



# 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.

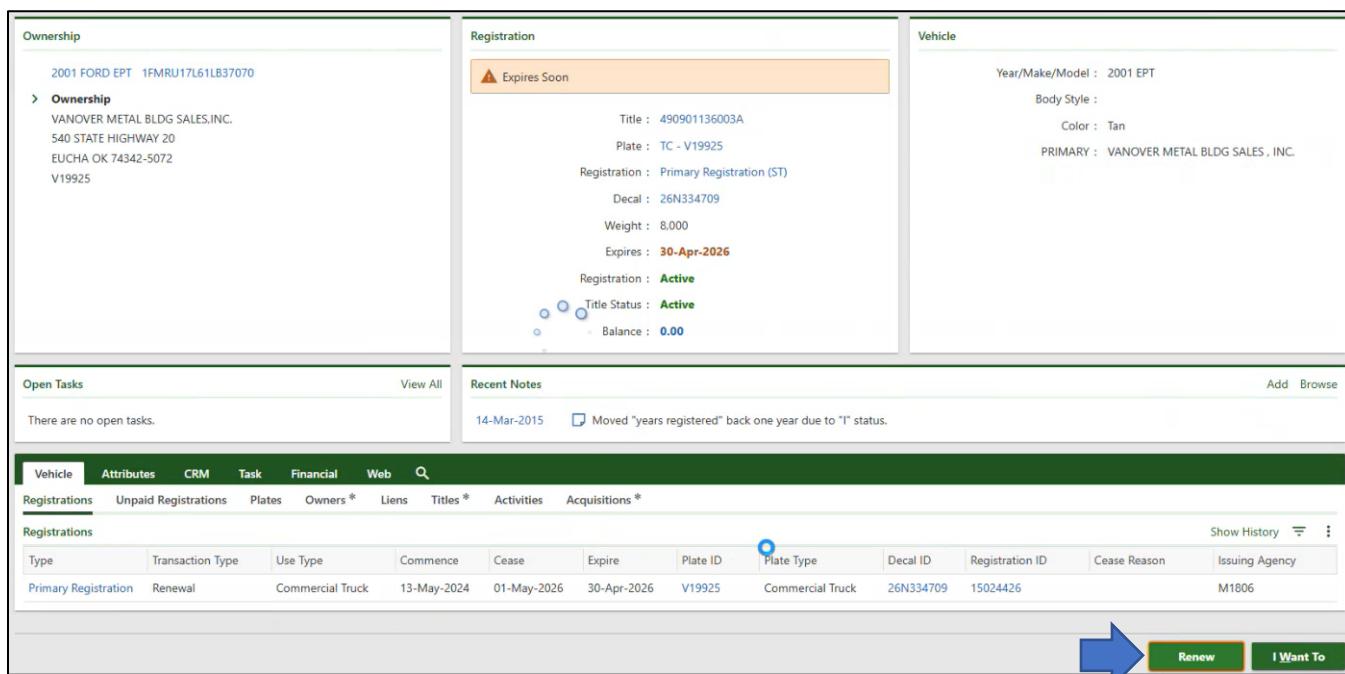
Commercial Trucks and Truck Tractors are registered based on combined laden weight. Commercial trucks registered for 15,000 lbs. or less are registered on a combination of age and combined laden weight of the vehicle. Combined laden weight is the combined weight of a vehicle when fully equipped for use 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		Registration		Vehicle																																																													
2001 FORD EPT 1FMRU17L61LB37070		<b>Expires Soon</b> Title : 490901136003A Plate : TC - V19925 Registration : Primary Registration (ST) Decal : 26N334709 Weight : 8.000 Expires : <b>30-Apr-2026</b> Registration : <b>Active</b> Title Status : <b>Active</b> Balance : <b>0.00</b>		Year/Make/Model : 2001 EPT Body Style : Color : Tan PRIMARY : VANOVER METAL BLDG SALES , INC.																																																													
<b>Open Tasks</b> <a href="#">View All</a>		<b>Recent Notes</b> <p>14-Mar-2015 <input checked="" type="checkbox"/> Moved "years registered" back one year due to "I" status.</p>		<a href="#">Add</a> <a href="#">Browse</a>																																																													
<table border="1"> <thead> <tr> <th>Vehicle</th> <th>Attributes</th> <th>CRM</th> <th>Task</th> <th>Financial</th> <th>Web</th> </tr> </thead> <tbody> <tr> <td>Registrations</td> <td>Unpaid Registrations</td> <td>Plates</td> <td>Owners *</td> <td>Liens</td> <td>Titles *</td> </tr> <tr> <td>Registrations</td> <td>Type</td> <td>Transaction Type</td> <td>Use Type</td> <td>Commence</td> <td>Cease</td> </tr> <tr> <td>Primary Registration</td> <td>Renewal</td> <td>Commercial Truck</td> <td>13-May-2024</td> <td>01-May-2026</td> <td>30-Apr-2026</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>V19925</td> <td>Commercial Truck</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>26N334709</td> <td>Registration ID</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>15024426</td> <td>Decal ID</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Cease Reason</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Issuing Agency</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>M1806</td> </tr> </tbody> </table>						Vehicle	Attributes	CRM	Task	Financial	Web	Registrations	Unpaid Registrations	Plates	Owners *	Liens	Titles *	Registrations	Type	Transaction Type	Use Type	Commence	Cease	Primary Registration	Renewal	Commercial Truck	13-May-2024	01-May-2026	30-Apr-2026					V19925	Commercial Truck					26N334709	Registration ID					15024426	Decal ID						Cease Reason						Issuing Agency						M1806
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					Cease Reason																																																												
					Issuing Agency																																																												
					M1806																																																												

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	Registration Class	Unladen Weight
1FMRU17L61LB37070	COMMERCIAL TRUCK	0
Year	Make	Model
2001	FORD	EPT
Color	Laden Weight	Body Type
Tan	8.000	UT
Previous: 8000 lbs.		
Fuel Type		

**Insurance**

Insurance?	No	Yes	
NAIC	Insurance Company	Policy Number	Exception
10219	QBE REINSURANCE CORPORATION	456	Fleet Insurance

**Delivery**

Delivery Method
-----------------

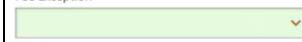
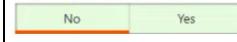
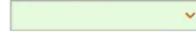
**Story**

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

**Plate**

How would you like to receive your renewal notice? 

