



# Commercial Vehicle and Trailer Registration

Motor Vehicles Division

3-18-2025

## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.13
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Special Plates
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers processing registrations for commercial vehicles and trailers.

## Purpose

This SOP provides step-by-step procedures for TCs to follow when processing various commercial vehicles transactions.

## Policy Statement

These procedures apply to TCs helping customers in the SOK Storefront with title transactions and working in the back-office processing mail-in title work.

## Compliance

**OAC 670-20-21** – Commercial Vehicles

**LO Manual Page 228 -242** – Commercial Vehicles

## Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink
National Motor Vehicle Title Information System (NVMTIS)	National title tracking database used to check vehicle title history.
Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.



## Roles

Role	Responsibilities
Title Consultant (TC)	Processes title work in-store with customers or in back-office via mail.
MV Supervisor	Available to answer questions or resolve issues that arise during the standard processing of title work.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



## Procedures

### Process #1: Commercial Vehicle Registration Renewals

**Purpose:** To renew the registration on a commercial vehicle for the coming year.

**Background:**

A commercial truck or truck tractor is a vehicle used primarily for business or commercial purposes. A truck is defined as a vehicle that has a permanently attached bed. A truck-tractor has no permanently attached bed and utilizes a detachable trailer.

Commercial Trucks and Truck Tractors are registered based on combined laden weight. Commercial trucks registered for 15,000 lbs. or less are registered on a combination of age and combined laden weight of the vehicle. Combined laden weight is the combined weight of a vehicle when fully equipped for use and the cargo or payload transported thereon.

See LO Manual Page 228 - 242 for more details on commercial vehicle types and regulations

This example follows an 8,000 lb. commercial truck that was already registered in Oklahoma and has a record in OneLink

**Process Step-by-Step:**

1. From the **Ownership Account**, select **Renew**.

**Ownership**

2001 FORD EPT 1FMRU17L61LB37070

> **Ownership**

VANOVER METAL BLDG SALES, INC.  
540 STATE HIGHWAY 20  
EUCHA OK 74342-5072  
V19925

**Registration**

Expires Soon

Title : 490901136003A  
Plate : TC - V19925  
Registration : Primary Registration (ST)  
Decal : 26N334709  
Weight : 8,000  
Expires : 30-Apr-2026  
Registration : **Active**  
Title Status : **Active**  
Balance : 0.00

**Vehicle**

Year/Make/Model : 2001 EPT  
Body Style :  
Color : Tan  
PRIMARY : VANOVER METAL BLDG SALES, INC.

**Open Tasks** View All

There are no open tasks.

**Recent Notes** Add Browse

14-Mar-2015 ☐ Moved "years registered" back one year due to "I" status.

**Vehicle** Attributes CRM Task Financial Web Q

Registrations Unpaid Registrations Plates Owners \* Liens Titles \* Activities Acquisitions \*

Registrations Show History

Type	Transaction Type	Use Type	Commence	Cease	Expire	Plate ID	Plate Type	Decal ID	Registration ID	Cease Reason	Issuing Agency
Primary Registration	Renewal	Commercial Truck	13-May-2024	01-May-2026	30-Apr-2026	V19925	Commercial Truck	26N334709	15024426		M1806

**Renew** **I Want To**

2. Enter vehicle **Insurance Information** and click **Next**

**Note:** If insurance information does not verify, send the customer a letter requesting accurate insurance information

**Vehicle Details**

VIN 1FMRU17L61LB37070	Registration Class COMMERCIAL TRUCK	Unladen Weight 0
Year 2001	Make FORD	Model EPT
Color Tan	Laden Weight 8,000	Body Type UT
	Previous: 8000 lbs.	Use in-office date
	Fuel Type	

**Insurance**

Insurance?  
☐ No ☒ Yes

NAIC 10219	Insurance Company QBE REINSURANCE CORPORATION	Policy Number 456	Exception Fleet Insurance
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**Delivery**

Delivery Method

ntory < **Next** >

- Adjust and necessary fields based on submitted customer documentation, including renewal notice preferences.

**Plate**

How would you like to receive your renewal notice?  
☐ Email ☒ Mail

**Plate Type**

Fee Exception <input type="text"/>	Non-Expiring Fleet ID <input type="text"/> List
Do you need a replacement plate? <input checked="" type="radio"/> No <input type="radio"/> Yes	Commercial Fleet ID <input type="text"/> List
Plate Group Standard Plate	Truck Document <input type="text"/>
Plate Type Commercial Truck (TC)	<input type="checkbox"/> 2 Year Registration

ntory < Previous **Next** >

- Enter **Decal** information

**Note:** Enter plate information if the customer needs a new license plate.

Plate

Registration (DV) Decal  
27L200002

Commercial Truck (TC)  
Plate  
V19925

Expire Date  
30-Apr-2027 [Modify](#)

Years Registered  
26 [Modify](#)

History [Next](#)

5. Enter any relevant miscellaneous fees.

**Note:** This example has an **insurance verification fee** and a **mail fee** since it was processed as a mail-in renewal.

Misc Fees

Are there Miscellaneous Fees?  
☐ No ☒ Yes

Inspection  
☐ VIN/Odometer ☐ Rebuilt ☐ On Site

Insurance and Notification  
☒ Insurance ☐ Lienholder Not. ☐ MH Cancellation

Tire Fees  
19.5" & under: 0 Non-auto Over 19.5": 0 Motorcycle: 0

Mail Fees  
Mail: 1 Mail Plate: 0

Other Fees  
Notary: 0  
Printout: 0 Reprint: 0 Reprint Boat: 0  
Cert. of Lien Release: 0 Copy of Lien Release: 0 Gen. Title History: 0 Cert. Title History: 0 Microfilm Title History: 0

Donation  
Organ Donor (\$): 0.00

History [Next](#)

6. Review fees to ensure they align with the transaction being processed.

**Fees**

Registration Fees	
Registration	30.00
State Public Safety Fund Fee	5.00
Miscellaneous Fees	
Insurance Verification	1.50
Mail Fee	1.66
<b>TOTAL</b>	<b>38.16</b>

**FEE / TAX OVERRIDES**

Override Reg Penalty  Apply Credits / Overrides Use in-office date

☐ Waive Registration Fees

☐ Print a cover sheet?

History < Next >

7. Enter the **Federal Employer ID** or other **ID Type** associated with the commercial vehicle. In this case, the **ID Number** and **Owner Address** auto-populated because the vehicle was already registered in Oklahoma.

**Note:** This is only required because the commercial truck is under 15,000lbs. See [Appendix B](#) for full details on required documentation.

**Owner**

Owner(s) Name  
VANOVER METAL BLDG SALES, INC.

Owner ID Type  ID Number

☒ MLA/OTC agent has checked ID paperwork

Owner Address  
540 STATE HIGHWAY 20 EUCHA OK 74342-5072 Validated

Is this a Leased Vehicle?  
 No  Yes

History < Next >

8. Review transaction information and press **Submit**

Vehicle ID : 1FMRU17L61LB37070

Registration Class : Commercial Truck

Year/Make/Model : 2001 FORD EPT

Registration : Plate: V19925, Decal: 27L200002, Expiration: 4/30/2027

Owner Address : 540 STATE HIGHWAY 20 EUCHA OK 74342-5072

**Total Fee : \$38.16**

History < Submit >



9. Receipt the process.
10. Print a registration sheet, attach the associated decal, fold with the folder machine into an envelope, and put with outgoing mail for CPD to send to the customer.

## Process #2: Commercial Trailer Registration Renewals

**Purpose:** To renew a commercial trailer registration for the upcoming year.

### Background:

This example follows commercial trailer that was already registered in Oklahoma and has a record in OneLink

### Process Step-by-Step:

1. Start from the **Ownership Account** and click **Renew**.

**Ownership**

2006 GRTDAN VAN 1GRAA56156K272030

> **Ownership**

ABF FREIGHT SYSTEM INC UNIT 84008  
PO BOX 10048  
FORT SMITH AR 72917-0048  
6608FB

**Registration**

Expired

Title : 681004355283  
Plate : TE - 6608FB  
Registration : Primary Registration (TS)  
Expired : 31-Dec-2024  
Registration : Expired  
Title Status : Active  
Balance : 0.00

**Vehicle**

Year/Make/Model : 2006 VAN  
Body Style :  
PRIMARY : ABF FREIGHT SYSTEM INC UNIT 84008

**Open Tasks** View All

There are no open tasks.

**Recent Notes** Add Browse

There are no recent notes.

**Vehicle** Attributes CRM Task Financial Web

Registrations Unpaid Registrations Plates Owners \* Liens Titles \* Activities Acquisitions \*

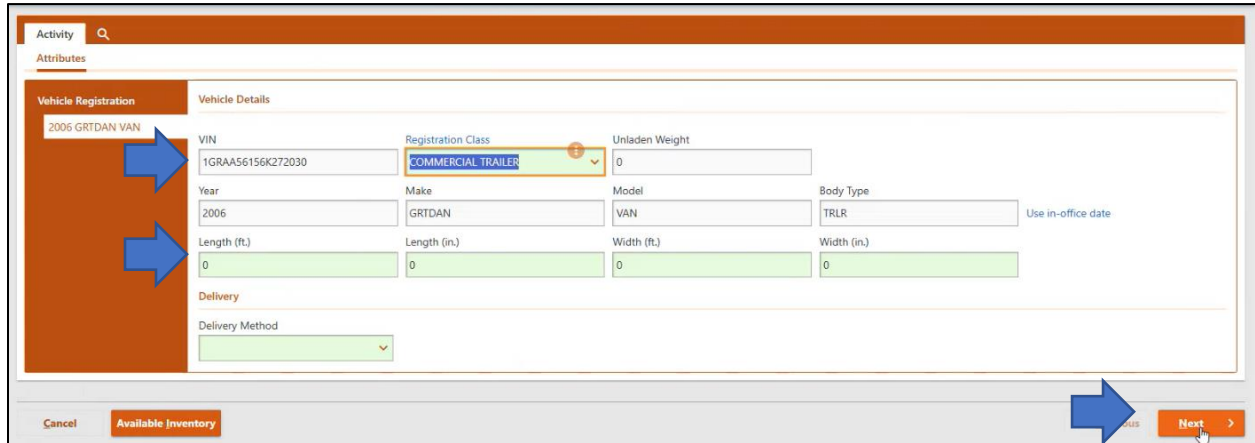
Registrations

Type	Transaction Type	Use Type	Commence	Cease	Expire	Plate ID	Plate Type	Decal ID	Registration ID	Cease Reason	Issuing Agency
Primary Registration	Renewal	Commercial Trailer	07-Dec-2023	01-Jan-2025	31-Dec-2024	6608FB	Commercial (Non-Expi		13100126	Expired	M6810

