

Trip Permits

External

Overview:

This procedure will cover how to process the following transactions:

- New trip permit- in credentialing with existing customer number
- Trip permits- maintain permit / re-print permit
- New trip permit- self-service portal

Regulation:

7 CSR 10-25.060

(2) Trip permits may be obtained from the commission through its Motor Carrier Services Division (MCS) in Jefferson City, Missouri, by facsimile, electronically, telephone, private contractors, or in person. The commission will not assume responsibility of loss for a transaction between two (2) private entities when a permit is not claimed by the applicant.

(3) Trip permits may be obtained either singly as one (1) permit, in two (2) parts as one (1) permit, or in three (3) parts as one (1) permit in any number by completing the application and remitting the proper fees.

(4) The commission is authorized to enter into contracts with third parties to sell trip permits to the general public.

A hunter's permit may be obtained from the commission only when:

(A) The commercial motor vehicle has been proportionally registered with the commission;

(B) The vehicle cannot be operated on Missouri highways because of lease cancellation;

(C) The plate on the vehicle has been returned to either the commission or to the lessee; and

(D) All other prerequisites of section 301.266, RSMo are fulfilled.

(6) The fee for trip or hunter's permits specified under state law is nonrefundable.

(7) The trip or hunter's permit shall be in full force and effect before the operation of the motor vehicle commences on Missouri highways.

New Permit- In Credentialing with existing Customer Number

1. Log in to MCE – applications – credentialing – services – trip permits – new permit – trip permit
2. Select proceed
3. Verify MCS customer info is correct
4. Select proceed
5. Select permit type from the drop down
 - IFTA Decal Permit- 30 Days
 - IFTA 72 Hour Permit
 - Combination IFTA/IRP Trip Permit
 - IRP 72 Hour Permit
 - OPA 72 Hour Permit
 - Unladen Hunters Permit- 30 Days
6. Enter number of blank permits, if needed
7. Enter effective date/time of permit needed

Permit Details

Customer Details

MCE Customer ID: 241467 Legal Name: MCS MODOT TEST ACCOUNT LLC DBA Name:

Address Details

Business Address Mailing Address

Street: 830 MODOT DR Zip Code: 65109 Jur: MO - MISSOURI City: JEFFERSON CTY

County: COLE Country: US

Business Customer Details

TPID: 999999999 USDOT No.: 008431586 Primary Contact Name: TEST ACCOUNT Email: CONTACTMCS@MODOT.MO.GOV

Primary Phone: 111-111-1111

Permit Details

* Permit Type: FHP - IFTA 72- HOUR PERMITS Transaction Type: NPMT - NEW PERMIT Permit ID: F000029241 Duration: H - 72 hours

No. Of Blank Permits: Permit Status: A - Active Effective Date: 04/24/2023 09:08:59 AM Expiration Date: 04/27/2023 09:08:59 AM

8. Verify permit fees calculated correctly.

Fees Details

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IFTA 72-Hour Permits		10.00
Total		10.00

9. Enter the VIN and select 'Find'. The system will retrieve the VIN and vehicle details.

- Vehicle information can be added manually if no details populate.

10. Verify populated details and enter missing details in the VIN search.

- Unit number
- Plate number
- Body type
- Make
- Model year
- Plate jurisdiction

The image shows two sections of a web form. The top section, titled "New Vehicle Search Criteria", has a "VIN" input field, a "Find" button, and a "Refresh Vehicle" button. Below it is the instruction "Enter the VIN and select Find." The bottom section, titled "Vehicle Details", contains several fields: "VIN" (with a greyed-out value), "* Unit No.", "* Plate No.", "* Body Type" (a dropdown menu), "* Make" (a dropdown menu), "* Model Year", and "* Plate Jurisdiction" (a dropdown menu).

11. Delivery type defaults to PDF.

12. Click proceed.

The image shows a "Delivery Type" form with a dropdown menu set to "Electronic Delivery Type" and a sub-option of "D - PDF". Below this is a "Comments" section. At the bottom of the form, there are four buttons: "Proceed" (highlighted with a red box), "Refresh", "Quit", and a help icon.