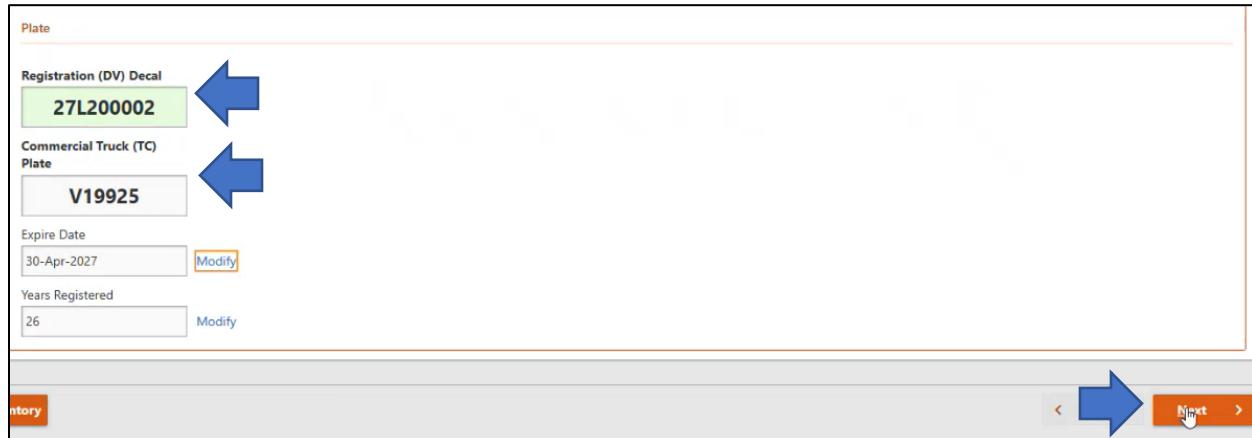
Email	Mail
<b>Plate Type</b>	
Fee Exception	Non-Expiring Fleet ID
	
Do you need a replacement plate?	Commercial Fleet ID
	
Plate Group	Truck Document
Standard Plate	
Plate Type	2 Year Registration
Commercial Truck (TC)	

**Story**

4. 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

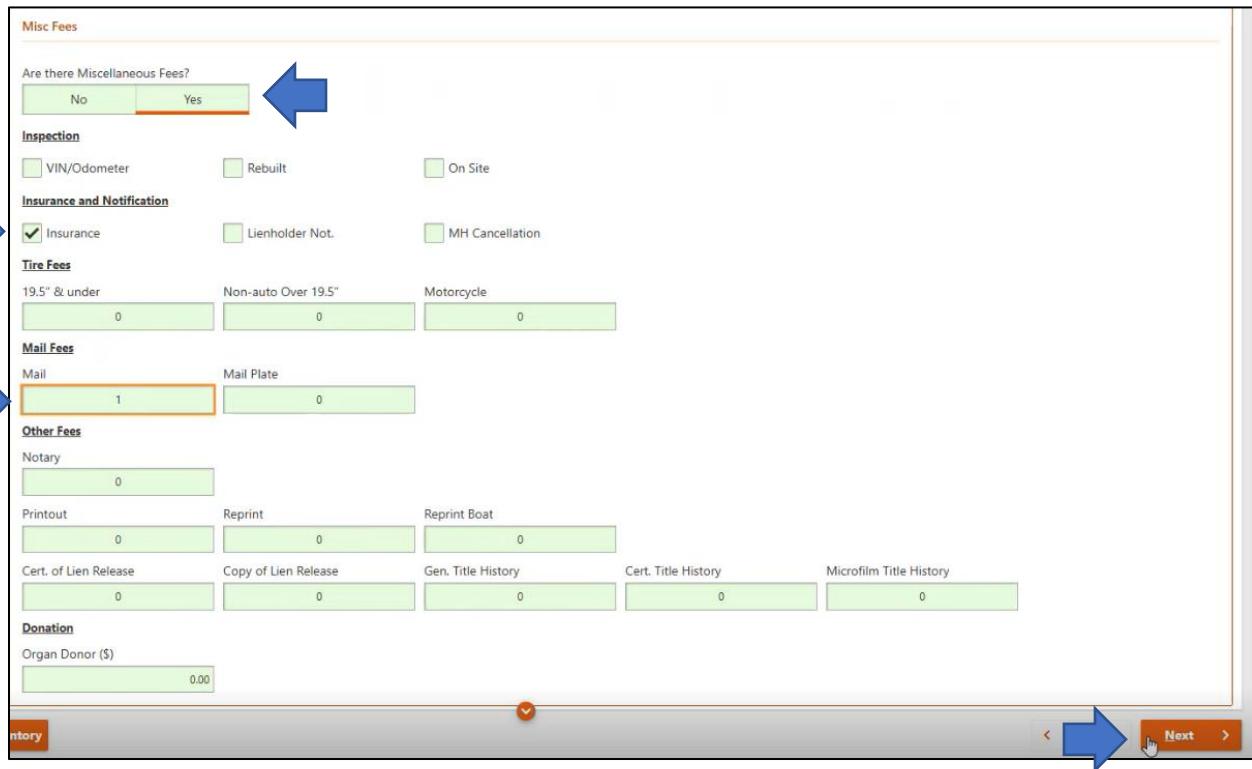
Expire Date  
30-Apr-2027 [Modify](#)

