



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# AGREEMENT TO ISSUE OREGON TRIP PERMITS

ACCOUNT #

I (or the Company I represent) have read the requirements and procedures listed on the front and back of this form and hereby make application to: **(check one)**

- Become a General Trip Permit Agent**
                 
  **Become a Heavy Vehicle Trip Permit Agent**
                 
  **Become a Restricted Trip Permit Agent**
                 
  **Issue 10-Day Trip Permits**  
Pursuant to ORS 803.600(2)

As a person authorized to issue trip permits for the Oregon Department of Transportation, DMV Services, I agree to comply with all of the following:

1. To pay for all trip permits in advance.
2. To establish and maintain controls on permit forms received, in a manner designed to prevent their theft, misuse or issuance by unauthorized persons.
3. Not to lend, assign, transfer or otherwise allow other persons (other than representatives of the company I represent) to issue or use permits I purchase.
4. To comply with all applicable laws, rules, regulations and written instructions pertaining to the issuance, control and use of trip permits. **(See "Trip Permit Types" listed on the back of this form.)**
5. To void and not use any permit completed incorrectly or where information is otherwise altered.
6. To send DMV a copy of any trip permit **within seven (7) calendar days of the date the permit was issued or voided.**
7. Where a trip permit is issued or sent by electronic transmission of data, to send a copy of the transmitted document along with the DMV copy of the actual trip permit to DMV within five (5) calendar days of the date the permit is issued.
8. To return any unused trip permits to DMV upon request or upon termination of this agreement. I understand DMV will refund fees paid for any unused permit as long as the permit is unused (all copies of permits left in book).
9. To return any voided trip permit to Business Regulation Unit, 1905 Lana Ave NE, Salem OR, 97314 for a refund. Include all copies of the permit except the issuer's copy and an explanation of why the trip permit was voided. Refunds will not be issued if the adhesive strip has been removed or tape has been added to the window copy.

By signing below, I agree to all the provisions contained herein. I understand that if I do not comply with the provisions of this agreement, it may result in the cancellation of my authority to issue trip permits.

This agreement may be terminated by either party upon written notice. (ORS 803.600, OAR 735-034-0010)

Note: The person signing this agreement must be a person within the company authorized to enter into agreements, such as the owner or office manager.

COMPANY NAME (PLEASE PRINT)	BY
BUSINESS ADDRESS	POSITION
DATE	TELEPHONE

## Definitions of Trip Permit Agents

**“A General Trip Permit Agent”** is a person, agency, business, etc., who buys trip permits in advance for sale as a service to the general public. “A General Trip Permit Agent” may purchase light vehicle trip permits, registration weight permits, registered vehicle trip permits, and heavy motor vehicle and heavy trailer trip permits.

**“A Heavy Vehicle Trip Permit Agent”** is a person or business, etc., who buys trip permits in advance for use on their own vehicles or vehicles under their control. “A Heavy Vehicle Trip Permit Agent” may only purchase heavy motor vehicle, heavy trailer and registration weight trip permits.

**“A Restricted Trip Permit Agent”** is an out-of-state dealer who buys trip permits in advance for sale to customers whose vehicles will be titled and registered in Oregon. “A Restricted Trip Permit Agent” may only purchase dealer light vehicle trip permits and recreational vehicle trip permits. Such permits shall only be valid for 21 days (Form 306) and 10 days (Form 305).

## Trip Permit Types

**A Dealer Light Vehicle Trip Permit (DMV Form 306 or 306A)** may only be issued to vehicles that:

- (a) Weigh less than 10,001 pounds; and
- (b) Are not currently registered in Oregon; and
- (c) Are not fixed load vehicles.

**A Recreational Vehicle Trip Permit (DMV Form 305)** may only be issued to:

- (a) Campers, travel trailers and motor homes that are not currently licensed in Oregon; and
- (b) The purchaser (owner) of the RV and for no more than 10 days within a 12 month period; and
- (c) The purchaser (owner) of a motor home if proof of insurance is provided that meets all requirements by law.

**A Registered Weight Trip Permit (DMV Form 303)** may only be issued to vehicles that:

- (a) Are currently registered in Oregon; and
- (b) Will temporarily carry a weight that exceeds the registration weight.

**A Registered Vehicle Trip Permit (DMV Form 303B)** may only be issued to vehicles that:

- (a) Are currently registered in Oregon; and
- (b) Will temporarily operate for purposes not allowed by their registration.

**A Heavy Motor Vehicle Trip Permit (DMV Form 302)** may only be issued to:

- (1) Fixed load vehicles, regardless of weight, that:
  - (a) Are self-propelled; and
  - (b) Are not currently registered in Oregon, or
- (2) Motor Vehicles that:
  - (a) Are not currently registered in Oregon; and
  - (b) Have a registration weight of more than 10,000 pounds.

**A Heavy Trailer Trip Permit (Form 301)** may be issued to:

- (1) Fixed load vehicles, regardless of weight, that:
  - (a) Are not self-propelled; and
  - (b) Are not currently registered in Oregon, or
- (2) Trailers that:
  - (a) Are not currently registered in Oregon; and
  - (b) Are not granted reciprocity; and
  - (c) Have a loaded weight of more than 8,000 pounds.

**A Dealer / Tower Trip Permit (DMV Form 307 or 307A)** may be issued to:

Motor vehicles from which the dealer or tower has scraped the registration stickers in compliance with ORS 803.565 and ORS 803.600(2).