13. Permit details verification screen displays. click 'pay now' to proceed to payment.

14. Select 'credit card' button to proceed to make payment.

Missouri Department of Transportation - Enterprise
(Environment: UAT)

Payment Trip Permit

Payment

Payer MCE Customer ID: [REDACTED] Legal Name: [REDACTED] DBA Name: [REDACTED] Enterprise System Credit: 0.00
IRP System Credit: 0.00 IFTA System Credit: 0.00 OPA System Credit: 0.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3264319	01/17/2022	[REDACTED]	PMT_AC# 3/PMT#000002014-COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	Credit Card		

Delete Add **Credit Card**

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: SYSTEM CREDIT REFUND

Total: 0.00
Remaining Balance: 20.00
Change: 0.00

15. The user will be redirected to an external credit card payment vendor for payment.

- After credit card payment is complete, the user is directed back to the payment screen to get credentials.
- Credentials are NOT issued until 'proceed' is selected.

Missouri Department of Transportation - Enterprise
(Environment: UAT)

ENTPAY83 : [1] click the Proceed button To complete the payment process.Total amount charged to your Credit Card is \$ 20.00 (PaymentReceiptConfirmation : 20001614).
ENTPAY131 : [1] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment Trip Permit

Payment

Payer MCE Customer ID: [REDACTED] Legal Name: [REDACTED] DBA Name: [REDACTED] Enterprise System Credit: 0.00
IRP System Credit: 0.00 IFTA System Credit: 0.00 OPA System Credit: 0.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3264321	01/17/2022	[REDACTED]	PMT_AC# PMT#000002015-COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

Proceed

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	Credit Card	20001614	20.00

Delete Add Credit Card

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

16. Your payment is complete when you receive this message at the top of the page

 PAY14 : [X] Payment completed successfully.
 GEN24 : [X] Payment Receipt generated successfully.
 GEN24 : [X] Credentials generated successfully.

17. A PDF of the payment receipt and permit automatically displays. The credentials can be saved, printed or emailed from here, if desired.



Missouri Department of Transportation
Motor Carrier Services
 830 MoDOT Drive, P.O. Box 270
 Jefferson City, MO 65102-0270
 (866) 831-6277 or (573) 751-7100

Payment Receipt
 Legal Name : MCS MODOT TEST ACCOUNT LLC
 DBA Name : 830 MODOT DR
 JEFFERSON CTY, MO 65109
 Cart Id : 101502
 Payer MCE Customer ID : 241467
 Payment Date : 04/24/2023
 Location : INTERNET

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
3360034	Carrier: MCS MODOT TEST ACCOUNT LLC DBA:	PMT:AC#:241467:PMT#:F00 0029241:FTA 72 HOUR PERMITS-NEW PERMIT	\$10.00
Total			\$10.00

*Total amount includes all original invoice balances and excludes any payments.

PAYMENT DETAIL (USD) :

Payments	Payment Date	Amount
Credit Card-20002106	04/24/2023	\$10.00
Total Paid		\$10.00

Electronic Payment Processing Detail:

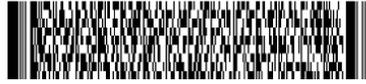
Payments	Order Id #	Payment Date	Card Type	Amount
Credit Card-20002106	20002106	04/24/2023	VISA	\$10.00
Total Paid				\$10.00



Missouri Department of Transportation
Motor Carrier Services
 Jefferson City, Missouri
 1-866-831-6277

MCS Temporary Permit
 PERMIT NUMBER: F000029241

ISSUED NUMBER			TYPE OF PERMIT		
00843156			<input type="checkbox"/> 72-Hour Reciprocity Trip \$10 <input checked="" type="checkbox"/> 72-Hour Fuel Trip \$10 <input type="checkbox"/> 72-Hour Trip (In lieu of stamp or sticker) \$5 <input type="checkbox"/> 30 Day Hunter Permit \$25 Total Collected \$10		
ISSUED TO MCS MODOT TEST ACCOUNT LLC					
BUSINESS STREET ADDRESS 830 MODOT DR.					
BUSINESS CITY, STATE, ZIP JEFFERSON CTY, MO 65109					
VEHICLE MAKE KEN	VIN NUMBER 1J1-556A2B75428791	YEAR 2022	BEGINNING: 04 / 24 / 2023 MONTH DAY YEAR		
LICENSE NO (Leave Blank for Hunter Permit) 113JATK	LICENSEE STATE (Leave Blank for Hunter Permit) MO		HOUR: 09:08 <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.		