Years Registered  
26 [Modify](#)

[Notary](#) [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 Non-auto Over 19.5" Motorcycle  
0 0 0

**Mail Fees**  
Mail Mail Plate  
1 0

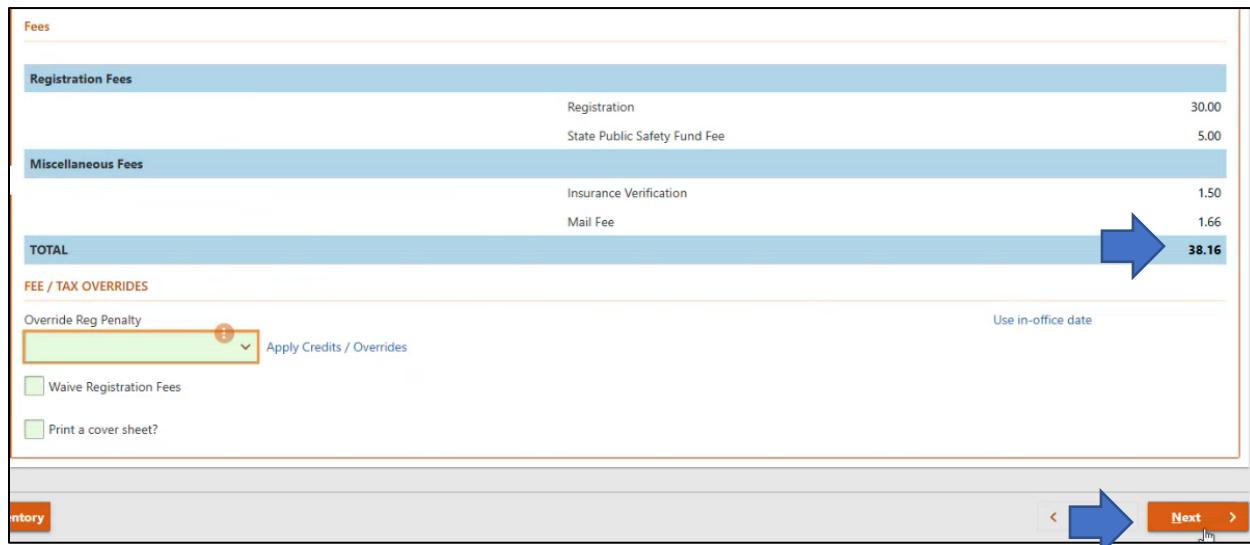
**Other Fees**  
Notary  
Printout Reprint Reprint Boat  
0 0 0

Cert. of Lien Release Copy of Lien Release Gen. Title History Cert. Title History Microfilm Title History  
0 0 0 0 0

**Donation**  
Organ Donor (\$)  
0.00

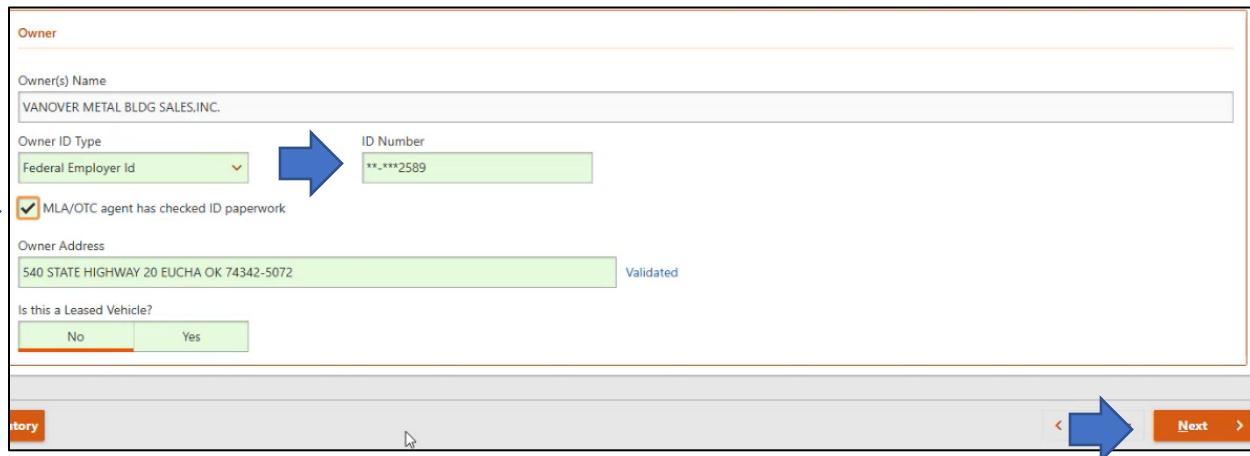
[Notary](#) [Next](#) >

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



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.



