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# **Nevada Only Vehicle Registration Manual**

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**MOTOR CARRIER DIVISION  
555 WRIGHT WAY  
CARSON CITY, NEVADA 89711-0600  
(775) 684-4711 FAX (775) 684-4619  
[www.dmvnv.com](http://www.dmvnv.com)**

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## Table of Contents

<b>Web Links:</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>5</b>
Motor Carrier Division Registration Offices .....	5
Exempt Vehicles .....	5
<b>1.0 Types of Operations</b> .....	<b>6</b>
For-Hire Carriers .....	6
Private Carriers .....	6
Owner-Operators.....	6
Insurance Requirements: .....	6
<b>2.0 Nevada Requirements</b> .....	<b>7</b>
Vehicle Title/Ownership.....	7
Emission Control Information .....	7
Sales Tax Information: .....	7
Federal Heavy Vehicle Use Tax (IRS FORM 2290) .....	7
Enforcement .....	8
<b>3.0 New Registrations</b> .....	<b>8</b>
<b>4.0 Payments</b> .....	<b>9</b>
Receiving Credentials .....	9
Installments .....	9
<b>5.0 Renewals</b> .....	<b>10</b>
Renewal Application .....	10
Corrections .....	10
Addition(s) .....	11
Deletion(s) .....	11
Submission of Renewal Application .....	11
To Add a Vehicle to a Fleet.....	11
Processing.....	12
To Delete a Vehicle from a Fleet.....	12
To Replace Vehicles - Fee Transfer .....	12
Nevada Refund Policy.....	12
Updating Vehicle Information .....	13
To Increase/Decrease Vehicle Weight.....	13
Replacement of Credentials .....	13
<b>6.0 Fees</b> .....	<b>14</b>
Registration Fees .....	14
Governmental Services Tax Rate Tables .....	14
<b>7.0 Temporary Registrations</b> .....	<b>14</b>
Temporary Vehicle Registration (TVR) .....	14
Commercial Trip Permit.....	14
Unladen Weight Permit (also known as a “Hunter’s Permit”).....	15
Oversize/Overweight Permit.....	15
Records Retention Period .....	15

Driver's Trip Records..... 15

**8.0 Nevada Commercial Online Registration System (NCORS) Renewal Instructions..... 16**

Nevada Only Vehicle Registration ..... 16

**Appendix A.....25**

Licensing Application: Schedule A .....25

Vehicle Application: Schedule B .....26

**Applications, Forms, and Documentation ..... 28**

Applications .....28

Forms .....28

Documentation .....28

Glossary .....30

## NOTE

The following words are used interchangeably in this manual:

- “IRP,” “Apportioned” Registration,
- “Applicant” or “Registrant” and
- “State,” “Jurisdiction” or “Province”
- 26,000 lbs. is equivalent to 11,793.401 kg.

Definitions are available in the “Glossary” section of this manual

## Web Links:

Nevada Department of Motor Vehicles – Motor Carrier Forms Link

<https://dmvnv.com/mcforms.htm>

Nevada Department of Motor Vehicles – Authorized Permit Vendors

<https://dmvnv.com/mcpermits.htm>

Nevada Department of Motor Vehicles  
Registration and Gov. Services Tax Rate Table

[https://dmvnv.com/pdfforms/mc\\_gst\\_2020.pdf](https://dmvnv.com/pdfforms/mc_gst_2020.pdf)

Nevada Revised Statutes (NRS):

<http://leg.state.nv.us/NRS/Index.cfm>

Nevada Administrative Code (NAC):

<http://leg.state.nv.us/NAC/CHAPTERS.HTM>

International Registration Plan, Inc. (IRP)

<http://www.irponline.org/>

International Fuel Tax Association INC.

<http://www.iftach.org/>

Internal Revenue Service (IRS)

<http://www.irs.gov/>

Unified Carrier Registrations (UCR)

<https://www.ucr.gov/>

Federal Motor Carrier Safety Administration

<https://www.fmcsa.dot.gov/registration/fmcsa-registration-website-updates>

Nevada Commercial Online Registration System (NCORS)

<https://dmvintrl.nv.gov/DMV/MC/NCORS/Default/Login.aspx>

Motor Carrier Online User Access Request

<https://dmvnv.com/pdfforms/mc106.pdf>

## Introduction

This manual explains how to obtain registration for trucks, tractors and other commercial vehicles based in Nevada.

The basic information needed to prepare applications is provided; however, the contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone 775-684-4711 option 1.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely. (Same day service is not always available).

Send all applications to:

**Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, Nevada 89711-0600**

<b>Motor Carrier Division Registration Offices</b>	
Open 8am - 5pm: Monday thru Friday	
<b>Carson City Office</b>	<b>Elko Office</b>
555 Wright Way	3920 E Idaho Street
Carson City, NV 89711	Elko, Nevada 89801
Telephone (775) 684-4711	
Fax (775) 684-4619	
<b>Sparks CDL Office</b>	<b>Las Vegas Office</b>
810 E Greg St	4110 Donovan Way
Sparks, Nevada 89431	North Las Vegas, Nevada 89030

## Exempt Vehicles

Nevada exempts the following vehicles from commercial registration; however, an alternative base registration plate must be obtained and displayed on:

- Government owned vehicles
- Recreational vehicles used for personal pleasure or travel by an individual or family
- Non-semi and full trailers

## 1.0 Types of Operations

### For-Hire Carriers

For-hire carriers are defined as any person who engages in the transportation of passengers or property by motor vehicle for compensation.

### Private Carriers

Private carriers are defined as a person, firm, or a corporation that uses its own trucks to transport its own freight.

### Owner-Operators

**Owner-operators** who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of registered fleets. The identification plates and cab card shall be the property of the **lessor** and may reflect both the owner-operator's name and that of the carrier as **lessee**.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of registered fleets. The identification plates and cab card shall be the property of the lessee.

### Insurance Requirements:

Acceptable Proof of Nevada Insurance:

A copy of the Nevada Evidence of Motor Vehicle Liability Insurance card issued by an insurance company authorized to do business in the State of Nevada, showing the **Vehicle Identification Number** (VIN) or "Fleet Insured" and the registrant's name.

Evidence of insurance for all motor vehicles being registered for the first time with the division may be in the form of:

- A card issued pursuant to NRS 690B.023
- A certificate of self-insurance issued by the Department
- A certificate of insurance approved by the Commissioner of Insurance
- Evidence of insurance may be presented on an electronic mobile device

**Note:** Please reference NRS 706.291 through NRS 706.306 in regards to specific Motor Carrier Insurance requirements and coverages.

