

# TEXAS DEPARTMENT OF TRANSPORTATION

## How To Submit a Permit Application Over the Internet

The Internet allows you to submit a permit application, 24 hours a day, seven days a week. By using the Internet, you can avoid telephone hold time, filling out paper forms, and possible delays in receiving your permit.

### System Access Instructions


To access MCD's online permit application system, you first need a customer account number, login ID, and password. This requires 1 – 3 business hours to activate.

Step	Action
1	e-mail MCD at <a href="mailto:mcd-respond@dot.state.tx.us">mcd-respond@dot.state.tx.us</a>
2	Type "CPS Logon" in the subject line
3	In the body of your e-mail, include your company name, company address, customer account number (if known*), and your contact's name, telephone number, fax number, and e-mail address. Also, let us know if you prefer to be contacted by fax or by e-mail.
* If unknown, send the e-mail and add that you also need a customer account number.	

### Required Software

To access, view, and print permit application information, the following software is required.

 **Microsoft Internet Explorer® V6.0 or greater.** Free download available at <http://www.microsoft.com/windows/ie/default.htm>

 **Adobe Acrobat Reader® V6.0 or greater.** Free download available at <http://www.adobe.com/products/acrobat/readstep2.html>

### Logon Instructions

To reduce the time it takes to receive your permit, have required information readily available before logging on. See "Checklist" on page 2 of this document.

Step	Action
1	Go to: <a href="http://www.txdot.gov">www.txdot.gov</a>
2	On the top right corner of the TxDOT home page, type "motor carrier" in the search field and press "Enter"
3	On the "Search Results" page, below the heading, "Showing Results:" select the blue link "Motor Carrier" <b>Note:</b> This "Motor Carrier" page is MCD's main page. From this page you can navigate to all other motor carrier pages.
4	In the second paragraph, select the blue link "online permits (CPS)"
5	Enter login ID and password and select "ENTER SYSTEM"
6	Select "Permits" button, then "Create" and enter data as requested
7	After data is entered, write down the permit ID number for future reference
8	<b>IMPORTANT:</b> Select "Yes" or "No" to submit your application and complete the process

# TEXAS DEPARTMENT OF TRANSPORTATION

Page 2

(Continued) How To Submit a Permit Application Over the Internet

## For Questions

- E-mail questions or report technical problems to: [mcd-respond@dot.state.tx.us](mailto:mcd-respond@dot.state.tx.us)
- Or call 1-800/299-1700 (select options 1, 5, and 2)

## Checklist

Have the following required information readily available before logging on.

- Customer account number
- Current truck and trailer information including:
  - Year and make
  - Vehicle identification number (VIN)
  - License number and name of issuing state.
- Complete load description
- Load dimensions including:
  - Width (measured from the widest points including any safety devices.)
  - Height (measured from the ground to the highest point of the load.)
  - Length (including length of truck, trailer, and overhang)
  - Gross weight (when applicable: axle weights, axle spacings, tire size)
  - Overhang (exceeding 4-feet rear or 3-feet front).
- Routing including the most practical route that will accommodate the load from an exact point of origin to an exact point of destination on the state highway system.
- MCR number or UCR reference (USDOT or MC#) (place it in the routing field)
- Payment type: (Visa®, Master Card®, American Express®, Discover®), (\$1 service charge is applied to each credit card transaction.) pre-established escrow account, or FirstPay (PAC)
- Permit movement date

## Helpful Tips

**Retrieving your application.** If you did not select “Yes” or “No” before exiting the system, then your application was not submitted to MCD. To access your application and complete the application process follow the steps below.

**Note:** Changes may be made to an application only when the permit has not yet been issued.

Step	Action
1	Follow “Logon Instructions” steps 1-5 on page 1 of this document
2	Select the “Customer” button
3	Select “Queue”
4	Select the “Received Date” link
5	Continue where you left off
6	Write down the permit ID number for future reference
7	<b>IMPORTANT:</b> Select “Yes” or “No” to submit your application and complete the process.
8	If you choose to delete your application, select “Delete” button located in the column, then select “Click to Delete”

# TEXAS DEPARTMENT OF TRANSPORTATION

Page 3

*(Helpful Tips continued) How To Submit a Permit Application Over the Internet*

**Editing your application.** If you submitted an application and then notice that you have entered incorrect information or have left out information, follow the steps below.

**Note:** Changes may be made to an application only when the permit has not yet been issued.

Step	Action
1	Follow "Logon Instructions" steps 1-5 on page 1 of this document
2	Select "Customer" button
3	Select "Customer Queue"
4	Select the link "Receive Date"
5	Make changes to your information
6	Write down the permit ID number for future reference
7	<b>IMPORTANT:</b> Select "Yes" or "No" to submit your application and complete the process.
8	If you choose to delete your application, select "Delete" button located in the column, then select "Click to Delete"

**Printing your permit.** To print your permit after it has been issued, do the following:

Step	Action
1	Follow "Logon Instructions" steps 1-5 on page 1 of this document
2	Select "Permits" button, then "View"
3	Enter the permit #, or license #, or HUD #, or VIN, or permit ID #
4	Select "Search"
5	Select "Permit Number"
6	Print your permit