8. Review transaction information and press **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

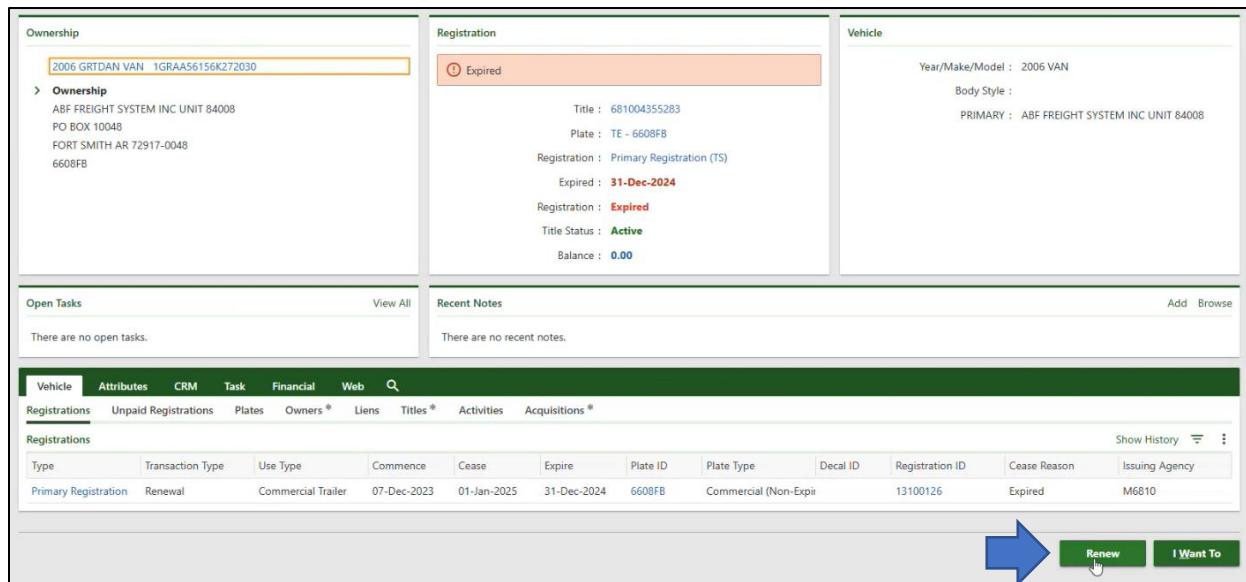
**Purpose:** To renew a commercial trailer registration for the upcoming year.

**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**.



The screenshot displays the OneLink software interface with three main sections:

- Ownership:** Shows the vehicle registration number 2006 GRTDAN VAN 1GRAA56156K272030 and the owner information: ABF FREIGHT SYSTEM INC UNIT 84008, PO BOX 10048, FORT SMITH AR 72917-0048, 6608FB.
- Registration:** Shows the registration status as **Expired**. Details include Title: 681004355283, Plate: TE - 6608FB, Registration: Primary Registration (TS), Expired: 31-Dec-2024, Registration: **Expired**, Title Status: **Active**, and Balance: 0.00.
- Vehicle:** Shows the vehicle details: Year/Make/Model: 2006 VAN, Body Style: , and PRIMARY: ABF FREIGHT SYSTEM INC UNIT 84008.

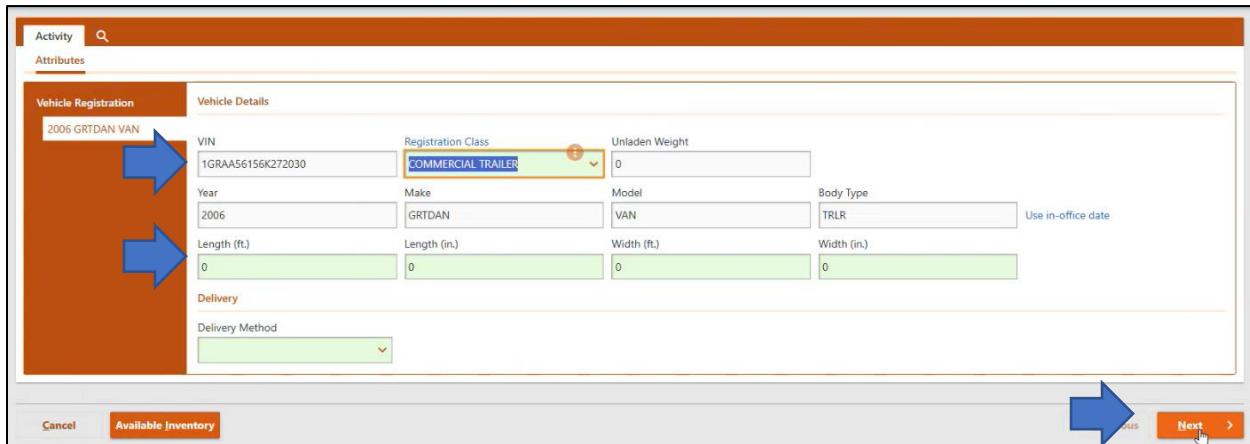
Below these sections are two smaller panels: **Open Tasks** (no open tasks) and **Recent Notes** (no recent notes).

The bottom section is a table for **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

A large blue arrow points to the **Renew** button in the bottom right corner of the vehicle section.