**If the minimum amount of insurance required to be maintained pursuant to Title 49 of the Code of Federal Regulations is increased above the amount listed above, the**

**common or contract motor carrier of property or the private motor carrier shall, at all times, maintain insurance in an amount that is equal to or greater than the federally required minimum amount.**

## **2.0 Nevada Requirements**

### **Vehicle Title/Ownership**

Acceptable proofs of ownership are listed below:

- Nevada Dealer's Report of Sale
- Original title or Nevada title receipt
- Copy of front and back of Nevada or out-of-state title in the owner's name (if the title is not in the owner's name, the original title is required)
- Lease agreement
- Bank security agreement

### **Emission Control Information**

Nevada Revised Statute 445B.795 requires an Emission Control Inspection for all vehicles based in Washoe or Clark Counties that are gasoline powered regardless of weight and diesel powered weighing 14,000 lbs. or less. Vehicles within two years of their year of manufacture are exempt from an emission control inspection. An emission control inspection is required for gasoline-powered vehicles 1968 and newer.

If you have any questions regarding emission control inspections, please contact the Compliance Enforcement Division in Reno at (775) 684-3580 or in Las Vegas at (702) 486-4981.

### **Sales Tax Information:**

The Department will collect sales tax on any purchased new or used vehicle unless one of the following occurs:

- A Nevada Dealer's Report of Sale indicates tax paid
- Vehicle was registered to you in a state that charges sales tax for more than 90 days
- Proof of sales tax paid to an out-of-state dealer at a rate higher or equal to the amount that would have been paid in Nevada, based on the county rate where the vehicle is to be registered
- A lease document shows proof sales tax is paid in the lease
- Vehicle was purchased from a private party

### **Federal Heavy Vehicle Use Tax (IRS FORM 2290)**

The U.S. Internal Revenue Service requires all states to verify proof of payment or exemption from the Heavy Vehicle Use Tax before registering vehicles at 54,999 pounds

or more. Agricultural and special equipment are NOT exempt from this requirement. (This is based on information from the IRS website).

To register, renew, or increase the weight, which changes your tax category, you must submit a copy of your validated Schedule 1 (IRS Form 2290) for the period of July 1 through June 30. A photocopy of this document is acceptable and will be kept by the Motor Carrier Division.

Acceptable proofs of IRS Heavy Vehicle Use Tax are listed below:

- Copy of the receipted Schedule 1 from IRS Form 2290
- Copy of the Schedule 1 from the IRS Form 2290 and copies of your certified check payment or both sides of your cancelled check
- Copy of a bill of sale if the purchase date is not over 60 days from the application date

**YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE REQUIRED PROOF OF PAYMENT OR EXEMPTION FROM THE HEAVY VEHICLE USE TAX.**

If you have any questions about the Heavy Vehicle Use Tax, contact a local Internal Revenue Service office or visit their website. **(See link on page four).**

## **Enforcement**

Enforcement representatives look at the cab card for verification that vehicles are properly registered. The cab card may be carried either in the vehicle or an electronic copy made available at all times. Cab cards may not be altered in any way.

Commercial vehicles not displaying a current registration plate, cab card, a valid trip permit or temporary vehicle registration are in violation, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

## **3.0 New Registrations**

In order for a new applicant to obtain Nevada registration, the following forms and documentation must be submitted, completed in full:

- **Motor Carrier Vehicle Registration Application Checklist**
- **Proof of Ownership**
- **Vehicle Inspection Certificate (VIN Inspection)** – If applicable
- **Proof of Sales Tax** – If applicable
- **Licensing Application** – Schedule A
- **Vehicle Application** – Schedule B
- **Proof of USDOT Number**
- **Heavy Highway Vehicle Usage Tax Form 2290** – If applicable
- **SMOG Check** – If applicable
- **Copy of License issued by the Secretary of State**
- **Proof of FEIN**

- **Proof of Nevada Insurance**
- **Registrant / Taxpayer Responsibilities**
- **Farmer / Rancher Affidavit** – If applicable
- **Power of Attorney** – If applicable
- **Weight Slip from certified public weighmaster**– If applicable
- **Lease Agreements** – If applicable
- **Motor Carrier Online User Access Request**– Required document to obtain access to the Nevada Commercial Online Registration System for online renewals through the Web.

## 4.0 Payments

After your application is processed you will be sent an invoice. The total amount due is shown on the invoice. Payment can be remitted in person at any Motor Carrier Office\*, or mail, or by fax. In order to remit payment via fax, a Payment Authorization Form must be completed. This form is available on the Nevada DMV website. **(See link on page four)**. If submitting payment via mail, please use the following mailing address:

**Department of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, NV 89711**

**\*Note: The Carson City Motor Carrier Office is appointment only.**

Please make checks payable to: **“Department of Motor Vehicles.” All payments should include the invoice or payment coupon in order to expedite service.**

**Do not remit payment with any applications.** Once the application(s) have been processed, an invoice referencing the balance due will be sent to the registrant.

## Receiving Credentials

Your new cab card and plates (if applicable) will be sent to you upon receipt of your payment.

## Installments

Nevada Revised Statute 482.482.2 allows you to make installment payments at time of renewal on power units over 26,000 pounds. **If you make installment payments, you are legally responsible for the subsequent payments due on or before the due date.** Payment is required unless the vehicle has been deleted and the plates have been returned to the Motor Carrier Offices for adjustment of the bill. If you do not pay an installment timely, penalty and interest will be added and you may be subject to possible

sanctions, including but not limited to: suspension of registration, payment of the remaining balance due, the denial of installment payments on future renewals, and administrative fines. Subsequent supplements are required to be paid in full.

**It is the carrier's responsibility to submit payment timely. The Department does not send out courtesy installment invoices. All carriers must maintain a personal record of when installment payments are required. Nevada has no grace period.**

## 5.0 Renewals

During your renewal cycle, you will be sent a computer generated renewal application for each fleet and account number registered in your name. You are responsible for your renewal being submitted by the due date regardless of whether or not you received your renewal application.

### Renewal Application

The renewal application will contain the following documentation:

- **Fleet information:** This page will reference your account information (Account Number, Federal Employer Identification Number (FEIN), US DOT number, Account Name, mailing address, physical address, and contact information).
- **Vehicle information:** This section references the vehicle information for the units that are registered in the fleet (unit number, VIN, year, make, model, etc.)
- **Registrant / Taxpayer Responsibilities**

**UPON RECEIPT OF THE RENEWAL APPLICATION,  
REVIEW ALL INFORMATION FOR ACCURACY.**

**IT IS ESSENTIAL AND YOUR RESPONSIBILITY THAT YOU REVIEW THE APPLICATION FOR ACCURACY OR OMISSION OF PERTINENT INFORMATION. FAILURE TO REPORT OR INCLUDE FACTUAL DATA COULD RESULT IN PROCESSING DELAYS, ASSESSMENT OF INCORRECT FEES, SUSPENSION OR CANCELATION OF YOUR REGISTRATION.**

### Corrections

Updates or corrections to any information will be completed by drawing a single line through the invalid information and printing the correct information next to the correction.

If any vehicle information has changed, a "C" must be printed next to the vehicle information on the renewal.

If the vehicle ownership has changed, a "C" must be printed next to the vehicle information on the renewal, the information must be corrected and a copy of the title must be submitted with the renewal documentation.

**Note:** Pursuant to NRS 482.245 the name of the registered owner on the title must match that of the registered owner on the certificate of registration.

