



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		VALIDATION USE ONLY:
CONTACT NAME	PHONE NUMBER ()		
BUSINESS NAME			
STREET ADDRESS (Do not use PO Box)			
CITY	STATE	ZIP CODE	

Form 306 (25 Permits Per book)	Light Vehicle Trip Permits	Number of Books @ \$850.00 Each	COST \$
Form 306A (5 Permits Per book)	Light Vehicle Trip Permits	Number of Books @ \$170.00 Each	COST \$
Form 305 (25 Permits Per book)	RV Trip Permits	Number of Books @ \$850.00 Each	COST \$
Form 307 (25 Permits Per book)	10-Day Trip Permits	Number of Books @ \$375.00 Each	COST \$
Form 307A (5 Permits Per book)	10-Day Trip Permits	Number of Books @ \$75.00 Each	COST \$
Form 303B (25 Permits Per book)	Registered Vehicle Trip Permits	Number of Books @ \$187.50 Each	COST \$
Form 302 (25 Permits Per book)	Heavy Motor Vehicle Trip Permits	Number of Books @ \$1075.00 Each	COST \$
Form 301 (25 Permits Per book)	Heavy Trailer Trip Permits	Number of Books @ \$250.00 Each	COST \$
Order Request Forms		Number of Forms @ No Charge	TOTAL AMOUNT \$

- **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: