

Processing a request for a 30-Day IFTA Decal Permit

To process a request for a 30-day IFTA decal permit using the online MoDOT Carrier Express System, start by visiting:

<http://www.modot.org/mce>

30-Day IFTA decal permits are vehicle specific and issued to a Missouri vehicle in lieu of displaying the permanent IFTA annual decals.

1. Log into MoDOT Carrier Express System – if you are already logged in, proceed to step 2.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

Enter User ID and Password.
Click Log In.

If you have your user id but can't remember your password, click the **ORANGE** button and provide the requested information to receive a new password via email.

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6, 7 and 8.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- **General Information** about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuation on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

The Welcome Carrier page is displayed.

2. Choose **PERMITS** from the **APPLICATIONS** drop down menu.

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!

Account Name: **MISSOURI DEPARTMENT OF TRANSPORTATION** Customer ID: USDOT Number:

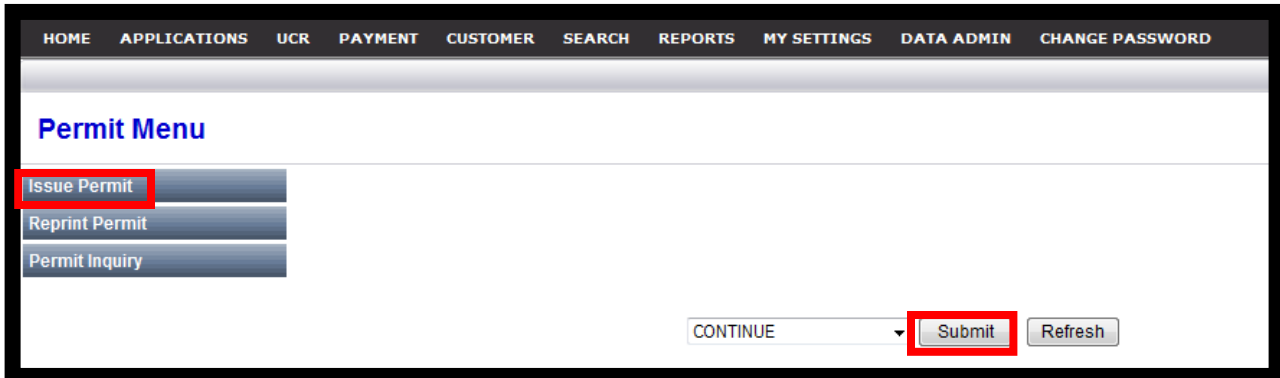
Use the menu above to navigate to a program or use the quick links below to go directly to an action.

- ▶ Update your MCS 150 FORM
- ▶ Begin OSOW Activities
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities
- ▶ Click on the type of REPORT needed below

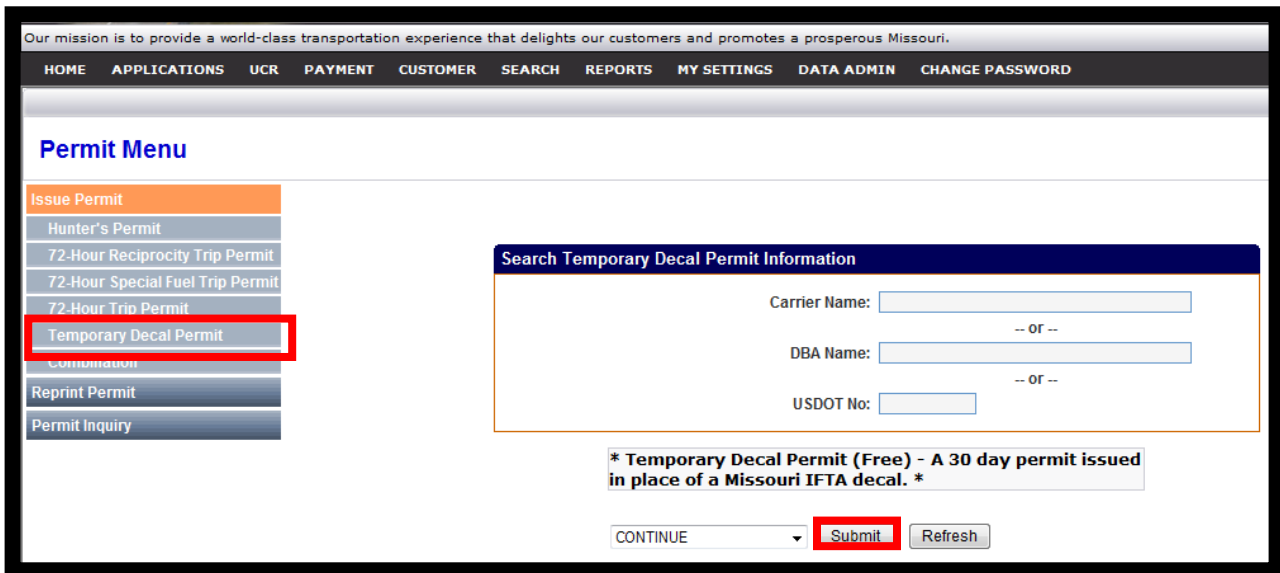
Motor Carrier Services

The Permit Menu is displayed.