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



Vehicle Registration

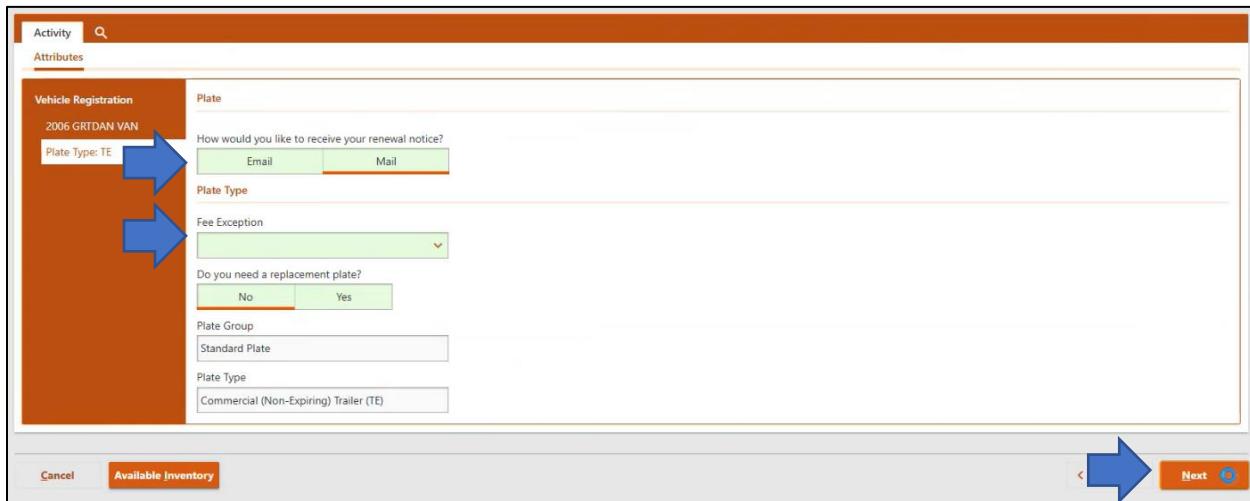
Vehicle Details

2006 GRTDAN VAN

VIN	1GRAA56156K272030	Registration Class	COMMERCIAL TRAILER	Unladen Weight	0
Year	2006	Make	GRTDAN	Model	VAN
Length (ft.)	0	Length (in.)	0	Width (ft.)	0
Delivery	Delivery Method				

Cancel Available Inventory Next >

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



Vehicle Registration

Plate

How would you like to receive your renewal notice?

Email  Mail

Plate Type

Fee Exception

Do you need a replacement plate?

No  Yes

Plate Group

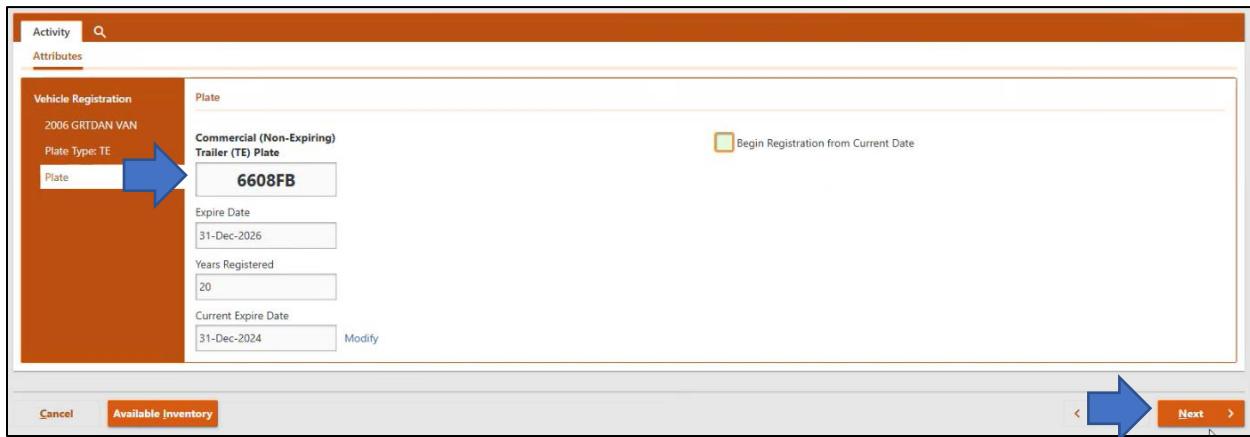
Standard Plate

Plate Type

Commercial (Non-Expiring) Trailer (TE)

Cancel Available Inventory Next >

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



Vehicle Registration

Plate

Commercial (Non-Expiring) Trailer (TE) Plate

Plate

6608FB  Begin Registration from Current Date

Expire Date

31-Dec-2026

Years Registered

20

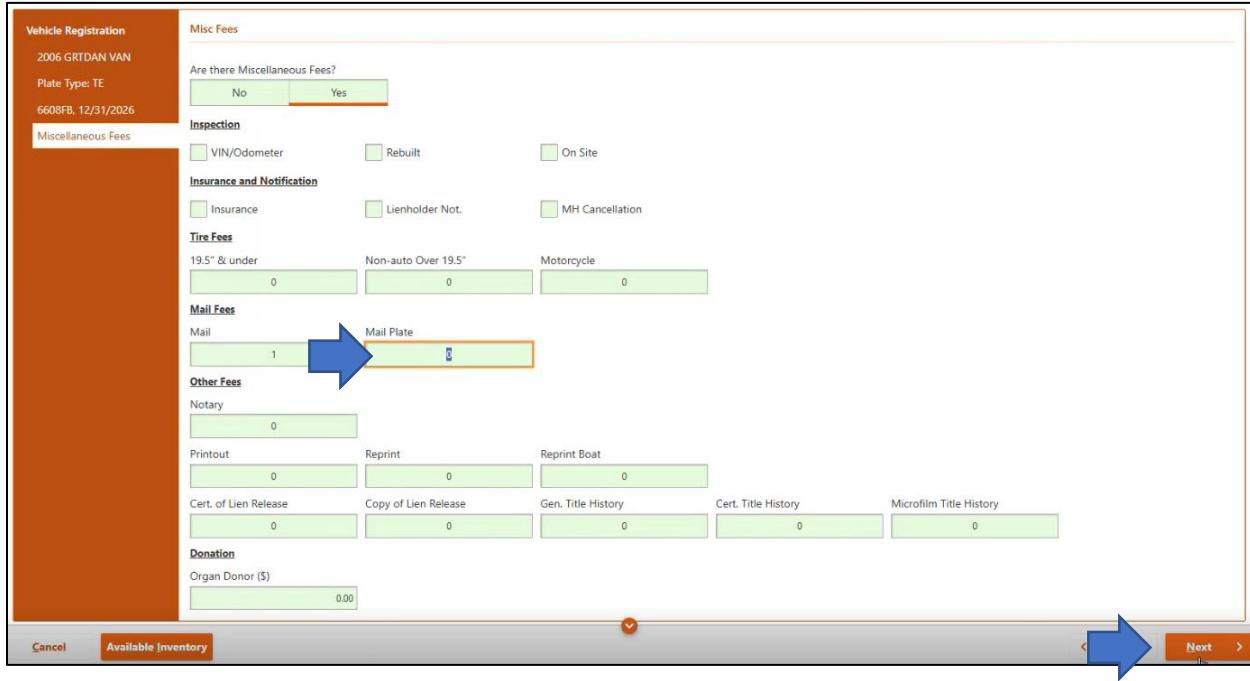
Current Expire Date

31-Dec-2024

Modify

Cancel Available Inventory Next >

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



**Vehicle Registration**  
2006 GRITDAN VAN  
Plate Type: TE  
6608FB, 12/31/2026

**Miscellaneous Fees**

**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 Non-auto Over 19.5" Motorcycle  
0 0 0

**Mail Fees**  
Mail Mail Plate  
1 1

**Other Fees**  
Notary  
0

Printout Reprint Reprint Boat  
0 0 0

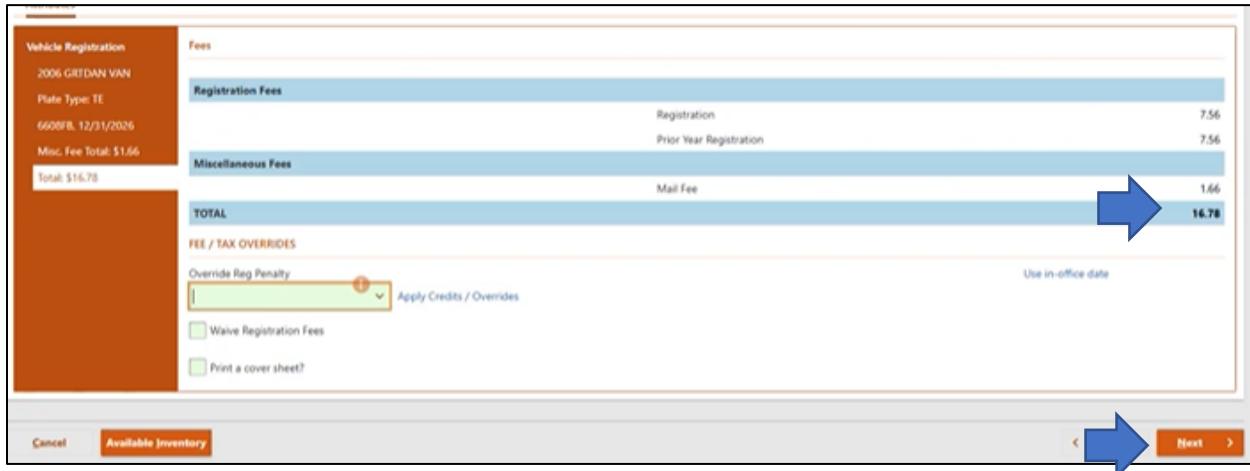
Cert. of Lien Release Copy of Lien Release Gen. Title History Cert. Title History Microfilm Title History  
0 0 0 0 0

**Donation**  
Organ Donor (\$)  
0.00

**Cancel** **Available Inventory** **Next**

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

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



**Vehicle Registration**  
2006 GRITDAN VAN  
Plate Type: TE  
6608FB, 12/31/2026  
Misc. Fee Total: \$1.66  
Total: \$16.78