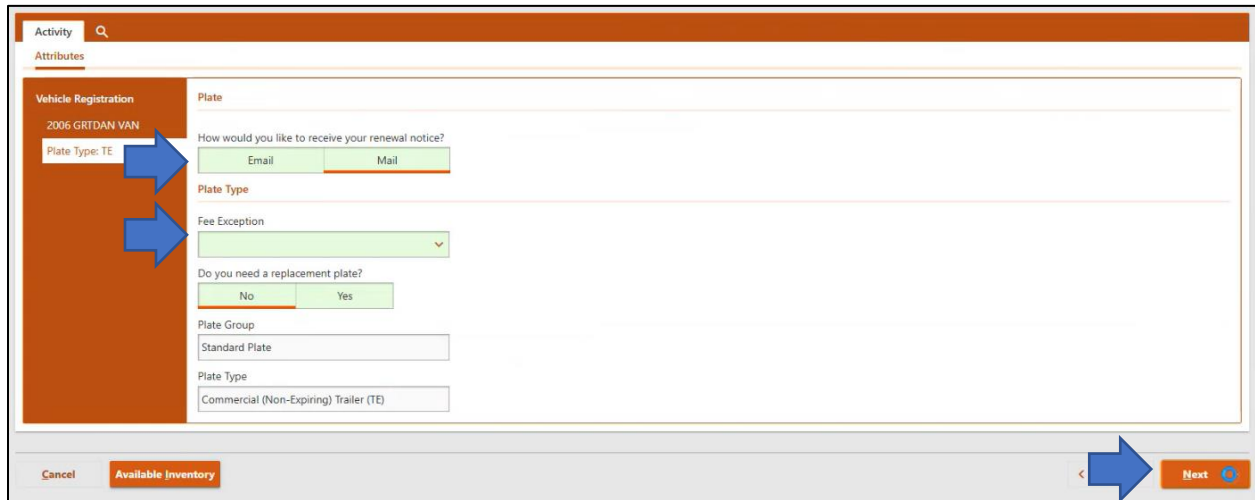
Renew I Want To

2. Verify vehicle details. Click **Next**.

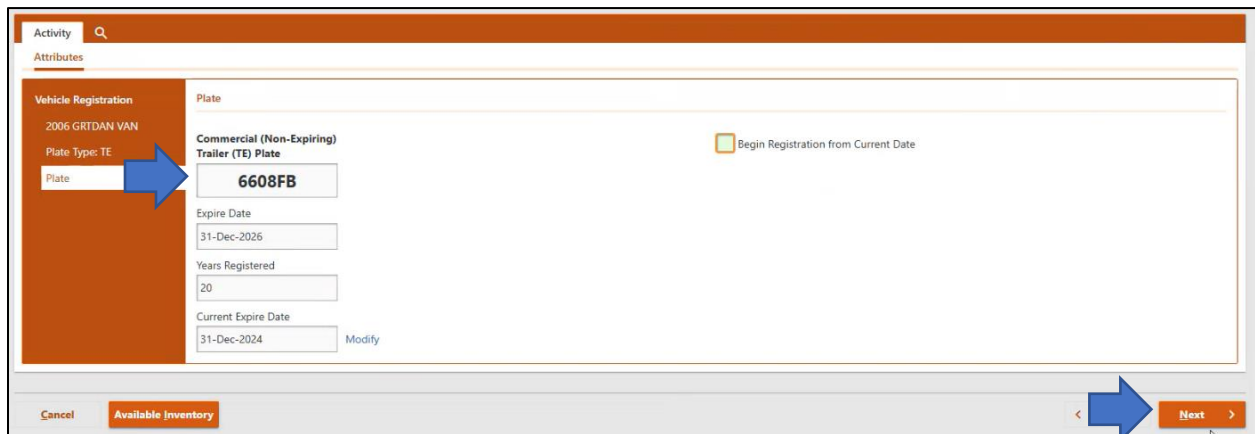




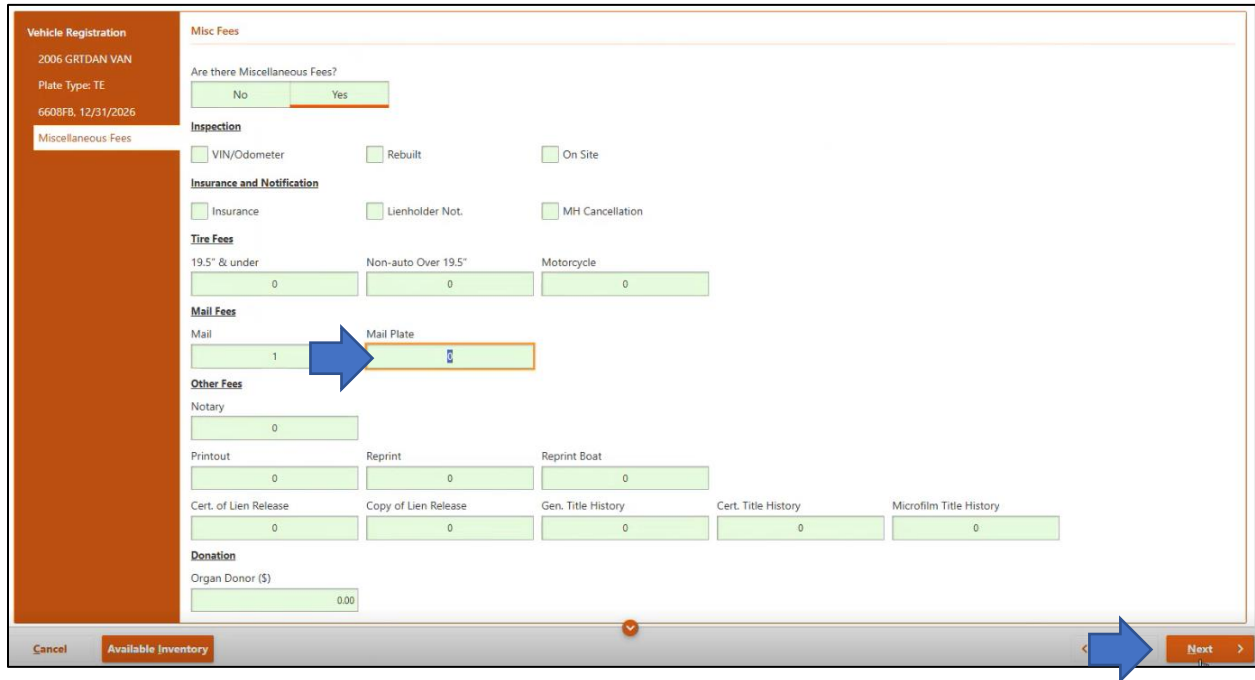
3. Select a **Renewal Notice** preference and any relevant **Fee Exceptions**. Click **Next**.