This permit is non-transferable and must be in the possession of vehicle operator at all times. This license is valid for the duration and commencing with the time of the permit as shown above for the vehicle described herein. Any alteration voids the permit. If further information is needed, please contact Motor Carrier Service, 830 MoDOT Drive, Jefferson City, MO 65102, phone 573-751-7100
 Movement on the 30-Day Unlimited/Trailer's Permit authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessee if the appropriate plate has been surrendered to the (motor carrier) lessee.

Issued at 830 MoDOT Drive
 Post Office Box 270
 Jefferson City, MO 65102-0270
 On April 24, 2023



Aaron Hubbard
 Motor Carrier Services Director

Work In Progress

This is used to continue a permit that was previously started but is not paid/issued.

1. Log in to MCE – applications – credentialing – services – trip permits – maintain permit – work in progress
2. Permit category: defaults to trip permit
3. To narrow search results, the legal name, permit number, year and type may be entered
4. Click proceed

Maintain Permit Work In Progress

Search By

Permit Category: TRIP PERMIT

MCE Customer ID:

Legal Name:

Permit No.:

Permit Year:

Permit Type:

Previous Permit No.:

[Proceed](#) [Refresh](#) [Quit](#) 

5. Screen will display the pending permits
6. Click the hand icon for the desired permit

Maintain Permit IFTA 72 Hour Permits

Search By

Permit Category: TRIP PERMIT

MCE Customer ID:

Legal Name:

Permit No.:

Permit Year:

Permit Type:

Previous Permit No.:

[Proceed](#) [Refresh](#) [Quit](#) 

MCE CUSTOMER ID	LEGAL NAME	PERMIT CATEGORY	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	NO. OF PERMITS
		TRIP PERMIT	FHP	G000017894		2023	A - Active	NPMT - NEW PERMIT	1

7. Determine if permit needs to be paid or cancelled.
 - If carrier wishes to pay for permit, click 'pay now'
 - If permit needs to be cancelled, you will need to contact MCS for assistance.

Permit Inquiry

This functionality is used to locate permit numbers, dates and vehicle information to assist with reprinting permits.

1. Log in to MCE – applications – credentialing – services – trip permits – maintain permit – inquiry
2. To narrow search results, the legal name, permit number, year and type may be entered
3. Click proceed

Search By

Permit Category TRIP PERMIT	MCE Customer ID	Legal Name	Permit No.
Permit Year 2023	Permit Type	Previous Permit No.	Unit No.

Proceed
Refresh
Quit
?

4. Screen will display list of permits
5. Click the hand icon to view the desired permit details.
6. The Inquiry screen will display all the permit information.

MCE CUSTOMER ID	LEGAL NAME	PERMIT CATEGORY	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	TRANSACTION STATUS	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE	PERMIT ISSUE DATE	NO. OF BLANK PERMITS	VIN	PLATE NO.	UNIT NO.
241467	MCS MODOT TEST ACCOUNT LLC	TRIP PERMIT	FHP	F000029241		2023	A - Active	NPMT - NEW PERMIT	C - CLOSED	04/24/2023 09:08:59 AM	04/27/2023 09:08:59 AM	04/24/2023	0	123456A7875426791	123ATR	1

Showing 1 to 1 of 1 entries

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Reprint Permit

1. Log in to MCE – applications – credentialing – services – trip permits – maintain permit – reprint permit
2. To narrow search results, the legal name, permit number, year and type may be entered
3. Electronic delivery type defaults to PDF
4. Click proceed

Maintain Permit

Reprint Permit

The screenshot shows a web form titled "Reprint" with the following fields:

- MCE Customer ID: 3372
- Legal Name: (empty)
- Permit No.: (empty)
- Permit Year: 2023
- Permit Type: FHP - IFTA 72-HOUR PERMITS
- Previous Permit No.: (empty)
- Electronic Delivery Type: D - PDF

5. Screen will display list of permits
6. Click the hand icon for the desired permit.
 - System will generate a PDF of permit. You can save, print or email the permit as desired.