**Fees**

**Registration Fees**  
Registration 7.56  
Prior Year Registration 7.56

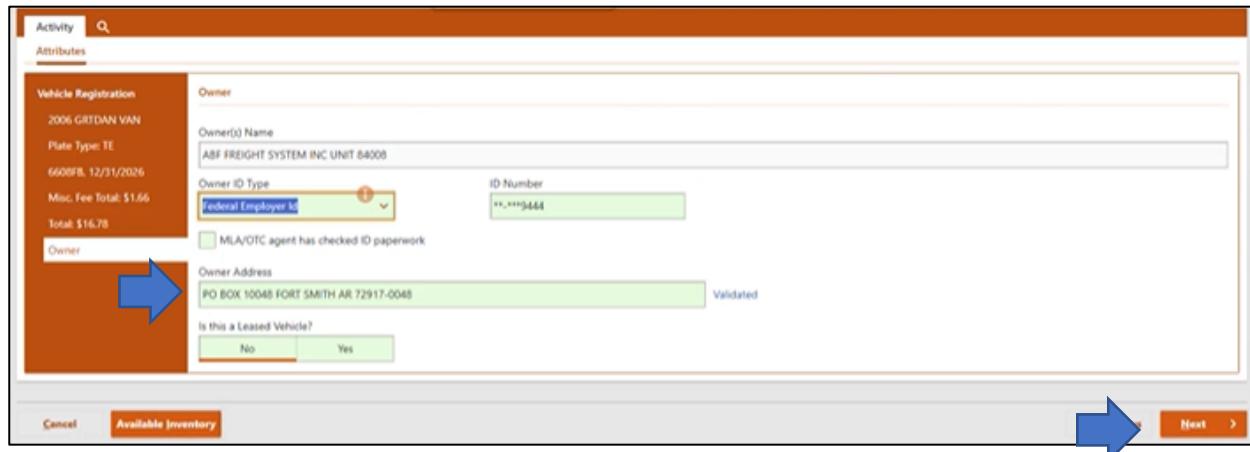
**Miscellaneous Fees**  
Mail Fee 1.66

**TOTAL** 16.78

**FEE / TAX OVERRIDES**  
Override Reg Penalty  Apply Credits / Overrides Use in-office date  
Waive Registration Fees  
Print a cover sheet?

**Cancel** **Available Inventory** **Next**

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



Vehicle Registration

2006 GRTDAN VAN

Plate Type: TE

6600FB, 12/31/2026

Misc. Fee Total: \$1.66

Total: \$16.78

Owner

Owner(x) Name: ABF FREIGHT SYSTEM INC UNIT 84008

Owner ID Type: Federal Employer ID

ID Number: \*\*,\*\*\*9444

MLA/OTC agent has checked ID paperwork

Owner Address: PO BOX 10048 FORT SMITH AR 72917-0048

Is this a Leased Vehicle? No

Cancel Available Inventory Next >

8. Click **Submit**.



Vehicle ID : 1G8AA56156K272050

Registration Class : Commercial Trailer

Year/Make/Model : 2006-GRTDAN VAN

Registration : Plate: 6600FB, Expiration: 12/31/2026

Owner Address : PO BOX 10048 FORT SMITH AR 72917-0048

Total Fee : \$16.78

Vehicle Registration

Cancel Available Inventory < Previous Submit >

9. Receipt the process.

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

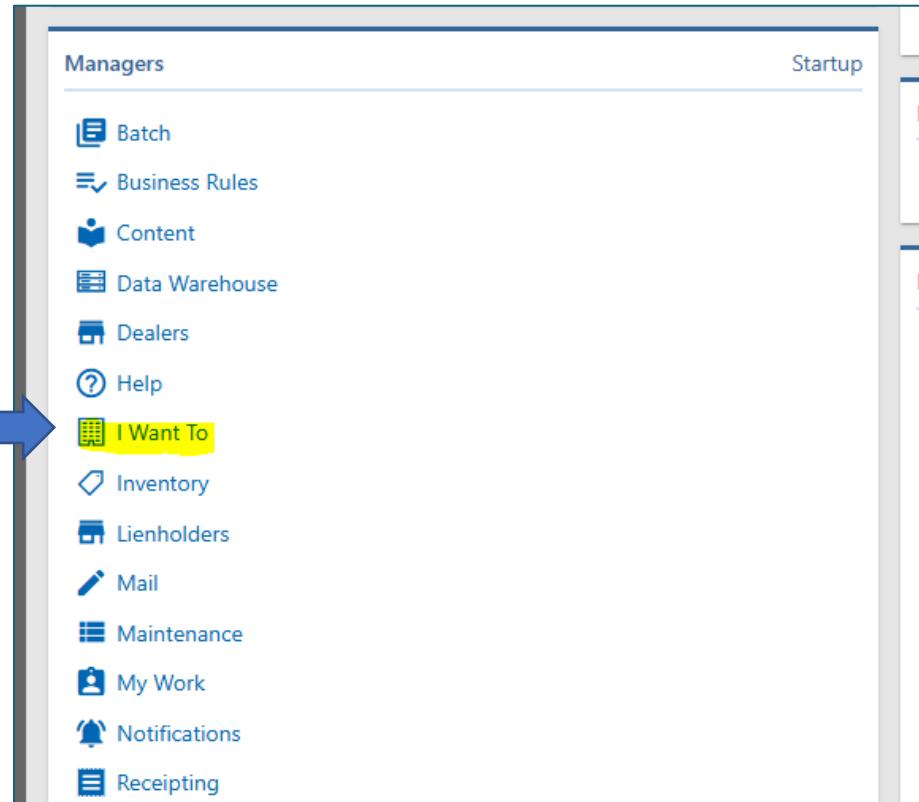
**Purpose:** To renew a non-expiring commercial vehicle fleet that has previously been registered in OneLink

### Background:

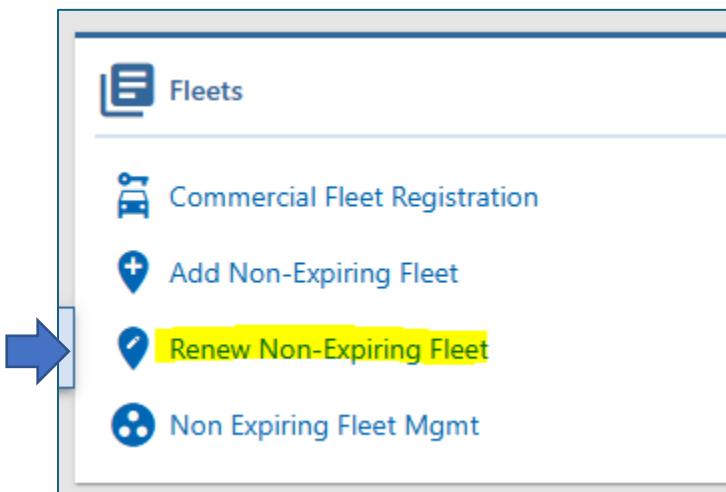
Starting November 1st, 2024, owners of 10 or more commercially registered vehicles will have the opportunity to establish a commercial fleet, consolidating all their vehicles into one unit. All fleets will expire in December, so a prorated registration fee may be required to adjust the expiration date.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