4. Review plate information. No decals are required for commercial trailers. Click **Next**.

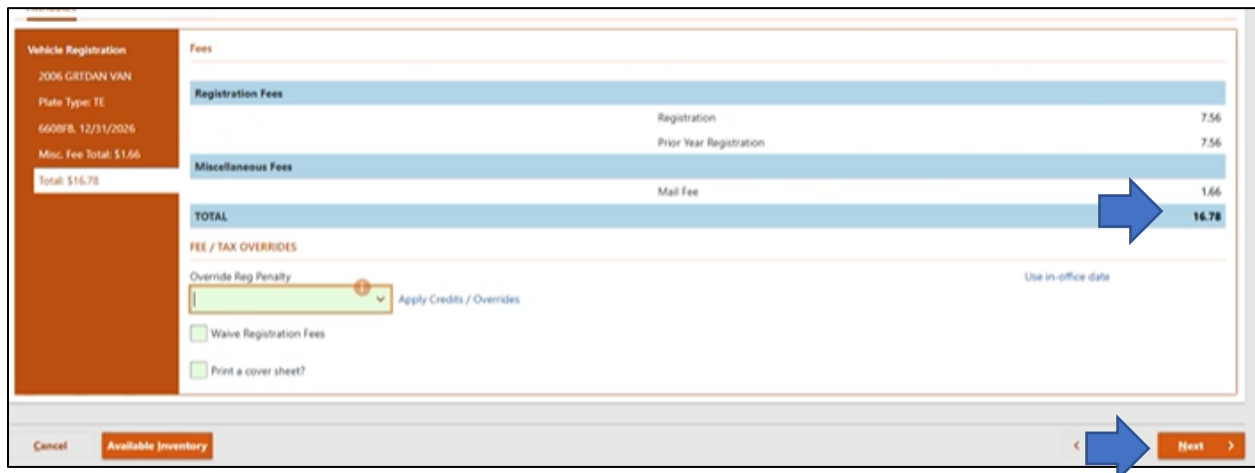


5. Select any **Miscellaneous Fees**. This example only requires a **Mail Fee**. Click **Next**.

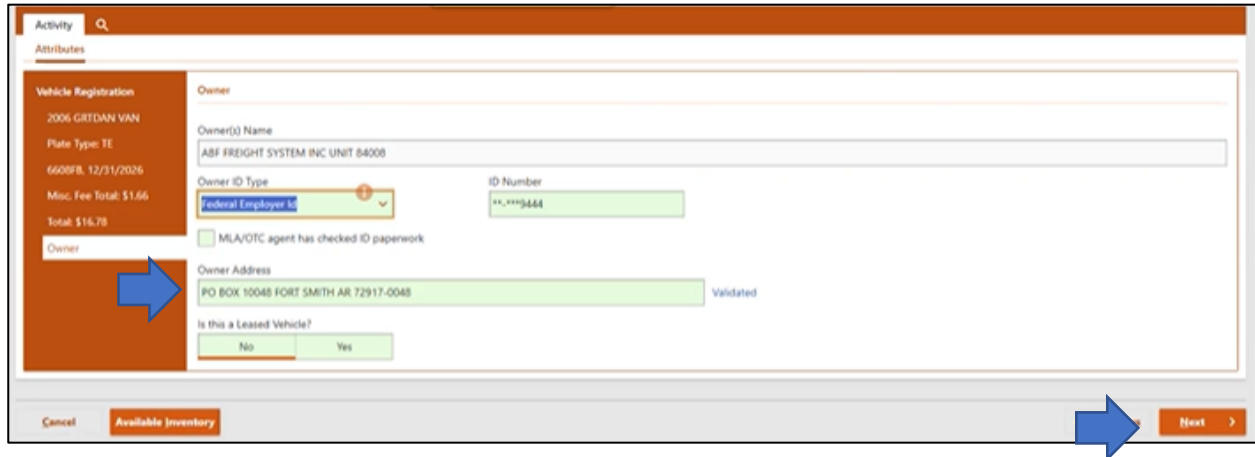


6. Review fees. Click **Next**.

**Note:** This account was two years behind, so two years of fees were charged.



7. Edit any owner information, if necessary. Click **Next**.



The screenshot shows a web form for vehicle registration. On the left, a sidebar lists vehicle details: 2006 GRDAN VAN, Plate Type: TE, 6609FB, 12/31/2026, Misc. Fee Total: \$1.66, Total: \$16.78. The main form area is titled 'Owner' and contains the following fields: Owner(s) Name (ABF FREIGHT SYSTEM INC UNIT 84008), Owner ID Type (Federal Employer ID), ID Number (\*\*\*9444), Owner Address (PO BOX 10048 FORT SMITH AR 72917-0048), and a checkbox for 'MLA/OTC agent has checked ID paperwork'. A 'Validated' status is shown next to the address. At the bottom, there are buttons for 'Cancel', 'Available Inventory', and 'Next'. A blue arrow points to the 'Next' button.

8. Click **Submit**.



The screenshot shows the same web form, but now it displays the registration details. The sidebar lists the same vehicle details. The main form area shows the following information: Vehicle ID: 1GRAAS6156K272030, Registration Class: Commercial Trailer, Year/Make/Model: 2006 GRDAN VAN, Registration: Plate: 6609FB, Expiration: 12/31/2026, Owner Address: PO BOX 10048 FORT SMITH AR 72917-0048, and Total Fee: \$16.78. At the bottom, there are buttons for 'Cancel', 'Available Inventory', and 'Submit'. A blue arrow points to the 'Submit' button.

9. Receipt the process.

## Process #3: Renewing a Non-Expiring Commercial Vehicle Fleet

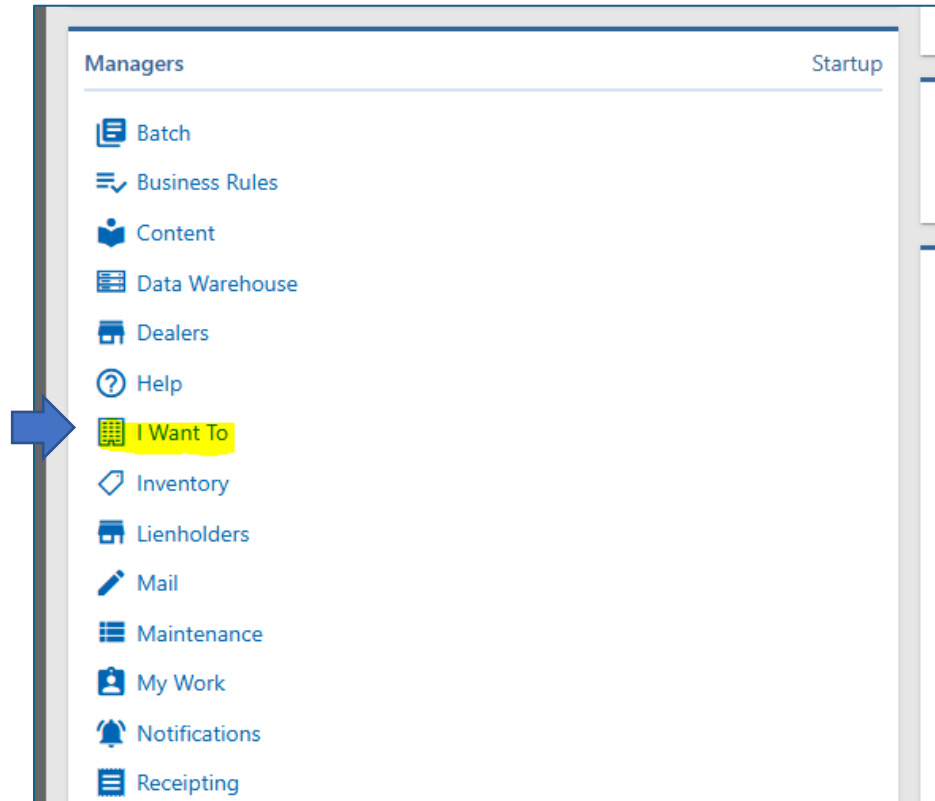
**Purpose:** To renew a non-expiring commercial vehicle fleet that has previously been registered in OneLink

### Background:

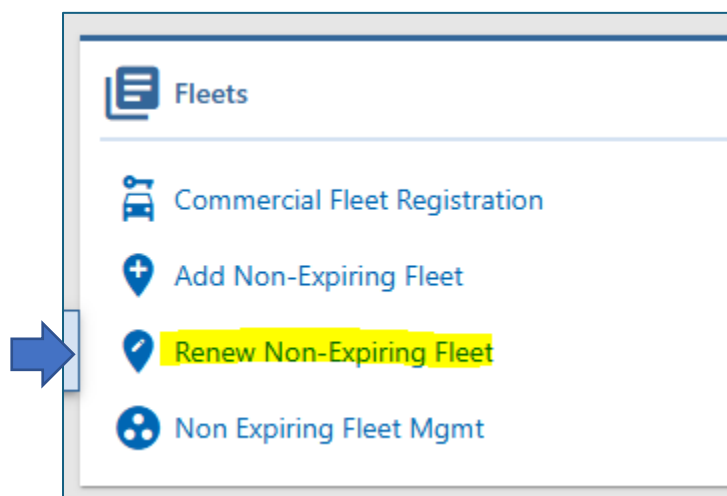
Starting November 1st, 2024, owners of 10 or more commercially registered vehicles will have the opportunity to establish a commercial fleet, consolidating all their vehicles into one unit. All fleets will expire in December, so a prorated registration fee may be required to adjust the expiration date. This initiative will streamline the management and renewal of fleet vehicles.

### Process Step-by-Step:

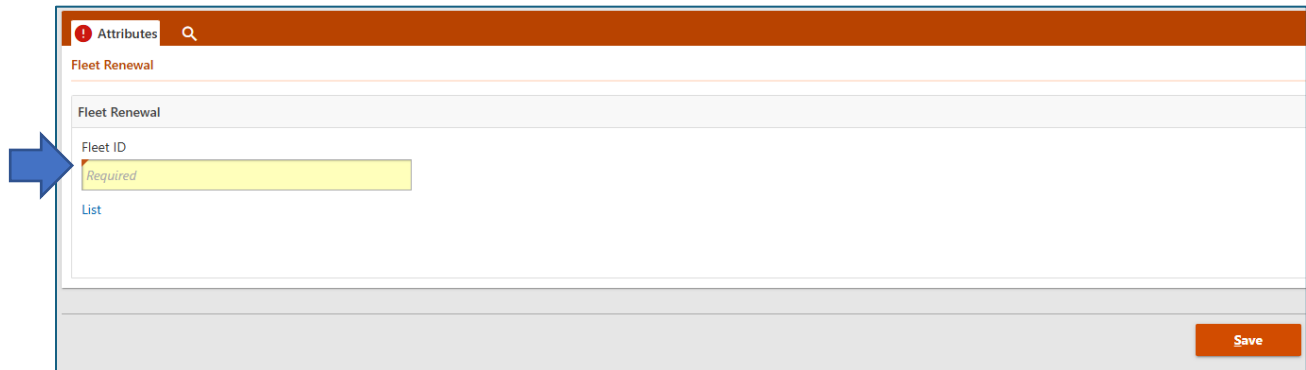
1. Navigate to the **I Want To** manager



2. From the **Fleets** box, select **Renew Non-Expiring Fleet**



3. The next screen will ask for a **Fleet ID**.



Attributes

Fleet Renewal

Fleet ID

Required

List

Save

**Note:** If this is not known, select the **List** hyperlink and search existing non-expiring commercial fleets for the company you are working with.

Fleets

< Page 1 of 13 >

482 Rows

Filter

	Fleet ID	Fleet Name
<div><div></div><div>X</div></div>	2726	ONEOK FIELD SERVICES
<div><div></div><div>X</div></div>	13010	CLIFFORD POWER SYSTEMS
<div><div></div><div>X</div></div>	7816	MANTICORE FUELS LLC
<div><div></div><div>X</div></div>	2466	HAC INC
<div><div></div><div>X</div></div>	12412	FL TRANSPORTATION INC
<div><div></div><div>X</div></div>	6123	OVINTIV EXPLORATION INC
<div><div></div><div>X</div></div>	909	SEABOARD
<div><div></div><div>X</div></div>	2663	KEMP STONE INC
<div><div></div><div>X</div></div>	1033	WHITNAH CONSTRUCTION CONTRACTORS
<div><div></div><div>X</div></div>	3273	MCINTOSH SERVICES INC
<div><div></div><div>X</div></div>	945	ENABLE MIDSTREAM PARTNERS
<div><div></div><div>X</div></div>	4012	COX TULSA JULY
<div><div></div><div>X</div></div>	4956	TORCSILL FOUNDATIONS LLC
<div><div></div><div>X</div></div>	3234	SEVENTY SEVEN OPERATING LLC
<div><div></div><div>X</div></div>	5331	GLASS PROS
<div><div></div><div>X</div></div>	1429	ONE GAS INC
<div><div></div><div>X</div></div>	11714	LIPPERT BROTHERS
<div><div></div><div>X</div></div>	1506	CHICKSAW MATION
<div><div></div><div>X</div></div>	10321	EVANS TRANSPORTATION SERVICES INC



## Commercial Vehicles – Motor Vehicles Division

4. Once a fleet is selected a list of vehicles associated to the fleet will be shown. This list will also include vehicles who may have cancelled titles or transferred titles that are no longer owned by the fleet owner - these will be marked as excluded.

The vehicle info should be reviewed for accuracy and whether any additional vehicles should be excluded from the renewal process.