### **Addition(s)**

Vehicles that were added after the renewal print date will not be listed on the computer generated renewal application and must be listed on a Vehicle Application –Schedule B.

### **Deletion(s)**

Deletions of any vehicles that are no longer in your fleet can be completed by printing a “D” for delete next to the information and drawing a single line through the vehicle information. This applies to all units being deleted from the fleet. For any units not listed on the renewal, you will need to write the vehicle information on the renewal documents and mark the unit with a “D” for delete. **Credentials for vehicles being deleted from a renewal must be surrendered to a Motor Carrier office no later than 10 days after they expire in order to avoid additional billing.**

### **Submission of Renewal Application**

The Renewal Application must be completed in full with all supporting documents and returned to the Motor Carrier Division. If any units are registered at a **Gross Vehicle Weight (GVW) greater than 54,999 pounds** proof of IRS Heavy Vehicle Use Tax payment (Form 2290) must be submitted. A **Power of Attorney** must be on file if any party other than the registrant is acting on the registrant’s behalf. Renewal applications can be submitted in person at any Motor Carrier Office if less than 25 vehicles. Fleets larger than 25 vehicle must be submitted to the Carson City Motor Carrier Office for processing either by fax, mail or email.

**Nevada has no grace period for payments or renewal documents.** Renewal documents, tax returns, and payments must be submitted on or before the due date **regardless** of any maintenance to the system rendering the system unavailable.

**Note: For Online Renewal Instructions, see Chapter 8.**

**IF YOUR ACCOUNT IS DELINQUENT YOUR CREDENTIALS AND/OR APPLICATIONS WILL NOT BE PROCESSED.**

### **To Add a Vehicle to a Fleet**

A vehicle may be added to an existing fleet anytime during the **registration year**.

The following documentation will be required to add a vehicle to an existing fleet:

- **Vehicle Application** – Schedule B
- **Proof of Ownership**
- **Vehicle Inspection Certificate (VIN Inspection)** – If applicable
- **Proof of Sales Tax** – If applicable

- **Heavy Highway Vehicle Usage Tax Form 2290** – If applicable
- **SMOG Check** – If applicable
- **Proof of Nevada Insurance**

Applications (Schedule B) are available at any Motor Carrier Office or via the internet. (See link on page four).

## Processing

Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be mailed to the registrant.

## To Delete a Vehicle from a Fleet

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle from an existing fleet, a Credential Return Receipt must be completed in full and submitted with license plates for the referenced vehicle. Both license plates for a power unit must be surrendered to the Motor Carrier Division.

**Note:** Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund possibility.

## To Replace Vehicles - Fee Transfer

Vehicles may be added or removed from an existing fleet anytime during the registration year. In order to apply the credit from a deletion of one vehicle to the addition of another vehicle, the deletion and addition must be provided on the same Vehicle Application – Schedule B.

**Note:** No credit or refund is given on any trailers.

Credit can only be applied when deleting a power unit and adding an additional power unit within the **same day**.

**Note:** Keep accurate records of submission of such documents and any correspondence, as the absence of such may affect any credit or refund possibility.

## Nevada Refund Policy

Nevada will refund unused Nevada fees in the amount of \$5.00 or more for all vehicles deleted from a fleet, with a GVW of 26,001 pounds or greater.

The following documentation will be required when applying for a refund

- Credential Return Receipt; check the box marked “refund”
- Plates must be surrendered to the Motor Carrier Division

**Note:** In order to obtain a refund the Motor Carrier Account cannot be in a delinquent status.

## Updating Vehicle Information

In order to update any vehicle information, a Vehicle Application – Schedule B must be completed in full and submitted to the Motor Carrier Division.

## To Increase/Decrease Vehicle Weight

A change to vehicle weight may be made anytime during the registration year. If the GVW is increased, you will be billed for any difference in registration fees. Weight decreases can occur only in specified circumstances; for more information, contact the Motor Carrier Division.

To increase the weight of a vehicle or fleet of vehicles, the following documentation must be completed in full and submitted to the Motor Carrier Division:

- **Vehicle Application – Schedule B**
  - This form must be completed to indicate the increase in weight for the referenced vehicle(s).
  - **Heavy Highway Vehicle Usage Tax Form 2290** – If applicable
  - This form is required if the increase in weight results in any vehicle(s) weighing 54,999 pounds or greater.

**Note:** Over dimensional vehicles may require the purchase of an oversize permit, contact the applicable jurisdictions.

## Replacement of Credentials

In order to obtain replacement credentials, a Lost, Stolen, or Mutilated License Plate Affidavit must be completed in full and submitted to the Motor Carrier Division with the applicable fees.

### Replacement credential fees

Credential Type	Credential Fee
Replacement cab card/decal	\$5.00
Replacement license plate	\$2.75 Trailers require 1 replacement plate
	\$2.75 Power Units require 2 replacement plates

## 6.0 Fees

All Nevada-based vehicles are subject to yearly registration fees.

### Registration Fees

Payment for registration fees must be received prior to issuance of credentials. Applications received without payment will be processed, fees will be calculated, and an invoice will be generated and forwarded to the registrant. Upon receipt of payment, credentials will be issued. The most recent version of the Nevada weight fees is available on the DMV website. **(See link on page four).**

**Additional Fees Table**

Fee Type	Fee Amount
Replacement cab card	\$5.00
New License plate or Replacement license Plate	\$2.25 Trailers require 1 replacement plate
	\$5.00 Power Units require 2 replacement plates
VIN Inspection	\$1.00

### Governmental Services Tax Rate Tables

The most recent version of the Governmental Services Tax Rate Table is available on the DMV website. **(See link on page four).**

Governmental Services Tax fees for motor vehicles with a declared GVW in excess of 26,000 pounds, added after the beginning of the registration year are reduced by one twelfth for each month which has elapsed from the beginning of the registration year.

## 7.0 Temporary Registrations

### Temporary Vehicle Registration (TVR)

Temporary authorizations (temporary authority) are available if for some reason the plate, and cab card cannot be issued. Temporaries will not be issued for vehicles being renewed. The temporaries are valid for 30 days and invoices must be paid to ensure credentials can be processed and sent/received before the temporaries expire. The Motor Carrier Division will not issue any extensions on temporaries.

### Commercial Trip Permit

You may be required to have a trip permit before entering a jurisdiction. Contact those jurisdictions for more information.

## Unladen Weight Permit (also known as a “Hunter’s Permit”)

An unladen weight permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job.

The unladen weight permit is valid for vehicles operating at unladen weight only, and is non-transferable.

The Nevada unladen weight permit is valid for 15 days at a cost of \$10.00. The unladen weight permit is valid for the power unit or power unit and trailer (unladen). Vehicles over 26,000 lbs. will also need to obtain a temporary pass for weight-mile tax purposes and/or a fuel trip permit.