3. Click **ISSUE PERMIT**.



4. Click **TEMPORARY DECAL PERMIT** then click **SUBMIT**.



The IFTA Temporary Decal Permit screen is displayed.

Temporary Decal Permit

Permit Information

Copy Permit No: Application No: Permit No:
 Beginning Date: / / Time: : AM

Applicant's Information

Applicant's Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 Address: 105 W CAPITOL
 City: JEFFERSON CITY State: MO - MISSOURI Zip: 65102

Vehicle Information

Make: VIN: Model Year:
 License No: Reg State: USDOT No:
 Date Issued: 6/3/2014 Issued By:

Delivery Information

Delivery Options: P - Print Email: Fax No:

***** As the requestor of this permit, I affirm that all the requirements as stated in RSMo 301.266 in obtaining this permit have been met and the information I have indicated is true and correct. *****

CONTINUE Submit Return Refresh

5. Complete the decal permit screen as follows:

COPY PERMIT NBR	Leave this field blank.	
BEGINNING DATE	Enter the date you want the permit to start. The permit will be valid for 30 days from this date.	
TIME	Enter the time you want the permit to begin.	
ADDRESS	Update the defaulted address if necessary.	
CITY	Update the defaulted city if necessary.	
STATE	Update the defaulted state if necessary.	
ZIP	Update the defaulted zip code if necessary	
MAKE	Select the vehicle make from the drop down list.	
VIN	Enter the complete vehicle identification number of the vehicle.	
MODEL YEAR	Enter the vehicle manufactured year.	
LICENSE NBR	Enter the vehicle license number. If no number you can leave blank.	
REG STATE	Select the state where the vehicle is currently registered from the drop down list.	
DELIVERY OPTION (How do you want to receive your permit?)	FAX	Select and enter your FAX number.
	EMAIL	Select and enter an email address to receive and print permit.
	PREVIEW	Select to send the permit to your REPORT LIST. Access the REPORT LIST from the REPORTS drop down menu.

7. Click SUBMIT.

8. Click SUBMIT again to confirm your order.

A message is displayed asking if you would like to issue another Temporary Decal Permit.

The screenshot shows a web form titled "Temporary Decal Permit" with a modal dialog box in the center asking "Would you like to issue another Permit?" with "Yes" and "No" buttons. The form is divided into several sections:

- Permit Information:** Copy Permit No. (empty), Permit No. (empty), Beginning Date: 6/3/2014, Time: 3:00 PM, End Date: 7/3/2014.
- Applicant's Information:** Applicant's Name: MISSOURI DEPARTMENT OF TRANSPORTATION, Address: 105 W CAPITOL, City: JEFFERSON CITY, State: MO - MISSOURI, Zip: 65102.
- Vehicle Information:** Make: KW - KENWORTH TRUCK CO, VIN: 123456, Model Year: 2001, License No: 123456, Reg State: MO - MISSOURI, Date Issued: 6/3/2014, Issued By: (empty), USDOT No: (empty).
- Delivery Information:** Delivery Options: V - Preview, Email: (empty), Fax No: (empty).

At the bottom, there is a red asterisked disclaimer: "As the requestor of this permit, I affirm that all the requirements as stated in RSMo 301.266 in obtaining this permit have been met and the information I have indicated is true and correct." Below this is a "PRESS ENTER TO CONFIRM" instruction and buttons for "CONTINUE", "Submit", "Return", and "Refresh".

9. Select **YES** or **NO**.

- Click **YES** to issue another permit.
- Click **NO** to finish issuing the single permit.

If there are no additional permits to be issued the Permit Menu is displayed again and you can retrieve your 30-day IFTA Decal Permit via the "Delivery Option" you chose.

SAMPLE OF 30-DAY IFTA DECAL PERMIT

The sample decal permit is from the Missouri Department of Transportation Motor Carrier Services. It includes the following information:

- Header:** Missouri Department of Transportation Motor Carrier Services, 1320 Creek Trail Drive, P.O. Box 893, Jefferson City, MO 65102-0893, (866) 931-6277 or (573) 751-7100.
- Title:** 30 Day International Fuel Tax Agreement Decal Permit
- Licensee:** MISSOURI DEPARTMENT OF TRANSPORTATION, 105 W CAPITOL, JEFFERSON CITY, MO 65102.
- USDOT NBR:** (empty), **ACCOUNT NBR:** (empty).
- Text:** THIS 30 DAY DECAL PERMIT IS ISSUED UNDER THE TERMS OF THE INTERNATIONAL FUEL TAX AGREEMENT AND MUST BE CARRIED IN THE VEHICLE ALONG WITH A CURRENT IFTA LICENSE.
- Table:**

YEAR	MAKE	VIN	LICENSE PLATE
2001	KW	123456	123456
- Effective Date:** 2014/06/03 THRU MIDNIGHT: 2014/07/03
- SEQUENCE NBR:** 2014000026 **CODE:** L
- TIME ISSUED:** 15:53:07
- Authorized By:** Scott Mariani

Additional Decals

Prior to the expiration of a 30-day temporary decal permit you will need to process a request for additional decals to display on the qualified vehicle. Decals are free of charge but must reconcile with the number of trucks licensed and are subject to audit.