



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.

## Complete all fields

OREGON DEALER OR TRIP PERMIT AGENT NUMBER		BUSINESS EMAIL		<b>VALIDATION USE ONLY:</b> EXPIRATION DATE _____
CONTACT NAME		PHONE NUMBER (       )		
BUSINESS NAME				
BUSINESS ADDRESS (Not a PO Box)				
CITY	STATE	ZIP CODE		

<b>Form 306</b> (25 Permits Per book)	Light Vehicle Trip Permits	Number of Books @ \$875.00 Each	COST \$
<b>Form 306A</b> (5 Permits Per book)	Light Vehicle Trip Permits	Number of Books @ \$175.00 Each	COST \$
<b>Form 305</b> (25 Permits Per book)	RV Trip Permits	Number of Books @ \$875.00 Each	COST \$
<b>Form 307</b> (25 Permits Per book)	10-Day Trip Permits	Number of Books @ \$375.00 Each	COST \$
<b>Form 307A</b> (5 Permits Per book)	10-Day Trip Permits	Number of Books @ \$75.00 Each	COST \$
<b>Form 303B</b> (25 Permits Per book)	Registered Vehicle Trip Permits	Number of Books @ \$187.50 Each	COST \$
<b>Form 302</b> (25 Permits Per book)	Heavy Motor Vehicle Trip Permits	Number of Books @ \$1,075.00 Each	COST \$
<b>Form 301</b> (25 Permits Per book)	Heavy Trailer Trip Permits	Number of Books @ \$250.00 Each	COST \$

Trip Permit Order Request Form: <https://www.oregon.gov/odot/Forms/DMV/6937fill.pdf>

**TOTAL AMOUNT**  
\$

- **All trip permit books are sent via UPS to the main business location on record.**
- Fully complete trip permit order requests. Incomplete requests will cause a delay in filling your order, and the request may be returned for additional required information.
- Allow 10 days for the issuance and delivery of trip permit books.
- Send the DMV copy (white) within 5 days of the issue date to DMV Record Services, 1905 Lana Ave NE, Salem OR 97314.

### Refund Process

- To request a trip permit refund, you must return the “DMV” and “window” copies of the voided trip permit to the Business Licensing Unit, 1905 Lana Ave NE, Salem OR 97314, with a written explanation as to why the permit was voided.
- DMV will return refund requests if this process is not followed. **Do not send the blue (dealer) copy or the trip permit book if requesting a refund for less than the entire book.**
- Voided trip permits will be refunded for the following reasons:
  - Incorrect vehicle information.
  - Incorrect owner information including misspelled names, or putting the first name before the last.

## ▼ OFFICE USE ONLY ▼

**Trip Permit Book Number:**

**Date of Issue:**