasing companies, and farmers. UCR requires an annual fee based on the number of power units of the carrier. Oregon does not participate in registering or collecting fees for UCR. Oregon based carriers may submit application with fees to a jurisdiction listed on the application or may register on line at: www.ucr.in.gov. Additional information and the application for registration can be found at: www.oregon.gov/odot/mct/news/ucra.shtml.

Motor Carrier Operating Authority

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.

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.

When a carrier discontinues operation of a vehicle, the plate and cab card must be returned for cancellation.

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.

Weight-mile temporary passes, temporary Oregon weight receipts, and plates must be obtained prior to operating in Oregon. Call the Salem Registration office at (503) 378-6699 or visit your local MCTD Registration Office to obtain a temporary pass, weight receipt, or plate.

If you are an Oregon Trucking Online customer, you may also obtain weight receipts through Oregon Trucking Online:

www.oregontruckingonline.com

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Requirements

USDOT Number

Carriers who operate vehicles with a Gross Vehicle Weight (GVW) of 10,000 pounds or more are required to have a USDOT Number. This is a safety identification number issued to motor carriers and shippers by the United States Department of Transportation. This number is free and can be obtained by calling the Salem Federal Motor Carrier Safety Administration (FMCSA) office at (503) 399-5775 or by visiting the web site at:

www.fmcsa.dot.gov (click on *Registration & Licensing* to begin).

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.

NOTE: **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 more information or download the forms from Oregon Trucking Online:

www.oregontruckingonline.com

- ✓ Click on Forms tab
- ✓ Click on Registration
- ✓ Forms are found under IFTA and IRP Forms section

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.

Acceptable proof of payments:

- Copy of the **receipted** Schedule 1, Form 2290, listing vehicle identification number(s).

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Requirements

- 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 – Getting Started

Apportioned Registration Forms (IRP)

You may apply for both IRP (Registration) and IFTA at the same time, using the same forms.

Oregon IRP forms **Schedule A, B, and C** must be completed when:

- First making application for an Oregon apportioned Registration and/or IFTA account.
- Adding a new fleet.
- Renewing an existing Oregon apportioned fleet and the pre-printed renewal form was not received.

The Oregon IRP **Schedule G** worksheet is used for distance estimates for new accounts, adding jurisdictions and fleet renewals.

The Oregon IRP **Schedule R** is used when applicant does not have an “Established Place of Business” and is registering as a resident.

Both application IRP **Schedule B and C** must be completed when:

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

The **Schedule C** is used when:

- Adding vehicles.
- Amending vehicles.

Processing

Applications are processed in the order received. Once an application has

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Getting Started

been processed, a billing will be mailed or faxed to the carrier. The carrier has the option of mailing the payment directly to the Salem Registration Office, making an appointment at a local MCTD Registration Office, or paying online.

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, UCR 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 – Initial Application

Application for Oregon IRP And/Or IFTA Schedule A

You must complete the Oregon IRP and/or IFTA Schedule A (Form 735-9908) in order to initiate a new IRP Fleet.

You may obtain an Oregon Application for IRP and/or IFTA – Schedule A (Form 735-9908) by calling the Vehicle Registration Unit at (503) 378-6643 or

All MCTD forms are available on Oregon Trucking Online:

www.oregontruckingonline.com

- ✓ Click on Forms tab
- ✓ Click on Registration
- ✓ Forms are found under IFTA and IRP Forms section

Instructions are found on the back of this form and in the Oregon Motor Carrier Registration and Tax Manual. However, here are a few important points to keep in mind.

- Tell us who you are.** Existing MCTD account, please tell us.
- Tell us what you want to do.** Indicate whether this application is for IRP, IFTA, or both.
- Tell us when you want to start** in the Effective Date field.
- Do you meet the Established Place of Business Requirements?** To meet the definition of an established Place of Business there must be “a physical structure owned or leased by the Registrant, located in the base jurisdiction, which is open and staffed by persons employed by Registrant (not agents) during business hours.” If no, Proof of Residency – Schedule R (Form 735-9914) must be completed and approved.
- Complete IRP and/or IFTA sections;** both sections are required when applying for IRP and IFTA credentials.
- Previous IRP account or IFTA License in another jurisdiction?**
- Drug & Alcohol Consortium:** Provide the name of the provider that is used to comply with the drug and alcohol testing requirements found in Federal Motor Carrier Safety Regulation 49CFR Part 382. Enter the name of consortium, or “**In-House**” when the company is maintaining its own program.
- Sign the application!**

MOTOR VEHICLE REGISTRATION

Apportioned Registration – 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 Field Registration Offices (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 “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 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 Oregon Trucking Online? Find out how to sign up at:

www.oregontruckingonline.com

✓ Click on the SIGN up for a PIN tab.

Please review your IRP Billing carefully! The jurisdictions listed will be the jurisdictions registered. Many jurisdictions do not allow refunds once the registration is issued.

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Applications and Forms

Supplemental Applications To make changes to your vehicles 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 Schedule C 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.

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. Generally speaking, weight decreases are only allowed at Renewal.

Adding Jurisdiction(s) You may add jurisdiction(s) to your apportioned 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).

Added jurisdictions apply to all equipment in a fleet. Refer to the current year's Schedule G, Estimated Distance Worksheet, (FORM 735-9919a or FORM 735-9919b) when determining estimated distance.

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Applications and Forms

Replacing Credentials

Replacement credentials can be obtained anytime during the registration year by contacting any MCTD Registration Office for assistance.

Also available on Oregon Trucking Online with a valid PIN:

www.oregontruckingonline.com

Apply for PIN - Use the Online PIN Request process to complete the Internet Access Personal Identification Number Request Form, then have it signed by a company officer and send it in.

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.

Forms may be accessed through our website:

www.oregontruckingonline.com

- ✓ Click on Forms tab
- ✓ Click on Registration
- ✓ Forms are found under IFTA and IRP Forms section

Detailed instructions are found in:

[Oregon Motor Carrier Registration and Tax Manual](#)

Oregon IRP Forms:

- Schedule A – Oregon IRP and IFTA Applications
- Schedule B – Oregon IRP Mileage
- Schedule C – Oregon IRP Vehicle Addition/Updates
- Schedule G – Oregon Estimated Distance Worksheet
- Schedule R – Oregon Proof of Residency

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Applications and Forms

Submitting Applications

Mail/Fax:

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

ODOT/MCTD Fax: (503)378-5765
PO Box 5330
Salem OR 97304-0330

Payment is required prior to credentials being issued. Temporary Vehicle Registration (TVR) may be issued upon request when the payment is made.

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

Counter:

Applications of ten vehicles or less can be processed in person at any MCTD Registration office by appointment only. Refer to the list at the front of this section for MCTD Registration Offices.

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.

Payment is required prior to credentials being issued. Temporary Vehicle Registration (TVR) may be issued upon request when the payment is made.

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Additional Information

Refunds REFUNDS of apportioned registration fees are made only for duplicate or incorrect payments, overpayment of billed fees or as a result of an audit.

CREDIT for apportioned registration fees is provided through fee transfers. 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.

**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 – Temporary Registration

Temporary Vehicle Registration (TVR)

MCTD may issue temporary vehicle registration (TVR), upon request, only when registration requirements have been met and fees have been paid.

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 \$43 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/>

Temporary Pass (Oregon Highway Use Tax)

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

Unladen Weight Permit (Formerly Known As A Hunter's Permit)

An Unladen Weight 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 **Unladen Weight 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. The Oregon **Unladen Weight Permit** is valid for ten days at a cost of \$43. The **Unladen Weight 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.

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Records

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 is 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 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:

1. Registrant's name
2. Date of trip (beginning and ending)
3. Trip origin and destination
4. Routes (highway numbers) travelled
5. Beginning and ending odometer/hubodometer readings of the trip
6. Distance by jurisdiction
7. Total trip distance
8. 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 of the vehicle 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, and total distance traveled) and by fleet (distance by jurisdiction, total distance).

MOTOR VEHICLE REGISTRATION

Apportioned Registration – Records

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.

Records Retention Period **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.

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.

MOTOR VEHICLE REGISTRATION

Glossary of Terms

Apportionable Vehicle	<p>“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:</p> <ul style="list-style-type: none">(i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or(ii) has three or more Axles, regardless of weight, or(iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms). <p>A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.</p>
Apportioned Registration	<p>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.</p>
Audit	<p>The physical examination of a Registrant’s Operational Records, including source documents, to verify the distances reported in the Registrant’s application for apportioned registration and the accuracy of the Registrant’s record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.</p>
Axle	<p>An assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an “Axle” is any such assembly whether or not it is load-bearing only part of the time.</p>
Base Jurisdiction	<p>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.</p>
Bus	<p>A motor vehicle designed to carry more than 10 passengers.</p>
Cab Card	<p>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</p>

MOTOR VEHICLE REGISTRATION

Glossary of Terms

	jurisdiction, and the jurisdiction(s) where the vehicle is properly registered.
Combination of Vehicles	A Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.
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.
Credentials	The registration plate, cab card, and sticker issued to reflect the apportioned registration of a vehicle.
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.
Enforcement Date	“Enforcement Date” means the date the Base Jurisdiction requires a Registrant to display the new Registration Year’s Credentials.
Established Place of Business	<p>“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries).</p> <p>The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of IRP Section 1020).</p> <p>The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.</p>
Estimated Distance	“Estimated Distance” means either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to

MOTOR VEHICLE REGISTRATION

Glossary of Terms

FHWA	the Fleet by the Base Jurisdiction. 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.
Fleet	One or more Apportionable Vehicles designated by a Registrant for distance reporting under the Plan.
Grace Period	The period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.
Gross Vehicle Weight	The total weight of a vehicle or combination of vehicles and load.
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.
Jurisdiction	A country or a state, province, territory, possession, or federal district 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.
Loaded Weight	The weight transmitted to the road through an axle or set of axles when the vehicle is fully loaded.
Mileage Reporting Period	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.)

