

2021 Renewal Appointment Checklist

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

Thank you for scheduling an appointment with ODOT Commerce and Compliance (CCD). **Registration offices are open to the public by appointment only** Monday through Friday, 8 a.m. to 5 p.m.

2021 Renewal Applications Instructions

- Only **use blue or black ink and a yellow highlighter** to complete the renewal.
- If you did not receive your renewal application in the mail, get a copy by logging into your [Oregon Trucking Online](#) (TOL) account.
 - Choose **Renewals (2021 only)**.
 - Then **Renewal Instructions and Information**. You will have access to the re-enrollment application, a link to instructions and other useful information.

Commercial Renewal

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

- 1) Signed and dated **2021 Renewal Application** that was mailed to you.
- 2) **Drug and Alcohol Testing Consortium** listed on your renewal.
- 3) **Proof of payment** for the Heavy Vehicle Use Tax (HVUT). If not available, CCD will extend you 60 days from the renewal date to submit.
- 4) **Completed Vehicle List**. Please take the time to verify vehicle information and mark the registration period(s) desired.
- 5) If you need to **Add a Vehicle(s)**, bring a completed [Oregon Weight-Mile Tax Enrollment Application](#) (form 9076) clearly marking the addition(s).
- 6) Please read our [Commercial Vehicle Renewal Instructions](#) for more detailed information.

IRP Renewal

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

- 1) Signed and dated **2021 Renewal Application** that was mailed to you.
- 2) **Drug and Alcohol Testing Consortium** listed on [Schedule A](#) (form 9908).
- 3) **Proof of payment** for the Heavy Vehicle Use Tax (HVUT). If not available, CCD will extend you 60 days from the renewal date to submit.
- 4) [Schedule B](#) (form 9685) with miles operated from July 1, 2019 to June 30, 2020 or your reported IFTA miles can be used by signing the declaration.
- 5) Review vehicle information on [Schedule C](#) (form 9684).
 - Draw a line through units that you do not wish to renew.
 - If you have **vehicles not listed**, you must fill out an additional Schedule C.
- 6) Please read our [IRP Renewal Instructions](#) for more detailed information.

New Account / Ownership Change Apportioned

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

- Completed [Oregon Based Interstate Carriers Forms](#).

New Account / Ownership Change Commercial Private Operations

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

- Completed [Oregon Based Private Carriers Forms](#).

New Account / Ownership Change Commercial For-Hire Operations

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

- Completed [Oregon Based For-Hire Operations - Intrastate Only Forms](#).

Appointment Locations

Salem Commerce and Compliance Headquarters

[3930 Fairview Industrial Drive SE](#)

Salem OR 97302-1166

Phone: 503-373-6699

Fax: 503-378-2873

Portland Bridge/Jantzen Beach Office

I-5 at Oregon/Washington Border

12348 N. Center Ave.

Portland OR 97217-7871

Phone: 971-673-5900

Fax: 971-673-5893

Note: All CCD registration offices will be closed for the following holidays.

- Wednesday, November 11, 2020.
- Thursday, November 26, 2020.
- Friday, November 27, 2020.
- Friday, December 25, 2020.
- Friday, January 1, 2021.

Acceptable Forms of Payment

- Cash.
- Check.
- Money Order.
- Visa or MasterCard.
 - 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](#).