**Fleet Renewal**

Fleet ID:

List

**Price**

2 Vehicles Included

[Hit Price Button to Refresh](#)

Page 1 of 2 33 Rows

Vehicle Id	Plate Id	Weight	Status	Fee	Mail	Penalty	Exclude	Mail	Current	New	Truck Doc
3GCUKNEC	1NZD449	8,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021		Federal Er
1FTFX1EF4C	1NYX591	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1FT7X2B62I	1NZD365	15,000	Title transferred.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021		Federal Er
1FT7X2B65J	1NYQ903	9,001	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2022		Federal Er
1FT7X2B63I	1NYX583	10,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1GC2KUEG	1NYQ905	9,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2022		Federal Er
1FT7X2B63I	1NYX580	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1FT7X2B60V	1NZD443	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1FTFW1EF6	1NYX584	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021		Federal Er
3GCUKPEC	1NZD362	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021		Federal Er

5. Once the vehicles have been reviewed and corrected (if needed), click the price button to get an estimate of how much it would cost to renew the vehicles in the fleet.

**Fleet Renewal**

Fleet ID:

List

**Price**

2 Vehicles Included

[Use in-office date](#)

\*A \$1.50 insurance fee has been added to each registration fee.

Total Reg Fee	\$166.00
Total Penalty	\$800.00
Total Fees	\$966.00



## Commercial Vehicles – Motor Vehicles Division

6. If the customer is alright with the fees and ready to pay, click save at the bottom of the list

1GC2KUEG1	1NYQ905	9,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2022	Fec
1GCRKPEA2	1NZD359	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020	Fec
3GCUKNEC	1NZD445	8,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020	Fec
3GCUKNEC	1NZD449	8,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021	Fec
3GCUKNEC	1NYQ906	8,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2021	Fec
3GCUKPEC	1NZD442	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020	Fec
3GCUKPEC	1NZD360	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020	Fec

< Page 1 of 2 > 33 Rows



Save

7. Once save is clicked, a new next stage task “Print letter” will appear. This generates the renewal estimate for the fleet and can be printed from the case’s items tab Letters sub tab. This letter serves as an invoice, as most large company’s accounting departments want something in writing showing the amount due.

Next Stage

Receive Payment

Closed

SummaryCaseSummaryWork ItemsItemsAssociated Items

NotesAttachmentsLettersEmailsUser Access

Letters

Letter ID	Letter Type
L1585323416	Fleet Estimate



## Commercial Vehicles – Motor Vehicles Division

Letter ID: L1585323416

MVD  
P.O. Box 26940  
Oklahoma City, Oklahoma 73126-0940

### Fleet Vehicle Estimate

Agent: SERVICE OKLAHOMA  
Number of Vehicles: 2  
Total Estimated Amount: \$966.00  
OVINTIV MID CONTINENT  
4001 LEADENHALL RD  
MOUNT LAUREL NJ 08054-4611

Dear Customer,

The following table shows a list of all the vehicles that need to be renewed for OVINTIV MID CONTINENT. These Vehicles will Expire on 31-Dec-2021. **This estimate is valid for ten days starting from 13-Mar-2025.**

Vehicle color is now required. Please select one of the following choices if your vehicle color has changed or we don't have it on file: Black, Blue, Bronze, Brown, Copper, Cream, Dark Blue, Dark Green, Gold, Gray, Green, Lavender, Light Blue, Light Green, Maroon, Orange, Pink, Purple, Red, Silver, Tan, Turquoise, White, Yellow

OVINTIV MID CONTINENT VEHICLE TABLE

Vehicle ID	Weight	Fee and Insurance	Mail Fee	Penalty	Total	Exclude Color
1FTFW1EF0DKF43886	15,000	\$71.50	\$0.00	\$400.00	\$471.50	NO
1GC2KUEG9JZ246686	10,000	\$94.50	\$0.00	\$400.00	\$494.50	NO
1FTFX1EF4CFC37777	15,000	\$0.00	\$0.00	\$0.00	\$0.00	YES
1FTFX1EF4FFA76027	15,000	\$0.00	\$0.00	\$0.00	\$0.00	YES
1GC2KUEG0JZ175149	9,000	\$0.00	\$0.00	\$0.00	\$0.00	YES White

8. If the customer is ready to pay, **Receive Payment** can be selected from the **Next Stage** box of the case.

> **Fleet Vehicle Renewal 20073703**  
OVINTIV MID CONTINENT  
4001 LEADENHALL RD  
MOUNT LAUREL NJ 08054-4611  
Fleet Number 12208

Print Letter

✓ Received — ✓ New — ✓ Price — ➤ **Print Letter**

**Next Stage**

Receive Payment

Closed

Summary Case Summary Work Items Items Associated Items

**Fleet Renewal**

Fleet ID

12208


List



9. Once this hyperlink has been selected, use **Edit Doc** from the case summary screen.

**Next Stage**

[Reprice Fleet Vehicles](#)

 Renew Stage criteria not met

**Tasks**

There are no tasks.

**Recent Notes** [Add](#) [Browse](#)

There are no recent notes.

**Summary** [Case](#) [Summary](#) [Work Items](#) [Items](#) [Associated Items](#) [Cross Reference](#) [Q](#)

**Fleet Renewal**

Fleet ID


[List](#)

0 Vehicles Included

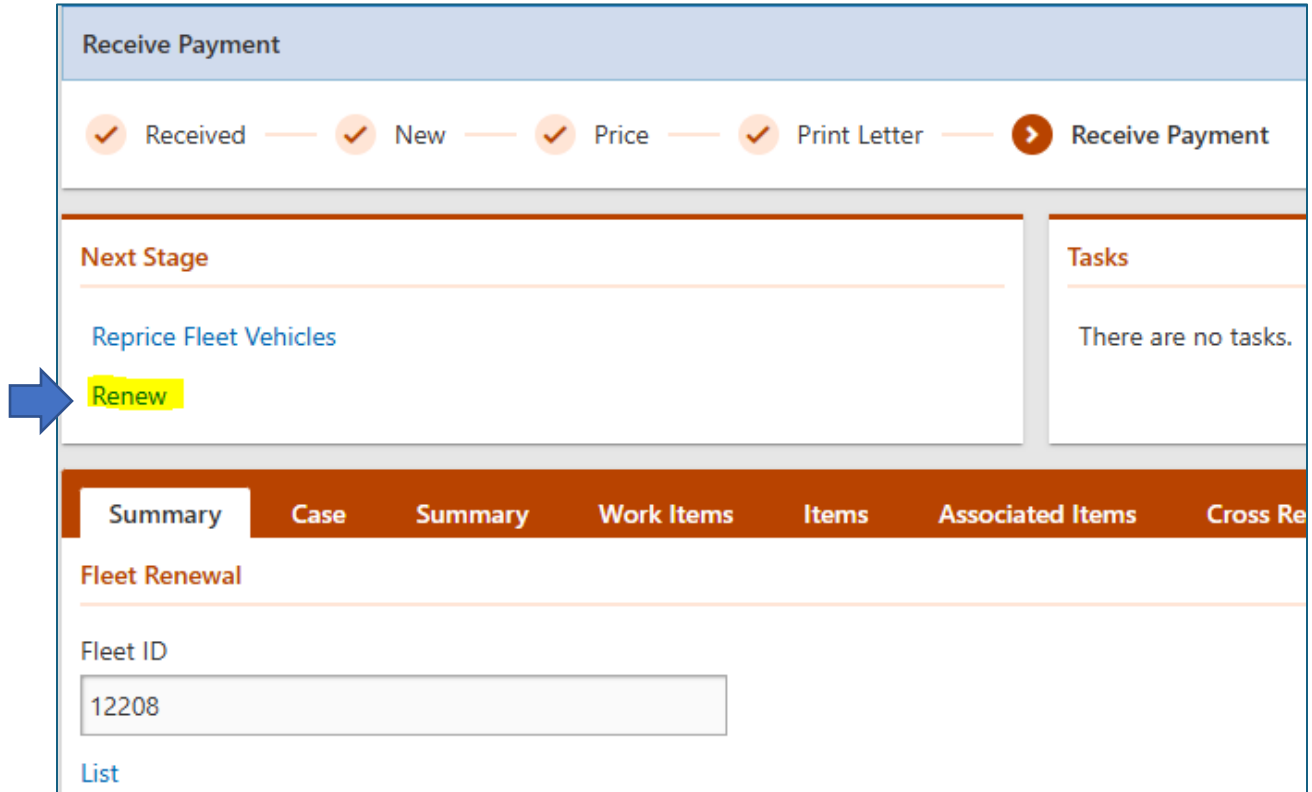
Total Reg Fee	\$166.00
Total Penalty	\$800.00
Total Fees	\$966.00
Payment	\$0.00

[Edit Doc](#) [Show History](#)

This will make the payment amount box to become an editable field and will let you enter the payment amount. Click **Save** on the bottom of the screen.