Maintain Permit

Reprint Permit

The screenshot shows the same form as above, but with the "Permit Year" field set to 2025. Below the form are buttons for "Proceed", "Refresh", and "Quit". Below the buttons is a table of permits:

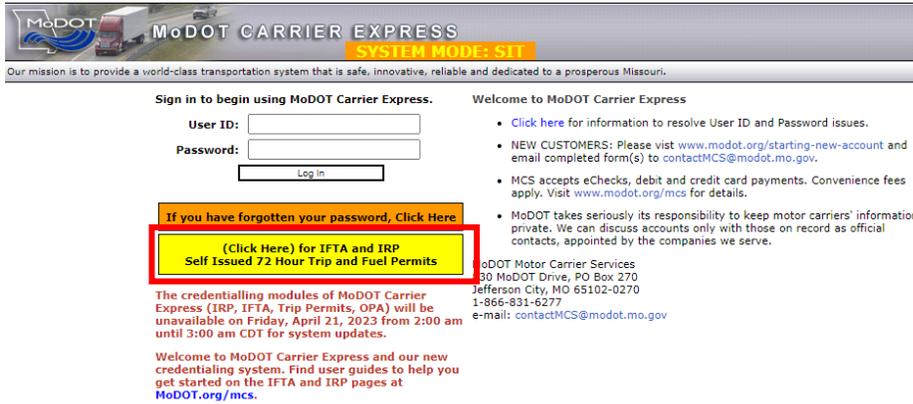
MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE
		FHP	G000017894		2023	A - Active	NPMT - NEW PERMIT

The hand icon in the first row of the table is highlighted with a red box.

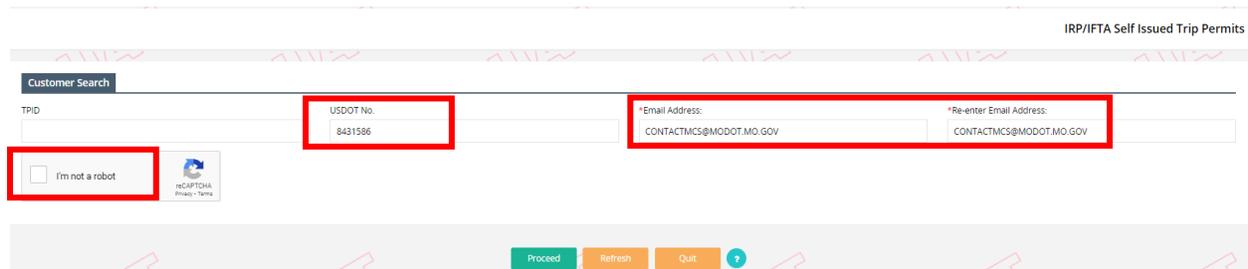
New Permit- Self Service Link

Website link: www.Modot.org/MCE

1. Click the yellow self-issued permit link. (You DO NOT need to enter a user ID or password)



2. Enter the TPID (Taxpayer ID number) or USDOT number and email address and click the I'm not a robot box.



3. Select proceed
4. Select permit type from the drop down
 - IFTA 72-hour permit
 - Combination IFTA/IRP trip permit
 - IRP 72-hour permit
5. Enter number of blank permits, if needed
6. Enter effective date/time of permit needed

Permit Details

Customer Details

MCE Customer ID: 241467 Legal Name: MCS MODOT TEST ACCOUNT LLC DBA Name:

Address Details

Business Address Mailing Address

Street: 830 MODOT DR Zip Code: 65109 Jur: MO - MISSOURI City: JEFFERSON CTY

County: COLE Country: US

Business Customer Details

TPID: 999999999 USDOT No.: 008431586 Primary Contact Name: TEST ACCOUNT Email: CONTACTMCS@MODOT.MO.GOV

Primary Phone: 111-111-1111

Permit Details

* Permit Type: FHP - IFTA 72- HOUR PERMITS Transaction Type: NPMT - NEW PERMIT Permit No.: F000029241 Duration: H - 72 hours

No. Of Blank Permits: Permit Status: A - Active * Effective Date: 04/24/2023 09:08:59 AM Expiration Date: 04/27/2023 09:08:59 AM

7. Verify permit fees calculated correctly.

Fees Details

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IFTA 72-Hour Permits		10.00
Total		10.00

8. Enter the VIN and select 'Find'. The system will retrieve the VIN and vehicle details.

- Vehicle information can be added manually if no details populate.

