

# In-Person Appointment Checklist

Oregon Department of Transportation  
[Commerce and Compliance Division](#) (CCD)

Thank you for emailing our [CCD Team](#) to schedule an appointment for motor carrier services. Registration offices are open to the public Monday through Friday, 8 a.m. to 5 p.m.

## Appointment Locations

**Commerce and Compliance Salem Headquarters**  
[3930 Fairview Industrial Drive SE](#)  
Salem OR 97302-1166

**Portland Bridge/Jantzen Beach Office**  
I-5 at Oregon/Washington Border  
12348 N. Center Ave.  
Portland OR 97217-7871

**Holiday Closures:** All CCD registration offices will be closed for the following holidays.

- Thursday, November 24, 2022.
- Friday, November 25, 2022.
- Monday, December 26, 2022.
- Monday, January 2, 2023.

## Prepare for your Appointment with CCD

Forms can be filled out online and printed or emailed using Internet Explorer or Adobe Reader. Sign all forms requiring signatures.

### New Account or Ownership Change

Please bring the following completed materials to ensure we can assist you:

- Apportioned — [Oregon-Based Interstate Carriers Forms](#).
- Commercial Private Operations — [Oregon-Based Private Carriers Forms](#).
- Commercial For-Hire Operations — [Oregon-Based For-Hire Operations - Intrastate Only Forms](#).

### Motor Carrier Renewal Instructions

Renewal season for commercial registration runs from October 2022 to December 31, 2022. Visit our [Motor Carrier Renewal](#) web page for instructions regarding:

- Online Renewal and Registration.
- Oregon Commercial Vehicle Renewal.
- Oregon Weight-Mile Tax Re-Enrollment.
- IFTA Renewal.
- IRP Renewal.

## Acceptable Forms of Payment

- Cash.
- Check.
- Money Order.
- Visa or MasterCard. **Note:** All Credit Card transactions are subject to a 2.4% transaction fee.
- Direct payment using active checking or savings account registered in Oregon Trucking Online. [Read more about Direct Payment](#).