**Note:** Copies of all trip permits obtained for operations by prorated vehicles must be available on file.

## Oversize/Overweight Permit

Any vehicle, combination of vehicles, or load whose size or weight is not provided for in Nevada laws must have an oversize or overweight permit. These special transportation permits may be obtained from the Motor Carrier Division.

- Required for combinations of vehicles over 70’ and reducible load vehicles operating between 80,001 and 129,000 lbs.
- A \$10.00 processing fee per over length permit is required or a fee of \$60.00 per thousand pounds in excess of 80,000 lbs.

**Note:** For vehicles exceeding the above requirements, you must contact the Nevada Department of Transportation (NDOT), 1263 South Stewart Street, Room 201, Carson City, NV 89712, (775) 888-7410.

## Records Retention Period

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. These records must be kept for four years after the close of the registration year.

## Driver’s Trip Records

Driver’s trip records may be required to be kept. If a vehicle is being included on an MC-45 Special Fuel Tax Refund Request or Gasoline Tax Refund Request Form, please refer to record keeping requirements as found in the MC-45 instructions.

## 8.0 Nevada Commercial Online Registration System (NCORS) Renewal Instructions

### Nevada Only Vehicle Registration

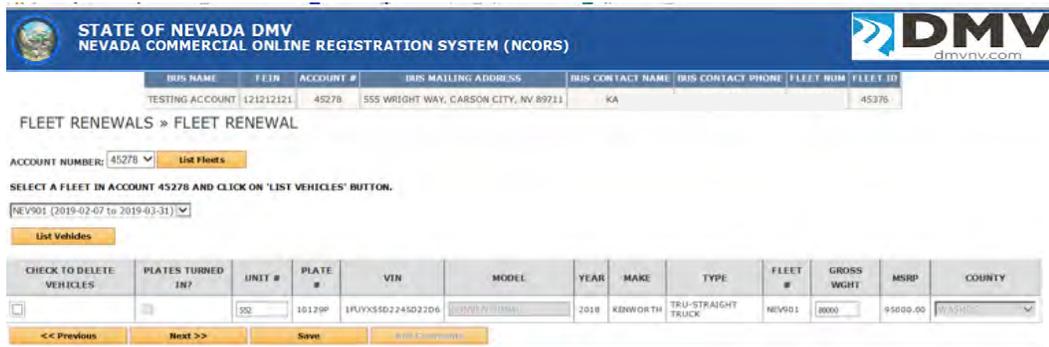
**Step 1.** Enter NEV user login ID and password assigned by DMV, click submit.

**Step 2.** Click on Fleet Renewals box.

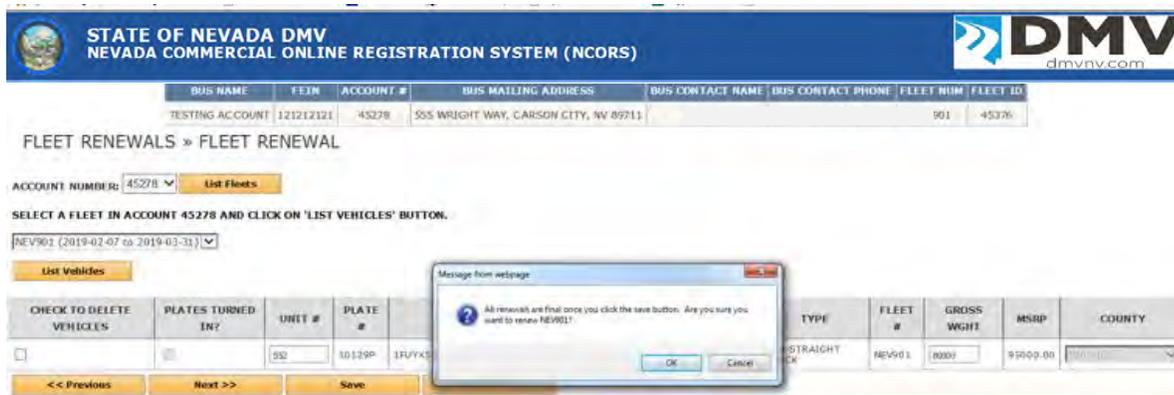
**Step 3.** Click on List Fleets. Fleets eligible to be renewed are listed in the fleet dropdown menu.

BUS NAME	FEIN	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE
TESTING ACCOUNT	121212121	45278	555 WRIGHT WAY, CARSON CITY, NV		6844711

**Step 4.** Select a Fleet from the dropdown menu and select List Vehicles. The system displays active vehicles in the fleet.



**Step 5.** In this screen, the user can make changes to delete vehicles, unit numbers and/or gross weight. If you are changing the unit number and/or gross weight, change in each corresponding box. Click, Save and Next. A pop-up window will display a message “All renewals are final once you click the save button.” Click OK, Next.



If you are deleting a vehicle, click in the box next to the vehicle and select, Next. A pop-up window will display a message “You are about to delete a vehicle from the fleet, please confirm by selecting an option” Cancel or Delete Vehicle! Click, Delete Vehicles box, Save and Next.



If you are not deleting a vehicle, the Weight Screen is next.

**Step 6.** Weight Screen is displayed. No changes are allowed in this screen. Click, Next.

**Note:** If you are increasing the weight up to 80,000lbs., go back to Step 5.

**Step 7.** SMOG information screen is displayed. No changes are allowed in this screen. Click, Next.

**Step 8.** Electronic Signature page is displayed. Read Signature Certification document and click, OK to proceed. If the Cancel option is selected, it will leave the transaction in pending status.

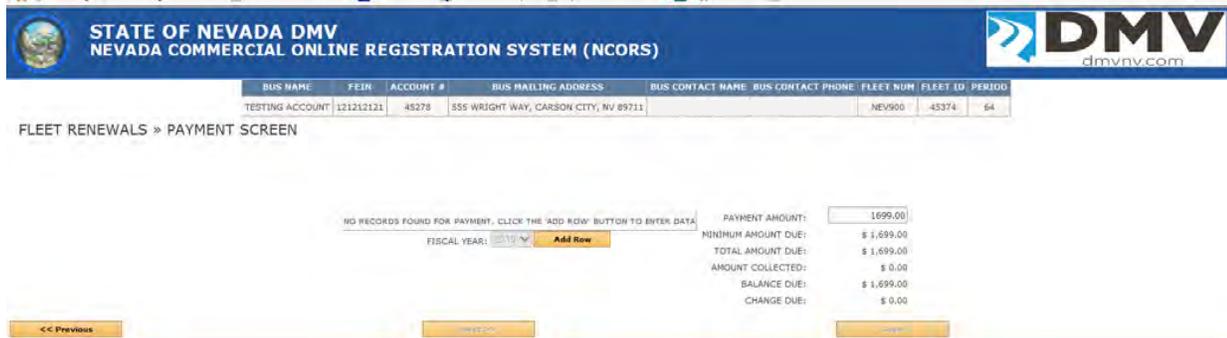
**Step 9.** Invoice Summary screen is displayed. The system calculates the fees due based on fleet, vehicle information, and eligible plates to be reissued. At the bottom of the screen, user has the ability to click on Print Invoice Detail for their records before selecting either Pay Now or Pay Later. If the **Pay Later** option is chosen, the transaction will be put into pending status. **Print the Invoice Summary for verification.**

**Step 10.** In the same screen as above, the user has the option to Pay Now or Pay Later. If the **Pay Later** option is selected, transaction is placed in pending status. The screen will display “Your Transaction is Complete. Thank you”...user has the option of sending in payment or resuming the transaction at a later date.