9. Verify populated details and enter missing details in the VIN search.

- Unit number
- Plate number
- Body type
- Make
- Model year
- Plate jurisdiction

New Vehicle Search Criteria

VIN:

Enter the VIN and select Find.

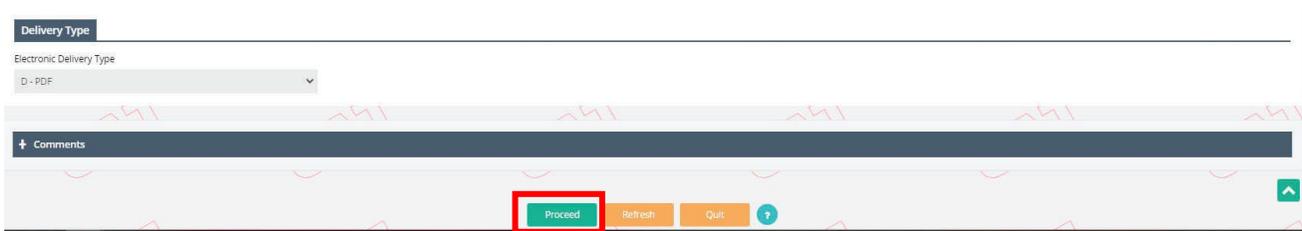
Vehicle Details

VIN:

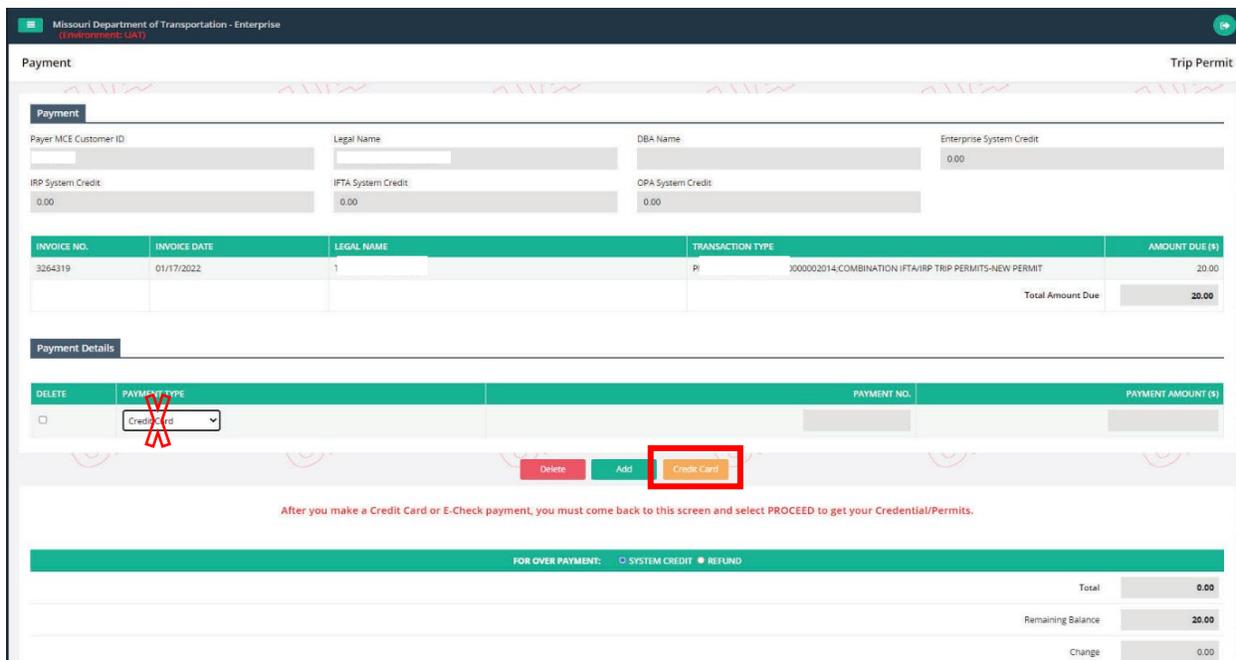
* Unit No.: * Plate No.: * Body Type:

* Make: * Model Year: * Plate Jurisdiction:

10. Delivery type defaults PDF.
11. Click proceed.



12. Permit details verification screen displays. click 'pay now' to proceed to payment.
13. Select the 'credit card' button to proceed to make payment.



