

2024 Oregon IRP Renewal

Oregon Department of Transportation
Commerce and Compliance Division

Apportioned Registration Unit 503-378-6643

Oregon Motor Carriers must keep their USDOT status up-to-date and in good standing with FMCSA or will not be allowed to renew until deficiencies are corrected.

Renew Online

Login to your [Oregon Trucking Online \(TOL\)](#) account and click on **Renewals 2024**.

- Online renewal is available from **early October through January 31, 2023**.
- Carriers with TOL access can pay their renewal billings online whether processed online or by CCD.
- If you do not have a login PIN, [sign up to renew quickly and conveniently](#) online!
- **Note:** Carriers with vehicle type TW or MT, Registrant Accounts (account numbers starting with 5), and vehicle amendments must submit the paper renewal to CCD.

Renew by Mail

Submit your renewal by November 30, 2023, to ensure timely processing.

- Use **blue or black ink and a yellow highlighter** to complete the renewal.
- Return your **completed** 2024 renewal to:
ODOT Commerce and Compliance Division
Commercial Registration Unit
455 Airport Road SE Building A
Salem, OR 97301

Renew In-Person by Appointment or Walk-In

Registration offices are open to the public (appointments will be given priority) Monday through Friday, 8 a.m. to 5 p.m.

Commerce and Compliance Salem Headquarters

455 Airport Road SE, Building A
Salem OR 97301
Phone: 503-378-6699
Fax: 503-378-5765

Portland Metro Office * New Location*

18277 Boones Ferry Road
Portland OR 97224
Phone: 971-673-5900
Fax: 971-673-5893

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

Thursday, November 23, 2023
Friday, November 24, 2023
Monday, December 25, 2023
Monday, January 1, 2024

Renewal Instructions

Fees must be paid before operating in 2024.

Submit your renewal by November 30, 2023, to ensure timely processing. Make sure your renewal is complete. **Incomplete renewals will be held unprocessed.**

Caution! Enforcement action may be taken against motor carriers who operate vehicle(s) **after January 1** without submitting renewal requirements and payment.

Page 1 — Account Information and Certification

- If There Has Been a Change in Ownership** (for example, an individual to a partnership)
If you have not already established a new Motor Carrier account, please submit an [Oregon Motor Carrier Account Application](#) (form 9075) or contact Registration Services at 503-378-5983. Ownership structural changes require a new Motor Carrier Account.
- Review / Update Address, Telephone Number and Contact Information**
Indicate corrections on the Renewal form or online.
- IFTA Renewal will be Included on the Billing (if this option is shown)**
 - Selecting **No** will generate a separate IFTA renewal form sent to you.
 - Selecting the **Close IFTA Account** box will discontinue your IFTA enrollment.
 - **If renewing IFTA with IRP review bulk fuel selection, correct if necessary.**
- Fill in the Name of Your Drug and Alcohol Testing Consortium (if requested)**
For additional information on testing requirements, call the CCD Safety Section at 503-378-6963.
- Sign Your Application**
If using a reporting agency to sign your Renewal, you must have a [Power of Attorney](#) (form 9654) on file with CCD or submit one with your Renewal.

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- Actual Miles Traveled during Reporting Period July 1, 2022, through June 30, 2023**
 - List all actual miles traveled in each jurisdiction for all vehicles that operated during the reporting period on this fleet. This includes vehicles that have been sold, vehicles out of service and vehicles moved to another fleet.
 - Total all actual miles.
- No Actual Miles Operated During Reporting Period**
 - Check indicated area.
 - Leave Miles column blank.
 - Oregon's Average Per-Vehicle Distance Chart will be used.
- IFTA Miles May Be Used to Report Miles During Reporting Period**
 - If account qualifies, Schedule B will indicate that IFTA miles may be used to report miles for the reporting period. Also included will be an IFTA miles page showing miles reported.
 - It should be reviewed and signed to certify information is correct and authorize using IFTA miles.

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Review Vehicle Information

- **Correct any information** that needs to be changed directly on the form. Remember that registration weights can only be decreased at renewal time.
- **Replacement plates** are available at no extra cost during renewal. Please note the request next to the desired vehicle if replacement is necessary.
- **To remove a vehicle** from your fleet, line through that vehicle and registration will expire December 31, 2023. If a deleted vehicle continues to operate in 2024, you will be responsible for all fees and penalties associated with its operation.
- **If you added a vehicle** to your fleet after renewals were printed, you may renew the vehicle by writing in the vehicle information, including the registration weight.
- **To add a new vehicle** for 2024 registration, obtain and complete a separate Schedule C form and submit with renewal.
- **Axles in Combination** greater than 5. Verify for each vehicle if the axles in combination is greater than 5 and notate yes or no.

Miscellaneous Information

Proof of Filing IRS Heavy Vehicle Use Tax (HVUT)

- **HVUT is required** for vehicles registered with a gross combined weight of 55,000 pounds or more. Send a **receipted** copy of [Schedule 1 – Heavy Vehicle Use Tax Return](#) (IRS form 2290) for the current tax period of July 1, 2023 through June 30, 2024.
- **If filing Tax Suspended**, a non-receipted copy of Schedule 1 will be accepted.
- **Previous owner’s HVUT is not acceptable.** If renewal is submitted within 60 days of purchase, you may submit a Bill of Sale in lieu of Schedule 1.
- **If receipted HVUT is not available.** A copy of the Schedule 1 and the front and back of the canceled check is acceptable.
- **For more information** on HVUT and how to file, go to the [IRS Trucking Tax Center website](#).

Forms and Manual

Registration forms referenced herein and the [Oregon Motor Carrier Registration and Tax Manual](#) are available on our [Forms and Tables web page](#).

Keep a copy of all documents for your record.

Detailed list of requirements is available on our [Recordkeeping web page](#).

DO NOT Send Payment with the Renewal.

You will receive a billing once your renewal has been processed. Please remit payment within 14 days of receipt.

DEQ Certificate of Compliance or Exemption Application

For more information, see instructions on back of [Diesel Retrofit Compliance Program Exemption \(form 9997\)](#).

Do You Need an Annual Variance Permits?

Each vehicle with a registration or tax declared weight over 80,000 pounds must have a Special Transportation Variance Permit. Call our Over-Dimension Permit Unit at 503-373-0000 or visit our [Over-Dimension web page](#) for more information.

Warning! In accordance with [ORS 826.027](#) and [OAR 740-200-0030](#), vehicles registered under the International Registration Plan (IRP) are not subject to refund. **Verify all information on billing before payment.**