MOTOR VEHICLE REGISTRATION

Glossary of Terms

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	Source documents that evidence distance travelled by a Fleet in each Member Jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically, as required by the APM.
Owner	Any individual, partnership, or corporation, other than a lien holder, holding legal title to a vehicle.
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.
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	Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavour. Vehicles such as campers, house trailers, motor homes, and mobile homes when used exclusively for personal pleasure and travel by an individual and his family. In order to qualify as a Recreational Vehicle, the Vehicle must not be used in connection with any business endeavour.
Registration Year	The twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

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Residence	The status of an Applicant or a Registrant as a resident of a Member Jurisdiction.
Restricted Plate	A registration plate that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate) or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the 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.
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 Distance	Total number of miles (including non-taxable miles and accrued on trip permits, 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.
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 Permit	Temporary registration trip permit issued by a jurisdiction in lieu of apportioned or full 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.
Truck	Motor vehicle designed and used for the transportation of property --

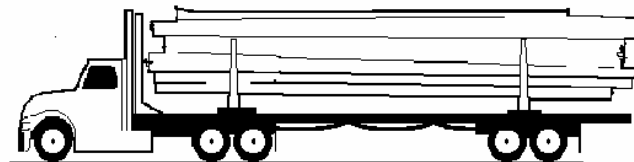
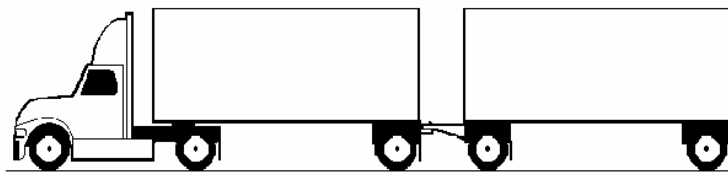
MOTOR VEHICLE REGISTRATION

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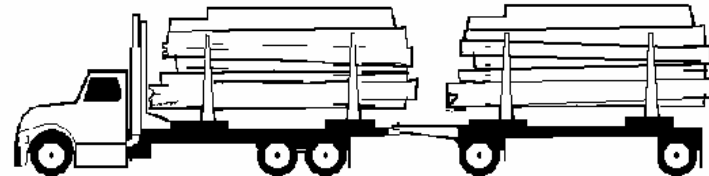
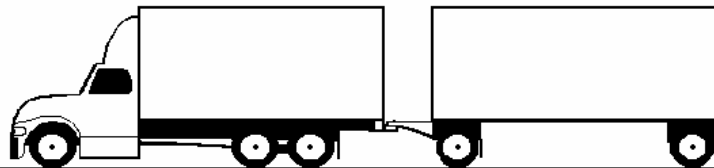
	generally not designed and used to pull other vehicles.
Truck-Tractor	A motor vehicle designed and used for carrying a load and for pulling trailers with loads.
Unladen Weight (Tare Weight)	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.
Unladen Weight Permit	Permit issued to an owner-operator (lessor) that 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. The unladen weight 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, when 26,000 pounds unladen weight or less. This type of permit is \$43 for 10 days. The permit is valid for the power unit or power unit and unladen trailer. Vehicles over 26,000 pounds will also need to obtain a temporary pass for Oregon's weight-mile tax.
Vehicle Identification Number (VIN)	Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

MOTOR VEHICLE REGISTRATION

Appendix A



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



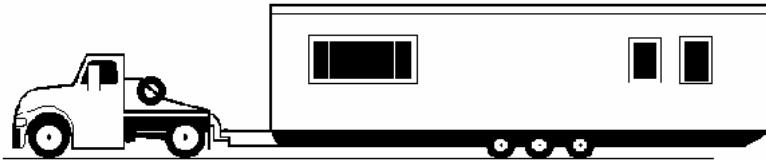
(TT) Truck/Trailer - A motor vehicle designed and used for carrying a load and for pulling trailers with loads.



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

MOTOR VEHICLE REGISTRATION

Appendix A



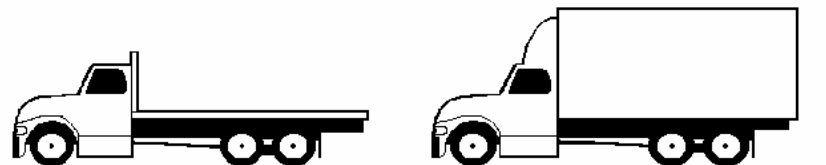
(MT) Mobile Home Toter - A motor vehicle designed and used EXCLUSIVELY to pull mobile homes on their own axles.



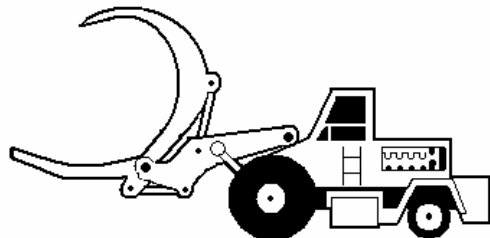
(DT) Dump Truck - A vehicle from which contents are unloaded by tilting the truck bed backward with the tailgate open.



(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.



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