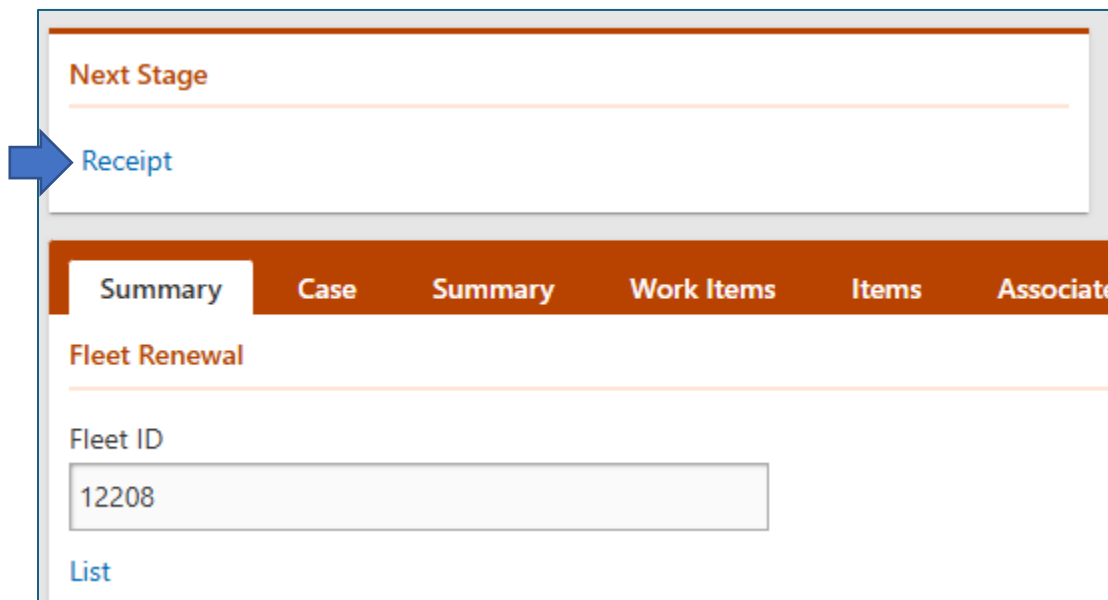
Total Reg Fee	\$166.00
Total Penalty	\$800.00
Total Fees	\$966.00
 Payment	\$966.00

10. Once total fees are paid the option Renew will be available in the **Next Stage** box for the renewal case.



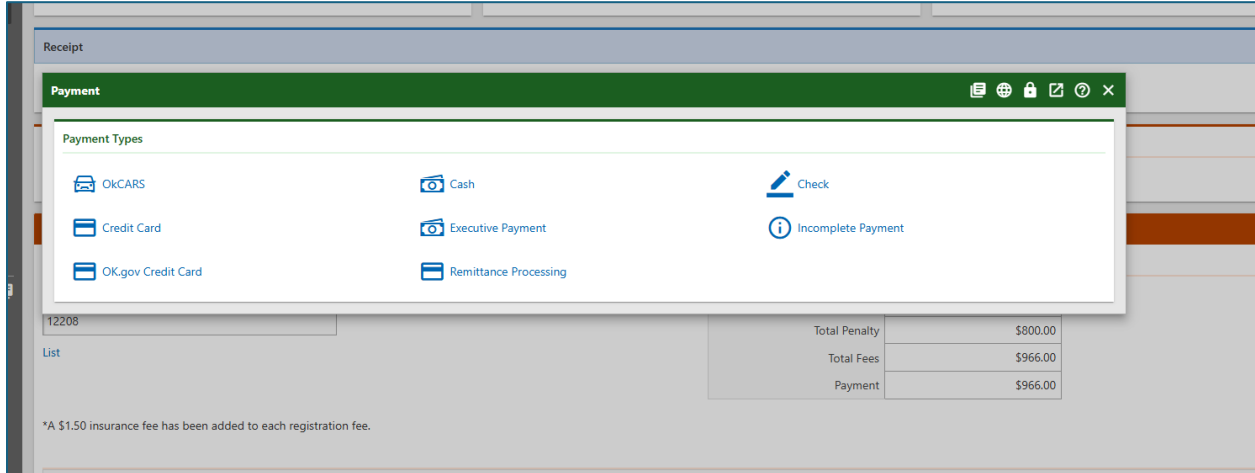
The screenshot shows a web interface for 'Receive Payment'. At the top, there is a progress bar with five steps: 'Received' (checked), 'New' (checked), 'Price' (checked), 'Print Letter' (checked), and 'Receive Payment' (active, indicated by a red circle with a right arrow). Below the progress bar, the 'Next Stage' section contains two links: 'Reprice Fleet Vehicles' and 'Renew'. A blue arrow points to the 'Renew' link. To the right of the 'Next Stage' section is a 'Tasks' section that says 'There are no tasks.' Below these sections is a horizontal navigation bar with tabs: 'Summary' (selected), 'Case', 'Summary', 'Work Items', 'Items', 'Associated Items', and 'Cross Re'. Under the 'Summary' tab, the 'Fleet Renewal' section is visible, containing a 'Fleet ID' input field with the value '12208' and a 'List' link below it.

11. After renewal is clicked, the option to **Receipt** will become available. Select this option.



This screenshot shows the 'Next Stage' section of the interface after the 'Renew' action. A blue arrow points to the 'Receipt' link. The rest of the interface, including the navigation bar and the 'Fleet Renewal' section with the 'Fleet ID' field containing '12208' and the 'List' link, remains the same as in the previous screenshot.

12. In the bottom right, a new **Receipt** button will appear. Select this to finish the process.  
Selecting this button will start the standard receipting process

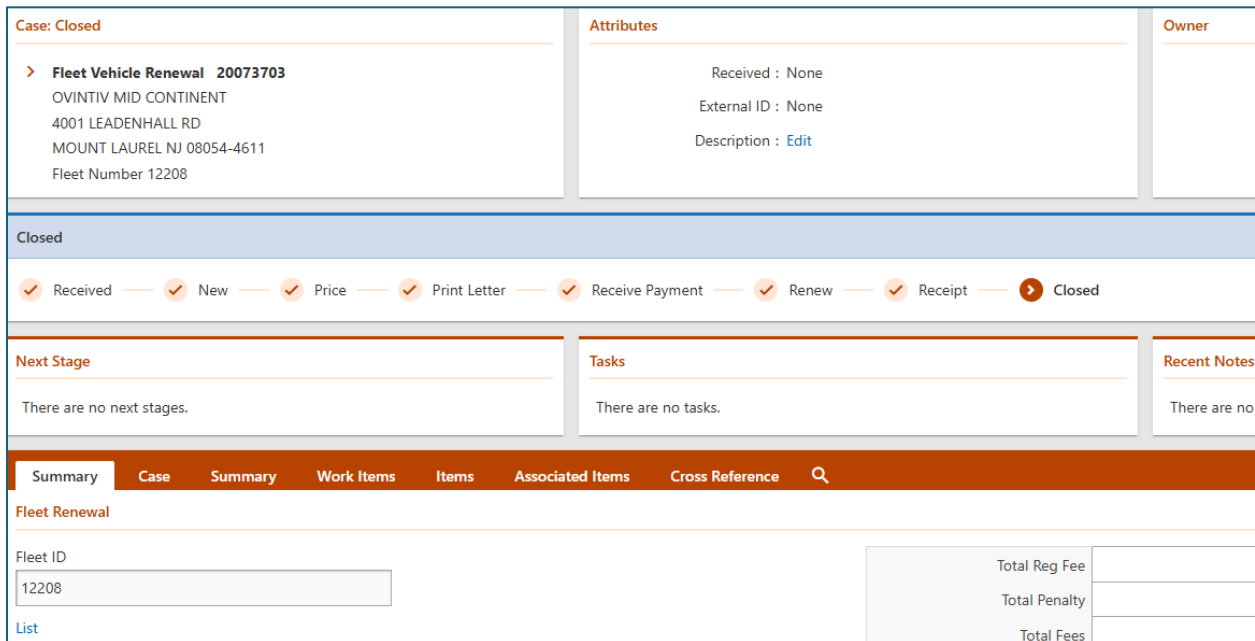


The screenshot shows a 'Payment' window with a 'Payment Types' dropdown menu. The dropdown lists several options: OKCARS, Credit Card, OK.gov Credit Card, Cash, Executive Payment, Remittance Processing, Check, and Incomplete Payment. Below the dropdown, there is a table with the following data:

Item	Amount
Total Penalty	\$800.00
Total Fees	\$966.00
Payment	\$966.00

Below the table, there is a note: '\*A \$1.50 insurance fee has been added to each registration fee.'

13. Once receipting is completed and registrations printed, return to the fleet renewal case and close it. This completes the commercial fleet renewal process.



The screenshot shows the 'Fleet Vehicle Renewal' case page. The case is closed. The page displays the following information:

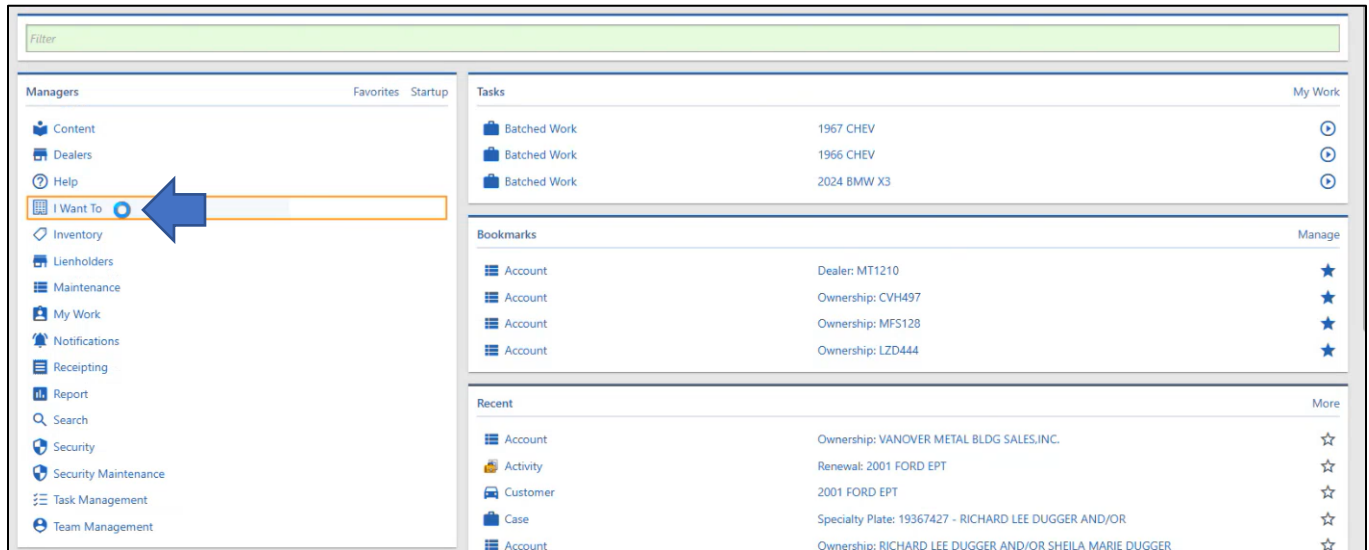
- Case:** Closed
- Attributes:** Received : None, External ID : None, Description : [Edit](#)
- Owner:**
- Next Stage:** There are no next stages.
- Tasks:** There are no tasks.
- Recent Notes:** There are no notes.
- Summary:** Fleet ID: 12208, Total Reg Fee, Total Penalty, Total Fees

## Process #4: Bulk Trailer Renewals

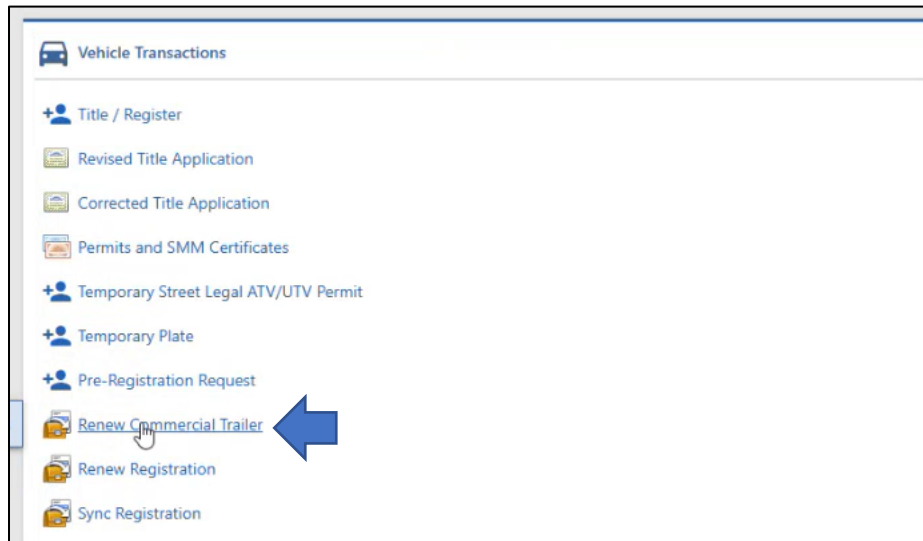
**Purpose:** To renew many truck trailers owned by the same company simultaneously.