**Note: The transaction will remain in pending status. If the transaction is not paid in the month the invoice is generated, invoice amounts can change.**

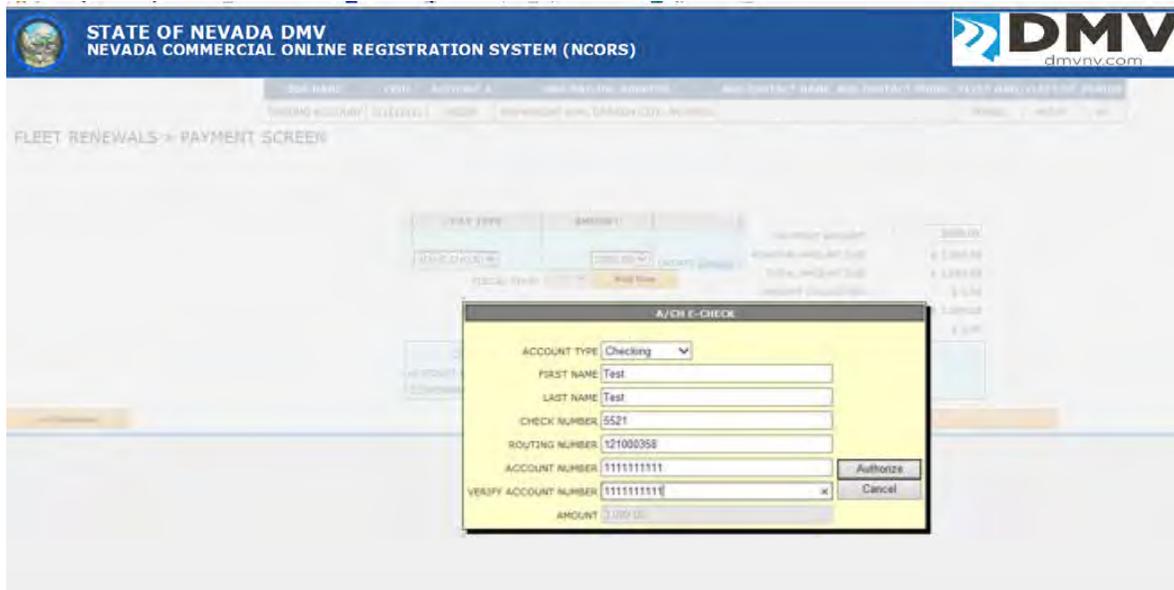
If the **Pay Now** option is selected, the system opens the Payment Screen.

**Step 11.** Click on Add Row. A payment row is entered for Pay Type.



**Step 12.** In this screen, the user selects Pay type from the payment dropdown, which is either ACH debit (E-check) or Credit Card. **ACH/E-check payment** allows for installment payment or total amount due. **Credit card** option only allows an amount under \$10,000.00. Only one type of payment is allowed.

**For ACH/E-check payment:** In this screen, user fills in the banking information. The payment amount auto fills. Click, Authorize.



The system generates a Transaction Record PDF in a new internet tab which may be printed. Close the Transaction Record internet tab.

**DEPARTMENT OF MOTOR VEHICLES**  
**Motor Carrier Division**  
**NCORS**  
**A/CH E-Check Transaction Record**

**THIS IS ONLY A SAMPLE**      **THIS IS ONLY A SAMPLE**  
 Branch: VIRTUAL WEB  
 Technician: 2508  
 Date / Time: 2/6/2019 11:37:42

Super Tran ID: 126804045  
**THIS IS ONLY A SAMPLE**      **THIS IS ONLY A SAMPLE**  
 Transaction Type: FLEET RENEWALS  
 Account Number / Fleet: 45278 / IRP002  
 Name on Account: Test Test  
 Payment Type: Checking  
 Amount: \$3,089.08  
 Confirmation Number: 5494818620106169603011  
**THIS IS ONLY A SAMPLE**      **THIS IS ONLY A SAMPLE**

The Payment Screen is displayed. Go to Step 13.



**STATE OF NEVADA DMV**  
 NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)



BUS NAME	FCSN	ACCOUNT #	BUS MAILING ADDRESS	BUS CONTACT NAME	BUS CONTACT PHONE	FLEET NUM	FLEET ID	PERIOD
TESTING ACCOUNT	122212121	45278	505 WRIGHT WAY, CARSON CITY, NV 89711			35900	45375	05

FLEET RENEWALS » PAYMENT SCREEN

PAY TYPE	AMOUNT	EDIT	DELETE
SELECT A/CH E-CHECK	3089.08		
197945	3,089.08		
FISCAL YEAR:	<input type="text" value=""/>	<a href="#">Add New</a>	

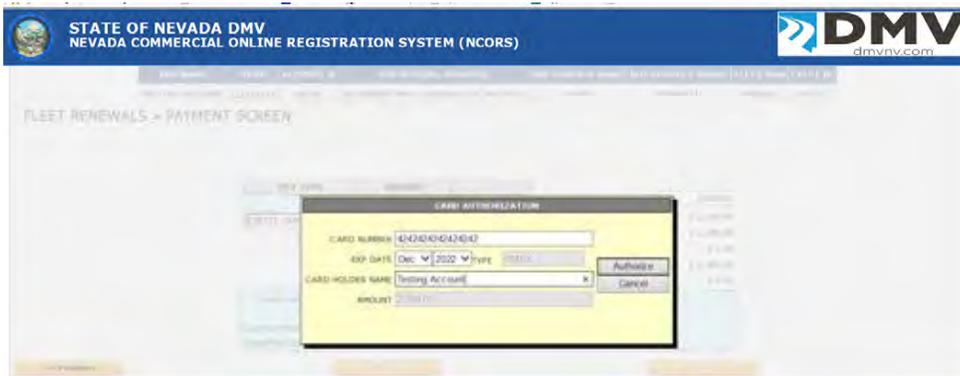
PAYMENT AMOUNT:	3089.08
MINIMUM AMOUNT DUE:	\$ 3,089.08
TOTAL AMOUNT DUE:	\$ 3,089.08
AMOUNT COLLECTED:	\$ 3,089.08
BALANCE DUE:	\$ 0.00
CHANGE DUE:	\$ 0.00

CHECK NUMBER: 5521  
 ACCOUNT HOLDER NAME: TEST TEST  
 CONFIRMATION NUMBER: 5494818620106169603011

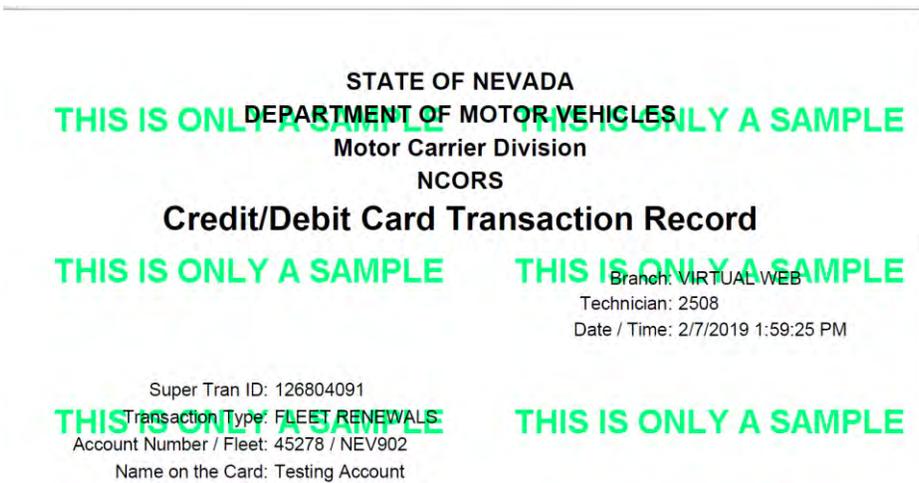
PAYMENT SUCCESSFUL. THE AMOUNT CHARGED IS \$3,089.08  
CONFIRMATION NUMBER: 5494818620106169603011

<< Previous
Next >>
Save

**For Credit Card payment:** In this screen, user fills in the credit card information. The payment amount auto fills. Click, Authorize.



The system generates a Transaction Record PDF in a new internet tab which may be printed. Close the Transaction Record internet tab.



The Payment Screen is displayed. Go to Step 13.



**Step 13.** The Payment Screen is displayed showing payment successful, the amount charged and a confirmation number. Click, Save.

STATE OF NEVADA DMV  
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

BUS NAME: TESTING ACCOUNT | FEIN: 121212121 | ACCOUNT #: 45278 | BUS MAILING ADDRESS: 555 WRIGHT WAY, CARSON CITY, NV 89711 | BUS CONTACT NAME: KALYN | BUS CONTACT PHONE: | FLEET NUM: 5377 | FLEET ID: 64

FLEET RENEWALS » PAYMENT SCREEN

PAY TYPE	AMOUNT		
SELECT CREDIT CARD	2,389.00	EDIT	DELETE
TOTAL	2,389.00		
FISCAL YEAR:		Add Row	

PAYMENT AMOUNT: 2,389.00  
 MINIMUM AMOUNT DUE: \$ 2,389.00  
 TOTAL AMOUNT DUE: \$ 2,389.00  
 AMOUNT COLLECTED: \$ 0.00  
 BALANCE DUE: \$ 0.00  
 CHANGE DUE: \$ 0.00

CARD HOLDER NAME: TESTING ACCOUNT  
 CARD TYPE: AMEX  
 CARD EXPIRATION DATE: 12/31/2022  
 CONFIRMATION NUMBER: 5495767635268067003012

PAYMENT SUCCESSFUL. THE AMOUNT CHARGED FROM THE CARD IS \$2,389.00  
 CONFIRMATION NUMBER: 5495767635268067003012

<< Previous      Save

**Step 14.** The Fleet Renewals Receipt screen is displayed. Click on View/Print Receipt.

STATE OF NEVADA DMV  
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

BUS NAME: TESTING ACCOUNT | FEIN: 121212121 | ACCOUNT #: 45278 | BUS MAILING ADDRESS: 555 WRIGHT WAY, CARSON CITY, NV 89711 | BUS CONTACT NAME: KALYN | BUS CONTACT PHONE: | FLEET NUM: 5377 | FLEET ID: 64 | PERIOD: 04

FLEET RENEWALS » RECEIPT

View/Print Receipt

<< Previous      Next >>

The system generates a Receipt PDF in a new internet tab which may be printed. Close the Receipt internet tab

STATE OF NEVADA  
DEPARTMENT OF MOTOR VEHICLES  
Motor Carrier Division  
**RECEIPT**

Per Nevada Revised Statute, if your payment to the Department is returned or dishonored by your financial institution, it may result in the suspension or cancellation of services received and the inability to conduct any future business with the Department until the outstanding amount is paid in full.

PRINTED BY: 8325      Print Date: 2/21/2019  
 TRAN EMP ID: 2508      Print Time: 11:29:33 AM  
 LOCATION: Virtual Web      Fiscal Year: 2019  
 Super Tran ID: 126804627

NEVADA ACCOUNT #: 45278 FLEET ID: 64      Contact Name & Phone: KALYN (775) 684-4711  
 TESTING ACCOUNT  
 555 WRIGHT WAY  
 CARSON CITY, NV 89711

The system takes you back to the Fleet Renewals>>Receipt screen. Click, Next.

STATE OF NEVADA DMV  
NEVADA COMMERCIAL ONLINE REGISTRATION SYSTEM (NCORS)

BUS NAME: TESTING ACCOUNT | FEIN: 121212121 | ACCOUNT #: 45278 | BUS MAILING ADDRESS: 555 WRIGHT WAY, CARSON CITY, NV 89711 | BUS CONTACT NAME: KALYN | BUS CONTACT PHONE: | FLEET NUM: 5377 | FLEET ID: 64 | PERIOD: 04

FLEET RENEWALS » RECEIPT

View/Print Receipt

<< Previous      Next >>



## Appendix A

Applications are available at any Motor Carrier Office or via the dmvnv website. **(See link on page four).**

**Note:** Applications are processed in the order in which they are received. Once an application has been processed, a billing invoice billing will be mailed to the registrant.

### Licensing Application: Schedule A

The following information must be completed on this application:

SECTION A: LICENSING INFORMATION	
<b>Company Name</b>	Enter the company's full legal name
<b>Secretary of State - Business License Number</b>	Enter license number if company is an LLC or INC
<b>Federal DOT Number</b>	Enter company's US DOT Number. A Federal DOT # is required by all motor vehicles in excess of 10,000 lbs. traveling in interstate operations.
<b>DBA</b>	Enter company's DBA, if applicable
<b>Enter company's FEIN</b>	Enter company's FEIN
<b>Principal's Address</b>	Enter the Principal of the company's address
<b>Indicate Types of Licensing Required</b>	Check appropriate boxes
<b>Indicate Types of Operation</b>	Check appropriate box
<b>Indicate Type of Application</b>	Check appropriate box
<b>Payment Option for Original or Renewal Only</b>	Check appropriate box - Not available for first time registrants

Section B: General Information	
<b>Physical Address</b>	Enter the physical address of the company
<b>Mailing Address</b>	Enter the Mailing address for the company
<b>Contact/Principals Full Legal Name and Title</b>	Enter the contact/principals name and title
<b>Contact/Principal's Address</b>	Enter the contact/principal's address

<b>Section B: General Information</b>	
<b>Contact/Principal's Driver's License Number</b>	Enter the contact/principal's Driver's License Number (a copy of the Driver's License must be submitted)
<b>Contact/Principal's Email Address</b>	Enter the contact/principal's email address
<b>Contact/Principal's Telephone and Fax Numbers</b>	Enter the contact/principal's telephone and fax numbers

<b>SECTION C: ADDITIONAL INFORMATION</b>	
<b>Question 1.</b>	Check appropriate box and complete additional information if required
<b>Question 2.</b>	Enter physical address where records are located
<b>Question 3.</b>	Enter all owners, partners, and/or corporate officers and their titles
<b>Question 4.</b>	Check the appropriate box and complete additional information if required
<b>Question 5.</b>	Check the appropriate box and complete additional information if required
<b>Question 6.</b>	Check appropriate box or boxes
<b>Question 7.</b>	Check the appropriate box and complete additional information if required
<b>Question 8.</b>	Enter Licensing Agent/Reporting Service information, if applicable
<b>Read the declaration at the bottom of the form</b>	
<b>Print Full Legal Name, Signature, Date, Telephone Number, and E-mail address section of the form</b>	

## Vehicle Application: Schedule B

The following information must be completed on this application:

<b>COMPLETE THE CARRIER INFORMATION SECTION OF THIS FORM</b>	
<b>Column 1. TRANS CODE</b>	Enter the code applicable from the table on the top of the page. (Give a change or deleted reason: lost plate, adding state(s), vehicle no longer in service, etc.)
<b>Column 2. NEVADA COUNTY</b>	Enter the county where the vehicle is based
<b>Column 3. PLATE NUMBER</b>	Enter the previous plate number issued to the vehicle, if applicable

<b>COMPLETE THE CARRIER INFORMATION SECTION OF THIS FORM</b>	
<b>Column 4. OPERATORS Vehicle or UNIT NUMBER</b>	Enter the unit or identification number assigned to the vehicle by the registrant
<b>Column 5. YEAR and MAKE</b>	Enter the Year and Make of the Vehicle
<b>Column 6. SERIAL NUMBER or VIN</b>	Enter the <i>Serial Number</i> or the VIN of the vehicle
<b>Column 7. VEHICLE TYPE</b>	Enter the vehicle code applicable from the table on the top of the page.
<b>Column 8. FUEL TYPE</b>	Enter the fuel code applicable from the table on the top of the page.
<b>Column 9. NUMBER OF AXLES/SEATS</b>	Enter the number of axles the vehicle has; If vehicle is a bus, enter the number of seats
<b>Column 10. NUMBER OF COMBINED AXLES</b>	Enter the number of combined axles the vehicle has
<b>Column 11. UNLADEN WEIGHT</b>	Enter the vehicles unladen weight
<b>Column 12. COMBINED DECLARED GROSS WEIGHT</b>	Enter the vehicles combined declared gross weight
<b>Column 13. ACTUAL PURCHASE PRICE</b>	Enter the vehicles actual purchase price
<b>Column 14. NEVADA COUNTY</b>	Enter the vehicles Original purchase price or the <i>factory price</i>
<b>Column 15. PURCHASE DATE</b>	Enter the date of purchase for the vehicle
<b>Column 16. LEASE DATE</b>	Enter the Lease date, if applicable
<b>Column 17. LESSOR</b>	Enter the name of the Lessor, if applicable
<b>Column 18. STATE TITLED</b>	Enter the state in which the vehicle currently is titled
<b>Print Full Legal Name, Signature, Date, Telephone Number, and E-mail address section of the form</b>	

## Applications, Forms, and Documentation

### Applications

- **Motor Carrier Vehicle Registration Application Checklist** – Sections A and B should be completed for IRP registration.
- **Licensing Application** – Schedule A
- **Vehicle Application** – Schedule B
- **Mileage and Weight Application** – Schedule C

### Forms

- **Vehicle Inspection Certificate (VIN Inspection)** – If the vehicle has never been registered or titled in the State of Nevada, a VIN Inspection is required and must be done using the Nevada VIN Inspection Certificate Form. Any member of law enforcement can perform this inspection.
- **Average Per Vehicle Distance Chart (APVD)** – If registrant does not have reported mileage for the jurisdictions desired for registration for the 3rd & 4th quarters of the tax reporting period of the previous year AND 1st & 2nd quarters of the tax reporting period of the current year, the registrant must report distance for every jurisdiction by using the Average Per Vehicle Distance (APVD) Chart.
- **Heavy Highway Vehicle Usage Tax Form 2290** – This is an annual tax that is paid to the IRS for any vehicles that have a gross vehicle weight (GVW) of 55,000 LBS or more. We will need to see a copy of this form once it has been stamped “Received” by the IRS.
- **Registrant / Taxpayer Responsibilities** – This form is used to briefly explain the way the registrant is to maintain records and fuel logs. This form must be read and any additional required information must be completed.
- **IRP Registration Certification** – If registrant answers any of the questions with a “no”, a brief explanation must be supplied on the provided lines.
- **Farmer / Rancher Affidavit** – This form is needed if the registrant is registering Farmer / Rancher. The original form must be returned to the department; it does need to be notarized.
- **Power of Attorney** – If any party other than registrant is acting on behalf of the registrant.

### Documentation

- **Proof of Ownership** – Title (if not yet in the name of registrant) or copy of title – front and back (if already in the name of registrant)
- **Proof of Sales Tax** – If title is not yet in the name of registrant and the vehicle was purchased through a dealer, the department will collect sales tax. If sales tax has already been collected, then proof of the sales tax collection or proof of the previous

out of state registration, which was valid for more than 90 days, must be submitted. If your vehicle was purchased “private party”, this will not apply.

- **Proof of Residency** – The IRP requires registrants to provide, to the satisfaction of the jurisdiction, proof of residency. Nevada requires 3 acceptable proofs. Examples of acceptable proof of residency: property lease agreement, gas bill, power bill, phone bill (land line), and copy of property tax return. It is important that the name on these documents match the name that the registrant is going to use to open the account. Also, these items must list the PHYSICAL address, not the mailing address (PO Boxes are not accepted as a form of physical address).
- **Proof of USDOT Number** – All interstate operators of vehicles with a gross vehicle weight in excess of 10,000 lbs. must have a US DOT number and report that number to the Motor Carrier Division. The application to obtain a USDOT number can be found on their website. **(See link on page four)**. The Federal Motor Carrier Safety Administration (FMCSA) is responsible for this application process and contact information can be found on their web page.
- **SMOG Check** – SMOG checks are required in Clark County and Washoe County for all gasoline powered vehicles (new vehicles on their third registration; first and second registrations are exempted) and diesel vehicles that have a gross vehicle weight (GVW) of 14,000 lbs. and lower.
- **Secretary of State Listing** – If registrant is a Corporation or LLC, a copy of the Incorporation papers given to the registrant from the Secretary of the State.
- **Proof of FEIN** – A copy of the letter from the IRS that lists the registrant’s FEIN (Federal Employer Identification Number).
- **Proof of Nevada Insurance** – A copy of the insurance card that the registrant keeps inside the vehicle. The insurance card must say Nevada.
- **Weight Slip from CERTIFIED PUBLIC WEIGHMASTER** – This is needed if registrant is registering **Farmer / Rancher**. As a Farmer / Rancher, the registration fees will be based on the **unladen weight** of the unit as opposed to the gross weight. The registrant will need to take the empty truck and heaviest trailer, also empty, to a Certified Public Weighmaster to get weighed. Registrant will want to leave the trailer attached to the truck when it gets weighed. Registrant will then be given a weight slip that must be submitted with all other documents.
- **UCR Registration (Unified Carrier Registration)** – Registrant must partake in the UCR Registration if they wish to run their vehicle Interstate. Nevada is a non-participant, in the sense that, Nevada does not collect the fees for this registration therefor; the registrant must register with a participating state that borders Nevada, such as Utah or California. Failure to obtain UCR Registration can result in large penalties. For more information regarding the Unified Carrier Registration, visit their website. **See link on page four**).
- **Lease Agreements** – If the registrant wishes to lease a vehicle to a company, all of the same documentation as listed above will be required. In addition, the division will need to see a copy of the lease agreement which will state the terms and responsibilities of the Lessee and Lessor. Example: Who will be responsible for the registration, tax

returns, etc.? The important thing to remember is that all of the names on all of the documents MUST match.

- If registrant chooses to register the vehicle in their own name, the registrant MUST reside in the State of Nevada and must have their own FEIN. The lease agreement must address the US DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable).
- If registrant wishes to register the vehicle under the company's name that the registrant is leasing to, they MUST have a physical place of business in the State of Nevada and the registrant would need to register using their DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable). If the company the registrant is leasing to DOES NOT have a physical place of business in the State of Nevada, and wishes to register the vehicle using their Name, DOT Number, MC Number, FEIN, UCR Registration, and 2290 (if applicable), registrant MUST register the vehicle in the state in which the company HAS a physical place of business. This is per the rules of the International Registration Plan (IRP).

## Glossary

**Applicant:** Person, firm, or corporation in whose name or names an application is filed with a base jurisdiction to apportion a fleet of vehicles, also referenced as a registrant

**Audit:** A physical examination of a registrant's operational records, including source documentation to verify fleet distance and accuracy of a registrant's record keeping system for that fleet. The examination will be of the records maintained for a fleet during the respective preceding year. This does not preclude an audit of multiple fleets for multiple years. The purpose of the audit is to determine the proper total distance traveled and the percentage of distance traveled in each jurisdiction. These percentages equate to the proper registration fees owed by the registrant for a particular fleet or the registration fees owed to the registrant for a particular fleet

**Axle:** An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For the purposes of registration under the IRP, an "axle" is any such assembly whether or not it is load-bearing only part of the time. For example, a single-unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called "dummy," "drag," "tag," or "pusher" type axle

**Base Plate:** The plate issued by the Base Jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction.

**Bus (BS):** A motor vehicle designed to carry more than 10 passengers

**Cab Card:** A registration card issued by the base jurisdiction for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the

registrant, the base jurisdiction of the fleet, the plate number, the registered weight of the vehicle in each apportioned jurisdiction and carried in or on the identified vehicle.

**Carrier:** Individual, partnership, or corporation engaged in the business of transporting persons or property

**Chartered Party:** A group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary

**Combination of Vehicles:** A power unit used in combination with one or more trailers, semi-trailers, and/or auxiliary axles.

**Combined Gross Weight:** Total empty weight (unladen weight) of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles

**Commercial Vehicle:** Vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property

**Credentials:** The registration, plate, cab card, and decals issued to reflect the apportioned registration of a vehicle

**Dump Truck (DT):** A truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open

**Established Place of Business:** a physical structure located within the Base Jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational Records concerning the fleet shall be maintained at this physical structure. The Base Jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an Established Place of Business within the Base Jurisdiction

**Factory Price:** The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle

**Federal Heavy Vehicle Use Tax:** Tax paid to the US Federal government by all carriers with vehicles having a gross weight of 54,999 lbs/24,947 kg or more

**Fleet:** One or more vehicles registered for operation in the same jurisdictions

**Full Trailer:** Any commercial vehicle without motive power, supported by front and rear axles and pulled by a drawbar

**Gross Vehicle Weight:** The number of pounds derived by adding the weights on all the axles of a commercial vehicle

**Jurisdiction:** A country, state, province, territory, possession or federal district of a country

**Lease:** Written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time.

- Long term lease - a lease of 30 days and longer
- Short term lease - a lease of less than 30 days which is considered a "Rental" in Nevada

**Lessee:** Individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement

**Lessor:** Individual, partnership, or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation

**Mobile Home Toter (MT):** A motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles

**Operational Records:** Documents supporting the total distance traveled in each jurisdiction and total miles or kilometers traveled, such as Vehicle Trip Record(s), fuel reports, trip sheets and logs

**Owner:** Any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle

**Owner-Operator:** A person, firm or corporation leasing an apportioned motor vehicle with driver to a carrier. The base jurisdiction shall verify that a lease exists between the owner-operator and the carrier

**Permanent Trailer:** A full or Semi-trailer that is based out of Nevada with registration that is valid until ownership is transferred.

**Postmark:** Pursuant to NRS 366.370, a postmark is a valid cancellation mark stamped by the United States Postal Service or the postal service of any other country upon an envelope which is properly addressed to the department.

**Power Unit:** See bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter

**Private Carrier:** Individual, partnership, or corporation which utilizes its own trucks to transport its own freight

**Purchase Price:** Actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price

**Recreational Vehicle/Motor Home:** A motor vehicle used for personal pleasure or personal travel, not in connection with any commercial endeavor

**Registrant:** Person, firm, or corporation in whose name or names an application is filed with a base jurisdiction to apportion a fleet of vehicles, also referenced as applicant

**Registration Card:** A registration card issued by the base jurisdiction for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the registrant, the base jurisdiction of the fleet, the plate number, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered and carried in or on the identified vehicle. Also known as a cab card

**Registration Year:** The twelve month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction

**Reporting Period:** A period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration or license year for which apportioned registration is requested. In Nevada this period is July 1 through June 30

**Restricted Plate:** A registration plate that has time (less than a registration year), geographic area, distance, or commodity restrictions (farm, log, or dealer plate)

**Road Tractor (RT):** A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed

**Semi-trailer (ST):** Every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle.

**Serial Number:** Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration

**Service Representative:** One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

**Tractor (TR):** Motor vehicle designed and used to pull other vehicles, NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load

**Trip Permit:** A temporary permit issued by a jurisdiction in lieu of regular registration

**Truck (TK):** A motor vehicle designed and used for the transportation of property -- generally not designed and used to pull other vehicles

**Truck-Tractor (TT):** A motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and its load

**Unladen Weight (Tare Weight):** The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load

**Vehicle Identification Number:** Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.