



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# TRIP PERMIT ORDER REQUEST

Submit the order request and total fees to:

DMV Business Licensing Unit, 1905 Lana Ave NE, Salem OR 97314.

List **either** your account number, Oregon Dealer Number, or Federal Employer Identification Number

|                                    |  |          |                             |
|------------------------------------|--|----------|-----------------------------|
| FEDERAL EMPLOYER ID NUMBER (FEIN)  | OREGON DEALER NUMBER AND EXPIRATION DATE |          | <b>VALIDATION USE ONLY:</b> |
| CONTACT NAME                       | PHONE NUMBER<br>(      )                 |          |                             |
| BUSINESS NAME                      |  |          |                             |
| STREET ADDRESS (Do not use PO Box) |  |          |                             |
| CITY                               | STATE                                    | ZIP CODE |                             |

|   |                                  |                                    |                           |
|---|----------------------------------|------------------------------------|---------------------------|
| <b>Form 306</b><br>(25 Permits Per book)  | Light Vehicle Trip Permits       | Number of Books @ \$825.00 Each    | COST<br>\$                |
| <b>Form 306A</b><br>(5 Permits Per book)  | Light Vehicle Trip Permits       | Number of Books @ \$165.00 Each    | COST<br>\$                |
| <b>Form 305</b><br>(25 Permits Per book)  | RV Trip Permits                  | Number of Books @ \$825.00 Each    | COST<br>\$                |
| <b>Form 307</b><br>(25 Permits Per book)  | 10-Day Trip Permits              | Number of Books @ \$375.00 Each    | COST<br>\$                |
| <b>Form 307A</b><br>(5 Permits Per book)  | 10-Day Trip Permits              | Number of Books @ \$75.00 Each     | COST<br>\$                |
| <b>Form 303B</b><br>(25 Permits Per book) | Registered Vehicle Trip Permits  | Number of Books @ \$187.50 Each    | COST<br>\$                |
| <b>Form 302</b><br>(25 Permits Per book)  | Heavy Motor Vehicle Trip Permits | Number of Books @ \$1075.00 Each   | COST<br>\$                |
| <b>Form 301</b><br>(25 Permits Per book)  | Heavy Trailer Trip Permits       | Number of Books @ \$250.00 Each    | COST<br>\$                |
| <b>Order Request Forms</b>                |                                  | Number of Forms @ <b>No Charge</b> | <b>TOTAL AMOUNT</b><br>\$ |

- **All trip permit books are sent UPS to the main business location on record.**
- Fully complete trip permit order requests because incomplete requests will cause a delay in filling your order and the request may have to be sent back for additional information.
- Allow 10 days for the issuance and delivery of trip permit books.
- Send the DMV copy within 5 days of the issue date to DMV Record Services, 1905 Lana Ave NE, Salem OR 97314.
- To request a trip permit refund you must do the following:  
Return the "DMV" and "window" copies of the voided trip permit to the Business Licensing Unit, 1905 Lana Ave NE, Salem OR 97314, along with a written explanation as to why the permit was voided.  
  
All requests will be returned if this procedure is not followed. **Do not send the whole trip permit book or the blue copy.**
- Voided trip permits **will be refunded** for the following reasons:
  1. Incorrect vehicle information.
  2. Incorrect owner information including misspelled names, or putting the first name before the last.

▼ **OFFICE USE ONLY** ▼

**Trip Permit Book Number:**

**Date of Issue:**