**Process Step-by-Step:**

1. From the **New Manager**, select the **I Want To** link.



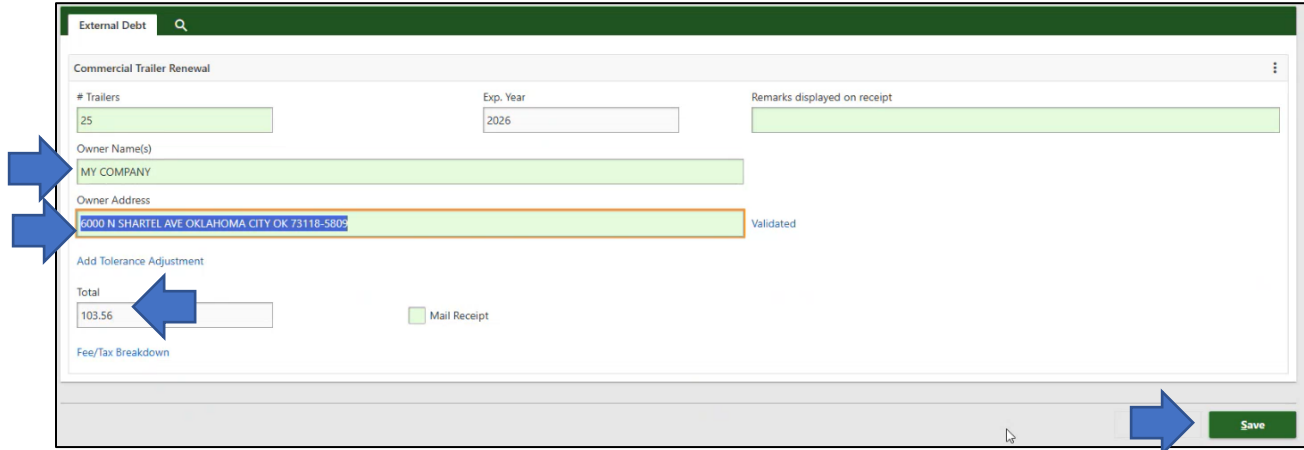
2. Click **Renew Commercial Trailer**



3. Enter the number of trailers to be renewed for the owner, the **Owner Name**, and **Owner Address**. Click **Save**

**Note:** Renewals cost \$4/trailer, plus a \$3.56 registration charge for the transaction.

**Note:** Trailers are not renewed individually in this case. Since trailers do not have decals, these registrations are interchangeable, and truck drivers must only keep a copy of the renewal receipt to show that they have renewed all their trailers for the year.



The screenshot shows the 'Commercial Trailer Renewal' form. Blue arrows indicate the following steps: 1. Enter '# Trailers' (25). 2. Enter 'Exp. Year' (2026). 3. Enter 'Owner Name(s)' (MY COMPANY). 4. Enter 'Owner Address' (6000 N SHARTEL AVE OKLAHOMA CITY OK 73118-5809). 5. Click 'Add Tolerance Adjustment'. 6. Enter 'Total' (103.56). 7. Click 'Save'.

4. Receipt the process.
5. Print a paper receipt, fold with the folder machine into an envelope, and put with outgoing mail for CPD to send to the customer.

## Process #5: Processing an IRP Title

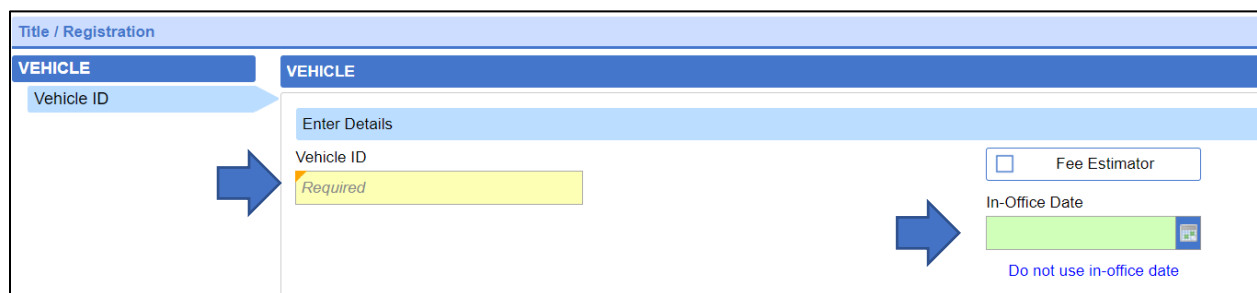
**Purpose:** To process and IRP Title and place it on IRP Hold.

**Background:**

[See Appendix E](#)

### Process Step-by-Step:

1. Click on the **I Want To** manager. Then click on **Title / Register** under Vehicle Transactions.
2. Enter the **VIN** and the **In-Office Date** if applicable.

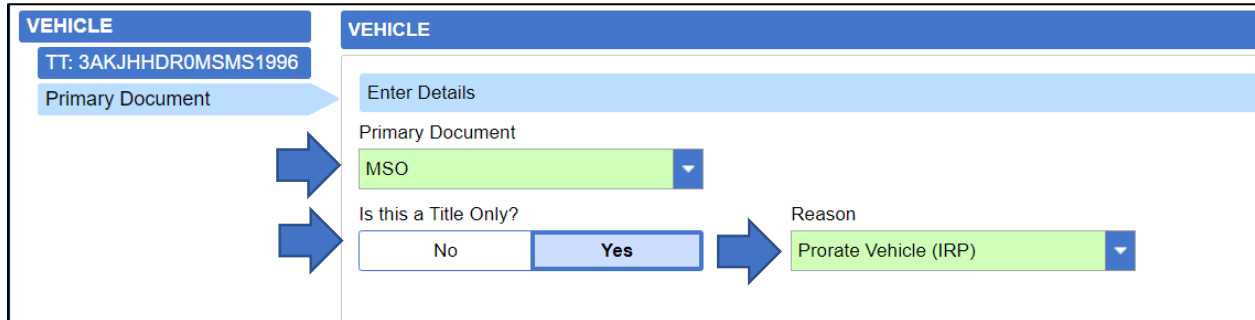


The screenshot shows the 'Title / Registration' form. Blue arrows indicate the following steps: 1. Click on 'VEHICLE'. 2. Enter 'Vehicle ID'. 3. Click on 'Enter Details'. 4. Enter 'Vehicle ID' (Required). 5. Click on 'Fee Estimator'. 6. Enter 'In-Office Date'. 7. Click on 'Do not use in-office date'.

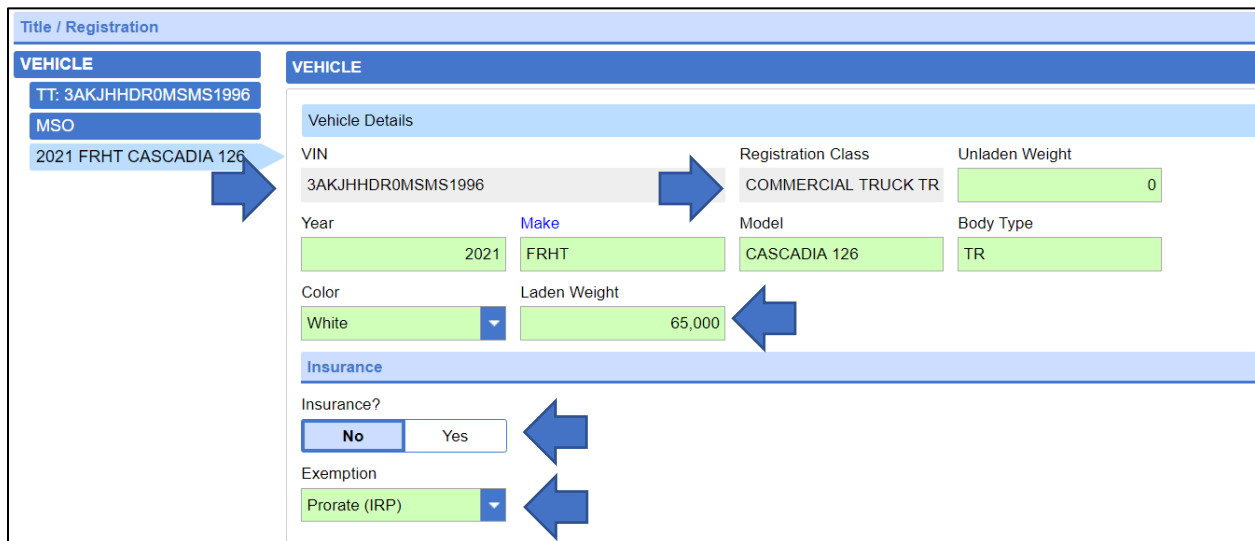
3. If the record is already an Oklahoma title, after entering the VIN, select the vehicle. If it is an MSO or out of state title, the VIN will be entered twice.