14. The user will be redirected to an external credit card payment vendor for payment.
 - After credit card payment is complete, the user is directed back to this screen to get credentials.
 - Credentials are NOT issued until proceed is selected.

Missouri Department of Transportation - Enterprise (environment: UAT)

ENTPAY83 : [!] click the Proceed button To complete the payment process.Total amount charged to your Credit Card is \$ 20.00 (PaymentReceiptConfirmation : 20001614).
 ENTPAY131 : [!] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment Trip Permit

Payment

Payer MCE Customer ID 900018	Legal Name THOMAS D BLOCK LLC	DBA Name	Enterprise System Credit 0.00
IRP System Credit 0.00	IFTA System Credit 0.00	OPA System Credit 0.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3264321	01/17/2022	THOMAS D BLOCK LLC	PMT,AC#900018;PMT#000002015;COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

Proceed

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	Credit Card	20001614	20.00

Delete Add Credit Card

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

18. Your payment is complete when you receive this message at the top of the page

PAY14 : [!] Payment completed successfully.
 GEN24 : [!] Payment Receipt generated successfully.
 GEN24 : [!] Credentials generated successfully.

19. A PDF of the payment receipt and permit automatically displays. The credentials can be saved, printed, or emailed from here, if desired.



Missouri Department of Transportation
Motor Carrier Services
 830 MoDOT Drive, P.O. Box 270
 Jefferson City, MO 65102-0270
 (888) 831-6277 or (573) 751-7100



Missouri Department of Transportation
Motor Carrier Services
 Jefferson City, Missouri
 1-866-831-6277

PERMIT NUMBER
F000029241

Payment Receipt

Legal Name : MCS MODOT TESTACCOUNT LLC Cart Id : 101502
 DBA Name : Payer MCE Customer ID : 241467
 830 MODOT DR Payment Date : 04/24/2023
 JEFFERSON CTY, MO 65109 Location : INTERNET

Invoice No. Name Transaction Detail Amount

3360034	Carrier: MCS MODOT TESTACCOUNT LLC DBA:	PMT,AC#241467;PMT# F00 0020241;PTA 72 HOUR PERMITS-NEW PERMIT	\$10.00
Total			\$10.00

*Total amount includes all original invoice balances and excludes any payments.

PAYMENT DETAIL (USD) :

Payments	Payment Date	Amount
Credit Card-20002106	04/24/2023	\$10.00
Total Paid		\$10.00

Electronic Payment Processing Detail:

Payments	Order Id #	Payment Date	Card Type	Amount
Credit Card-20002106	20002106	04/24/2023	VISA	\$10.00
Total Paid				\$10.00

MCS Temporary Permit

		TYPE OF PERMIT	
<input type="checkbox"/>	72-Hour Nonagency Trip		\$30
<input checked="" type="checkbox"/>	72-Hour Paid Trip		\$10
<input type="checkbox"/>	72-Hour Trip (in lieu of stamp or sticker)		\$5
<input type="checkbox"/>	30 Day Nonstop Permit		\$25
Total Collected			\$10

VEHICLE MAKE	VIN NUMBER	YEAR	BEGINNING:	04 / 24 / 2023
GEN	12345678901234	2022	MONTH DAY YEAR	
LICENSE NO. (Leave Blank for Hunter Permit)	LICENSE STATE (Leave Blank for Hunter Permit)	BOOK:	09-06	<input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.
1234567	MO			



This permit is non-transferable and must be in the possession of vehicle operator at all times. This license is valid for the duration and commencing with the time of the permit as shown above for the vehicle described herein. Any alteration voids the permit. If further information is needed, please contact Motor Carrier Services, 830 MoDOT Drive, Jefferson City, MO 65102, Phone 873-751-7100. Movement on the 30-Day (Unlimited/Thruway) Permit indicates the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the weight by a letter if the appropriate plate has been reconnected to the (motor carrier) lease.

Issued at 830 MoDOT Drive
 Post Office Box 270
 Jefferson City, MO 65102-0270
 On April 24, 2023


 Aaron Hubbard
 Motor Carrier Services Director