

2019 OREGON COMMERCIAL RENEWAL INSTRUCTIONS

PLEASE READ

IMPORTANT: ALL VEHICLES NOT RENEWED BY 12/31/2018 WILL BE CANCELLED EFFECTIVE 12/31/2018.

Make sure your vehicles are legal to operate on Oregon Highways in 2019. Return your 2019 Renewal with your payment to ODOT MCTD by November 15, 2018 to allow for processing and mailing time.

Motor carriers who submit their Renewal and requirements, plus payment, on or before December 31, 2018, are eligible for Oregon's grace period for display of 2019 credentials. *Carriers who operate vehicles after January 1st without submitting Renewal requirements and payment may be subject to citation.*

PLEASE complete your Renewal using **blue or black ink only**. If you use a highlighter, use yellow only.

If you have had a change in company name or a change in ownership you must complete and submit an Application for Motor Carrier Account, Form 735-9075 with your Renewal. Now is the time to make changes without incurring extra costs!

If you use a reporting agency to sign your Renewal you must have a Power of Attorney on account with MCTD or submit one with your Renewal.

Before You Start

You will need:

- Vehicles List
- 2019 Oregon Commercial Renewal Summary

USE TRUCKING ONLINE!

If you have a PIN, you can process your Renewal online. If you don't already have a PIN, go to our website

www.oregontruckingonline.com

and get signed up to renew quickly and conveniently online!

<p>SALEM REGISTRATION 3930 Fairview Industrial Drive SE Salem, OR 97302 Phone: (503) 378-6699 FAX: (503) 378-6880</p>	<p>PORTLAND BRIDGE REGISTRATION 12348 N Center Ave Portland, OR 97217 Phone: (971) 673-5900 FAX: (971) 673-5893</p>
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REGISTRATION OFFICES WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

THANKSGIVING	THURSDAY November 22, 2018 FRIDAY November 23, 2018
CHRISTMAS	TUESDAY December 25, 2018
NEW YEAR'S	TUESDAY January 1, 2019

MAILING IN YOUR RENEWAL?

Don't forget to include payment.

Checks must be in US funds only.

Postdated checks, guaranteed drafts requiring authorization and credit card information **WILL NOT** be accepted.

**ALL VEHICLES NOT RENEWED BY 12/31/2018 WILL BE CANCELLED
EFFECTIVE 12/31/2018.**

Make sure you return the following to ODOT/MCTD via mail by November 15, 2018:

- ✓ The completed Vehicle List. **NOTE:** Renewal Reprints include all vehicles that were active on or before October 1, 2018.
- ✓ The 2019 Oregon Commercial Renewal Summary Page with your fee calculation and an authorized signature.
- ✓ Payment; Make checks payable to ODOT/MCTD.

AND IF APPLICABLE,

- ✓ Application for Motor Carrier Account, Form 735-9075 if your company has undergone a name change or a change in ownership.
- ✓ Power of Attorney if one needs to be added to your account.
- ✓ Proof of HVUT 2290.
- ✓ DEQ Certificate of Compliance.
- ✓ Oregon Commercial Registration Application Form for 2019 ONLY vehicle additions.
- ✓ List of vehicles that require an alternate assumed business name printing on their cab card or weight receipt.

Forms can be found at <http://www.oregon.gov/ODOT/MCT/Pages/FORMS.aspx> or contact MCTD at (503) 378-5849. Staff at this phone number are **NOT** able to answer renewal questions.

REMINDER: Each vehicle with a registration or tax declared weight over 80,000 pounds must have a Special Transportation Variance Permit. Contact one of the following authorized Third Party Agents to obtain and/or renew Annual Variance Permits:

A Work Safe Service 1696 Capitol St NE Salem OR 97301 (503) 391-9363	Clackamas County Motor Carrier Division 902 Abernethy Rd Oregon City OR 97045 (503) 650-3248	Oregon Trucking Associations 4005 SE Naef Rd Portland OR 97267 (888) 293-0005	Marion County Public Works Department 5155 Silverton Rd NE Salem OR 97305 (503) 584-7710	Lane County Transportation Permits 3050 N Delta Hwy Eugene OR 97408 (541) 382-6902
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