**Note:** If the **In-Office Date** is over 3 days, click on the question mark in the yellow box.

4. Select the Registration Class from the drop-down menu. For a prorate vehicle, this will either be a Commercial Truck, Commercial Truck Tractor or Commercial Trailer.
5. **Click Next**
6. Select a **Primary Document** from the drop-down menu. Click **Yes** on **Title Only**. Select **Prorate Vehicle (IRP)** for the reason from the drop-down menu. Click **Next**.



7. Select color from the menu and add the **Laden Weight**
8. Click **No** on Insurance and select **Prorate (IRP)** as the exemption. Click **Next**.



9. Select the appropriate answers to the title questions. Click **Next**.

**Note:** If a lien is to be placed, the next screen will be the lien screen. Add the lien information, then click next.

**Note:** The title hold will be automatic unless it is a Commercial Trailer. Commercial trailers pay full excise and are not placed on hold.

Title / Registration

**VEHICLE**

TT: 3AKJHHD0MSMS1996

MSO

2021 FRHT CASCADIA 126

**TITLE**

Title Info

**TITLE**

Title Info

Title Action: Original Title

Title Type: Standard Title

Default

Loss/Salvage Date

Title Questions

Add a Lien?  Yes

Add New Brand?  Yes

Add Title Hold Reason?

Reason: IRP Hold

No Direct Lien Filings Exist

10. Enter the **Assignment Date**, **Date First Sold** and **Purchase Price** into the appropriate boxes. Select **Prorate (IRP)** as the **Sales Tax Exemption** unless it is a trailer. Click **Next**.

Title / Registration

**VEHICLE**

TT: 3AKJHHD0MSMS1996

MSO

2021 FRHT CASCADIA 126

**TITLE**

Original Title

Purchase

**TITLE**

Purchase / Entry

Assignment Date: 10-Sep-2020

Date First Sold: 10-Sep-2020

Entry Date

Purchase Price: 119,296.51

Taxable: 119,296.51

Taxable Override

Average Retail: 0.00

Low Range: 0.00

High Range: 0.00

☐ Zero Dollar

NADA Pricing: Commercial|UsedCar

Excise Exemption

Excise Exemption

Sales Tax Exemption

Sales Tax Exemption: Prorate (IRP)

Cancel

Previous

Next

11. Add any **Miscellaneous Fees**. Usually this will be either **Tire Over 19.5"** or **IRP Tire**, along with a **Mail Fee**. Click **Next**.

<b>MSO</b> 2021 FRHT CASCADIA 126 <b>TITLE</b> Original Title 9/10/2020: \$119,296.51 <b>FEES</b> Misc. Fee Total: \$1.55	<b>Miscellaneous Fees</b> Are there Miscellaneous Fees? <input type="button" value="No"/> <input type="button" value="Yes"/> <b>Inspection</b> <input type="checkbox"/> VIN/Odometer <input type="checkbox"/> Rebuilt <input type="checkbox"/> On Site <b>Insurance and Notification</b> <input type="checkbox"/> Insurance <input type="checkbox"/> Lienholder Not. <input type="checkbox"/> MH Cancellation <b>Tire Fees</b> 19.5" & under: 0 Non-auto Over 19.5": 0 Motorcycle: 0 Trlr. 19.5" and Under: 0 <input type="checkbox"/> Trlr. Over 19.5" <input checked="" type="checkbox"/> IRP Tire <b>Mail Fees</b> Mail: 1 Mail Plate: 0 <b>Other Fees</b> Notary: 0 Printout: 0 Reprint: 0 Reprint Boat: 0 Cert. of Lien Release: 0 Copy of Lien Release: 0 Gen. Title History: 0 Cert. Title History: 0 Microfilm Title History: 0 <b>Donation</b> Organ Donor (\$): 0.00
---	--

12. The next page will show a summary of the fees. If everything is correct, click **Next** and go to the next page.

13. Check the box next to Vehicle has GVWR Greater Than 16,000 lbs.

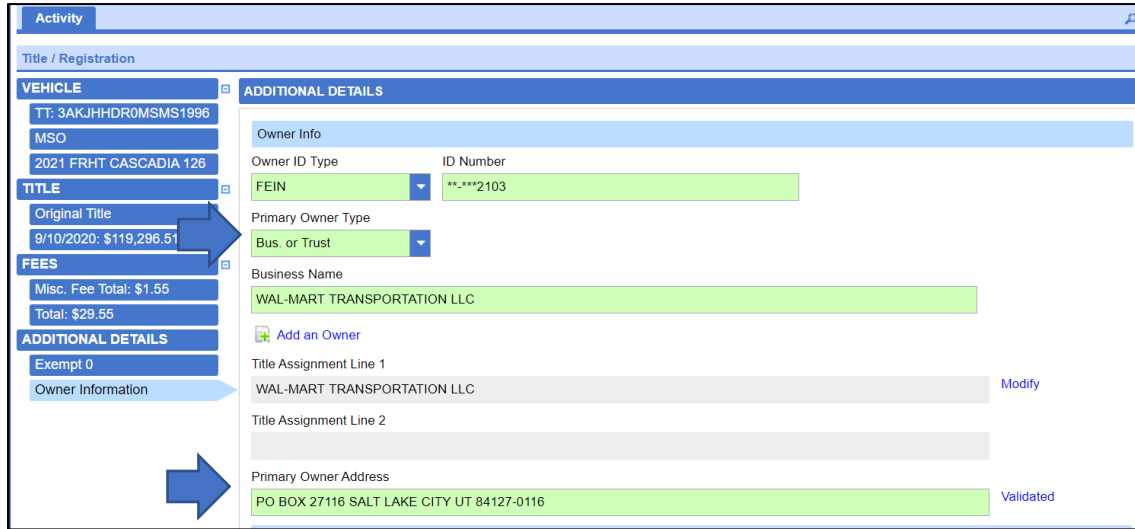
<b>Title / Registration</b>	
<b>VEHICLE</b> TT: 3AKJHHDROMSMS1996 MSO 2021 FRHT CASCADIA 126 <b>TITLE</b> Original Title 9/10/2020: \$119,296.51 <b>FEES</b> Misc. Fee Total: \$1.55 Total: \$29.55 <b>ADDITIONAL DETAILS</b> Odometer	<b>ADDITIONAL DETAILS</b> <b>Odometer</b> Odometer Discrepancy? <input type="button" value="No"/> <input type="button" value="Yes"/> Odometer Code: Exempt <input checked="" type="checkbox"/> Vehicle has GVWR Greater Than 16,000 lbs.

14. Select the **Owner ID Type** from the drop-down menu. Enter the **D.L. number** or the **FEIN**.

15. Select **Primary Owner Type** from the drop-down menu. Enter owner name

16. Enter the address under **Primary Owner Address**.





**Activity**

**Title / Registration**

**VEHICLE**

TT: 3AKJHHDR0MSMS1996

MSO

2021 FRHT CASCADIA 126

**TITLE**

Original Title

9/10/2020: \$119,296.51

**FEES**

Misc. Fee Total: \$1.55

Total: \$29.55

**ADDITIONAL DETAILS**

Exempt 0

Owner Information

**ADDITIONAL DETAILS**

**Owner Info**

Owner ID Type: FEIN ID Number: \*\*\_\*\*\*2103

Primary Owner Type: Bus. or Trust

Business Name: WAL-MART TRANSPORTATION LLC

[Add an Owner](#)

Title Assignment Line 1: WAL-MART TRANSPORTATION LLC [Modify](#)

Title Assignment Line 2:

Primary Owner Address: PO BOX 27116 SALT LAKE CITY UT 84127-0116 [Validated](#)

17. The next page is a summary page. If everything is correct, click **Submit**. If corrections are needed, click on the tab at the left to make the correction.



**VEHICLE**

TT: 3AKJHHDR0MSMS1996

MSO

2021 FRHT CASCADIA 126

**TITLE**

Original Title

9/10/2020: \$119,296.51

**FEES**

Misc. Fee Total: \$1.55

Total: \$29.55

**ADDITIONAL DETAILS**

Exempt 0

WAL-MART TRANSPORTATION LLC

**Title / Registration**

**TITLE / REGISTRATION**

**Vehicle ID** : 3AKJHHDR0MSMS1996

Registration Class : Commercial Truck Tractor

Primary Document : MSO

Title Only Reason : Prorate Vehicle (IRP)

Title Action & Type : Original Title \ Standard Title

Odometer : Code: EXEMPT, Reading: 0

Purchase : Price: \$119,296.51, Assignment: 9/10/2020

**Lienholder(s)** : None

Title Hold Reason : IRP Hold


Owner Name : WAL-MART TRANSPORTATION LLC

Owner Address : PO BOX 27116 SALT LAKE CITY UT 84127-0116

Year\Make\Model : 2021 FRHT CASCADIA 126

**Total Fee** : \$29.55

18. Receipt the process



[Receipt](#) [Renew](#) [I Want To](#)

## Appendix

See LO Manual Page 228 – 242 for more details on commercial vehicle types and regulations

### Appendix A: Eligible Commercial Vehicle and Trailer Types

Vehicle Type	Special Required Documents	Registration Required?	Title Required?
<b>Commercial Trailer</b>	None	Non-Expiring, must be renewed by December	Yes
<b>Commercial Trucks and Truck Tractors: 1 - 15,000lbs.</b>	<ul style="list-style-type: none"> <li>Oklahoma Sales Tax Permit, Driver's License, FEIN, or Copy of Schedule 1</li> </ul>	Yes	Yes
<b>Commercial Trucks and Truck Tractors: 15,001 - 54,999lbs.</b>	None	Yes	Yes
<b>Commercial Trucks and Truck Tractors: 55,000 - 90,000lbs.</b>	<ul style="list-style-type: none"> <li>Form 2290 Schedule 1</li> <li>Heavy Weight Permit or Reason for Exemption</li> </ul>	Yes	Yes
<b>Frac Tank</b>	None	Non-Expiring registration certificate, must be renewed by December	Yes
<b>Special Mobilized - Trailer</b>	<ul style="list-style-type: none"> <li>Qualification Certificate</li> </ul>	Non-Expiring, must be renewed by December	Yes
<b>Special Mobilized - Truck</b>	<ul style="list-style-type: none"> <li>Driver's License or FEIN</li> <li>Insurance</li> <li>An Oklahoma Title</li> <li>VIN Qualification Certificate</li> </ul>	Non-Expiring, must be renewed by December	Yes

### Appendix B: Required Documents



**Required Document – Commercial Vehicles:**

1. Proof of Oklahoma Insurance
2. Valid Driver's License
3. Vehicle Purchase Agreement
4. VIN
5. Odometer Statement

**Note:** Vehicles with a Gross Vehicle Weight Rating (GVWR) over 16,000 lbs. are exempt

6. [Form 701-6](#) – Application for Oklahoma Certificate of Title for a Vehicle, Trailer, or Manufactured Home

**Note:** This form is required for initial Title and Registration only

7. [Form 2290 Schedule 1](#) or a copy of an electronically filed return with an "IRS e-file" watermark and received date

**Note:** Applies only to vehicles 55,000 lbs. and over

8. Qualification certificate number

**Note:** Applies only to [Specialized Mobilized Machinery](#)

9. Oklahoma Sales Tax Permit, Driver's License, FEIN, or Copy of Schedule

**Note:** Applies only to vehicles under 15,000 lbs.

**Required Documents – Commercial Trailers:**

1. Assigned MSO, title or bill of sale
2. If coming from a state that does not title trailers, in lieu of an assigned title, a notarized bill of sale and/or the purchase agreement will be acceptable.
3. Application for Oklahoma Certificate of Title for a Vehicle (Form 701-6)

**Note:** If the trailer was used as a private trailer and no title is available, a notarized affidavit from the seller referencing this situation will be required. (VIN must be run through NCIC) If coming from a state that does not title trailers, the VIN must be run through NCIC.

- No insurance is required on commercial trailers.
- No VIN inspection is required on commercial trailers.
- If IRP, the title will not be placed on PR hold.
- Driver's license number or FEIN is not required.



### Required Documents – IRP Titles

1. Assigned MSO, title, or court order
2. Affidavit of Issuance of Title for a Proportionally Registered Vehicle (Form 788) or cab card
3. Application for Oklahoma Certificate of Title for a Vehicle (Form 701-6)
4. Lien Entry Form (MV21-A) and/or lien release, if applicable
5. Purchase agreement, invoice, or Declaration of Purchase Price (Form 722-1)
6. Laden weight
7. FEIN (Federal Employer Identification Number).

### Notes

- Must be placed on PR hold if no cab card is provided.
- No VIN inspection is required on vehicles registered with IRP.

## Appendix C: Table of Fees for Commercial Vehicles

### Forest Power (Truck, Truck Tractor) & Forest Trailer

Vehicle Type	Forest Power Plates	Truck Tractor Plates (Min. 15,000 Lbs)	Forest Trailer Plates
Fee Per Year	\$261.00	\$106.00	\$11.00

### Commercial Trucks 1 - 15,000 Pounds

Laden Weight (Pounds)	Year 1-5	Year6	Year 7+
1 - 15,000	\$106.00	\$58.00	\$35.00

### Commercial Trucks & Truck-Tractors 15,001 - 90,000 Pounds

Laden Weight (Pounds)	Full Year Fee	Laden Weight (Pounds)	Full Year Fee
15,001 - 18,000	\$131.00	72,001 - 73,280	\$868.00
18,001 - 21,000	\$166.00	73,281 - 74,000	\$881.00



Commercial Vehicles – Motor Vehicles Division

21,001 - 24,000	\$201.00	74,001 - 75,000	\$894.00
24,001 - 27,000	\$236.00	75,001 - 76,000	\$907.00
27,001 - 30,000	\$271.00	76,001 - 77,000	\$920.00
30,001 - 33,000	\$306.00	77,001 - 78,000	\$933.00
33,001 - 36,000	\$336.00	78,001 - 79,000	\$946.00
36,001 - 39,000	\$361.00	79,001 - 80,000	\$959.00
39,001 - 42,000	\$386.00	80,001 - 81,000	\$972.00
42,001 - 45,000	\$411.00	81,001 - 82,000	\$985.00
45,001 - 48,000	\$436.00	82,001 - 83,000	\$998.00
48,001 - 51,000	\$461.00	83,001 - 84,000	\$1,011.00
51,001 - 54,000	\$486.00	84,001 - 85,000	\$1,024.00
54,001 - 57,000 *	\$660.00	85,001 - 86,000	\$1,037.00
57,001 - 60,000	\$692.00	86,001 - 87,000	\$1,050.00
60,001 - 63,000	\$724.00	87,001 - 88,000	\$1,063.00
63,001 - 66,000	\$757.00	88,001 - 89,000	\$1,076.00
66,001 - 69,000	\$789.00	89,001 - 90,000	\$1,089.00
69,001 - 72,000	\$828.00		

*\*Federal Heavy Vehicle Use Tax required on weights of 55,000 and above. Proof is IRS validated Schedule 1 of Form 2290.*

**Commercial Vehicles Fees:**

Fee Description	Amount
Title	\$11.00
Excise Tax (> 55,000 lbs.)	\$10.00
Excise Tax (< 55,000 lbs.)	3.25% of purchase price
Lien Filing	\$10.00 (if a completed Lien Entry Form (MV21-A) is provided)
HB 1357	\$3.00 (if no MV21-A is provided), in addition to the \$10.00 fee
Registration	See above
Mail Fee	\$6.60
State Public Safety Fund Fee	\$5.00
Waste Tire Flat Fee	\$5.00 (if over 19.5 - this is the standard if tire fee is unknown)
Waste Tire Fee	\$2.90 per tire (if 19.5 or under)

**Commercial Trailer Fees:**

Fee Description	Amount
Title	\$11.00



Fee Description	Amount
Excise Tax (Cargo Yes)	\$10.00
Excise Tax (Cargo No)	3.25% of purchase price
Lien Filing	\$10.00 (if a completed Lien Entry Form (MV21-A) is provided)
HB 1357	\$3.00 (if no MV21-A is provided), in addition to the \$10.00 fee
Registration	\$46.00
Registration Renewal	\$7.56
Mail Fee	\$6.60
State Public Safety Fund Fee	\$5.00
Waste Tire Flat Fee	\$5.00 (if over 19.5 - this is the standard if tire fee is unknown)
Waste Tire Fee	\$2.90 per tire (if 19.5 or under)

**Note:** Sales tax will be assessed based on purchase price if title assignment is prior to November 1, 2021.

**Note:** Food trucks and office trailers are considered "cargo no" and taxes are due. Effective November 1, 2021, HB2964 states that all commercial trailers purchased on or after November 1, 2021, will no longer be charged sales tax based on their purchase price. Excise tax exemption is "commercial trailer."

#### Fees for Vehicles Over 55,000 Pounds and Registering Under IRP:

Fee Type	Amount
Title	\$11.00
Lien (if applicable)	\$10.00
HB 1357	\$3.00 (if no MV21-A is provided), in addition to the \$10.00 fee
Excise tax	\$10.00
Used tire recycling	\$7.00
Mail fee	\$1.73

## Appendix D: Commercial Trailers – Cargo Yes and Cargo No

**Background:** Trailers utilized in a commercial capacity are to be registered as commercial trailers.

- Commercial trailers may be pulled only by commercially registered trucks.
- Commercial trailer registration is not limited to cargo-carrying trailers.



- The non-expiring commercial trailer plate is issued at a fee of \$46.00. The renewal fee of \$7.56 is to be paid annually for each trailer or semitrailer. Registration penalties do not apply to commercial trailers; however, prior year registration will be charged when applicable.
- Commercial trailer registrations expire on December 31st, regardless of when it was originally registered.
- When the ownership is transferred, a new commercial trailer plate and registration is to be issued at a fee of \$46.00 regardless of the time of year transferred. An exception to this would be when the new owner is not going to use the trailer in a commercial capacity but as a private trailer only. In this case, no Oklahoma title or registration is required.

Commercial trailers are either considered Cargo Yes or Cargo No based on whether or not they were designed to carry cargo.

#### **Cargo - Yes**

Excise tax of \$10.00 is assessed on commercial trailers which are primarily designed to transport cargo.

#### **Cargo - No**

Excise tax of 3.25% is assessed on non-cargo carrying trailers or semitrailers, such as concession trailers, office trailers, etc.

Excise tax penalty will be charged in the usual manner (beginning 31 days from the title assignment), unless a statement is given by the registrant that the trailer was not utilized in a commercial capacity until sometime after the assignment date. In that event, the penalty would not be assessed until the 31st day following the date it was placed in commercial service.

**Note:** The customer needs to provide a notarized statement advising they used the trailer as a private trailer and now wish to title and register it as a commercial trailer.

## **Appendix E: Commercial Truck-Commercial Trailer - Prorated**

A prorated tag, also known as an apportioned tag, is a commercial vehicle license plate issued in accordance with the International Registration Plan (IRP). Apportioned means the registration fees for the vehicle are divided among the states and provinces through which the vehicle travels. The operator of a commercial motor vehicle bearing an apportioned tag is required to carry a valid cab card inside the vehicle to reflect valid registration. The cab card displays vehicle-specific information, lists each state or province within which the vehicle may operate, and lists the registered weight for each state or province.

An apportioned vehicle is any power unit used or intended for use in two or more member jurisdictions and used primarily for the transportation of persons for hire or a power unit designed, used, or maintained primarily for the transportation of property, and:

- Having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
- Having three or more axles (regardless of weight), or
- Used in combination when the gross vehicle weight of such combination exceeds 26,000 pounds

These units are titled only with the state and are registered through various states' IRP departments.

For more information, see the [Oklahoma Corporation Commission website](#) or LO Manual Page 240 – 242.

## References

1. List of form relevant to commercial vehicles
  - a. [Form 701-6 – Application for Oklahoma Certificate of Title for a Vehicle, Trailer, or Manufactured Home](#)
  - b. [Form 2290 – Heavy Highway Vehicle Use Tax Return](#)
  - c. [786-CMT - Declaration of Gross Vehicle Weight for a Cotton Module Transporter](#)
  - d. [786-FT - Declaration of Gross Vehicle Weight for a Farm Truck](#)
  - e. [791-1A - Used Commercial/Utility Trailer Dealer License and License Plate Application](#)
  - f. [792-2A - New Commercial/Utility Trailer Dealer License and License Plate Application](#)
  - g. [754-2 - Affidavit for Forest Power/Trailer Registration](#)
  - h. [754-3 - Application for Private or Farm Trailer Registration](#)
  - i. [788 – Affidavit for Issuance of Title for a Proportionally Registered Vehicle](#)