### Process Step-by-Step:

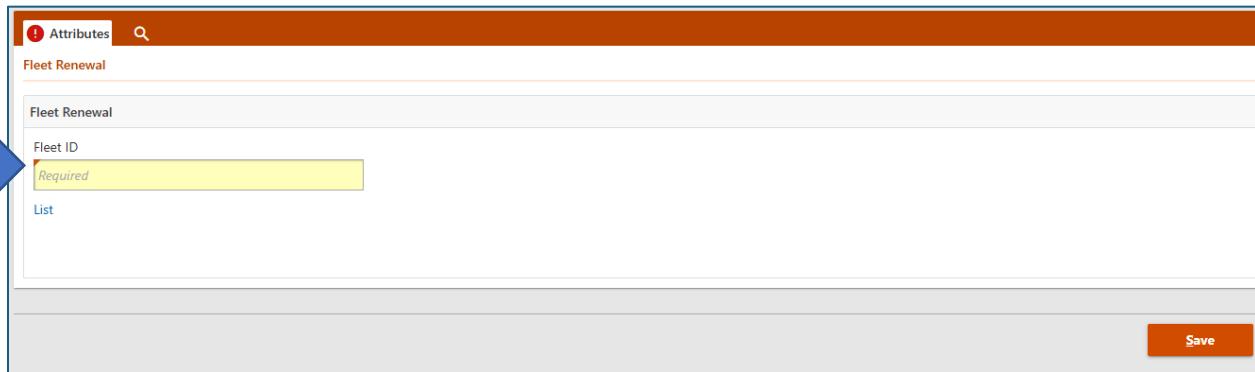
1. Navigate to the **I Want To** manager



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

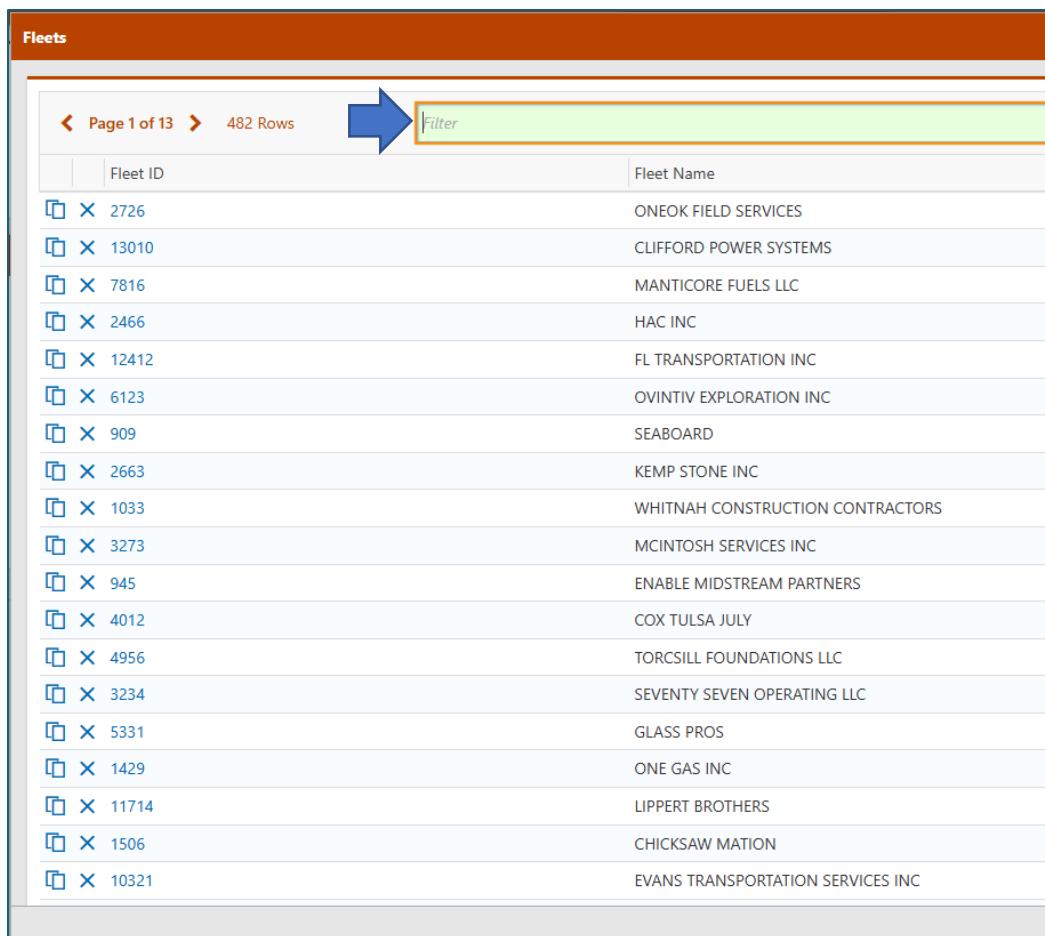


3. The next screen will ask for a **Fleet ID**.



A screenshot of a web-based form titled 'Fleet Renewal'. At the top left is a 'Attributes' button and a search icon. The main section is titled 'Fleet Renewal' and contains a 'Fleet ID' field which is highlighted with a yellow background and a red border, indicating it is a required field. Below the field is a 'List' link. At the bottom right is a 'Save' button.

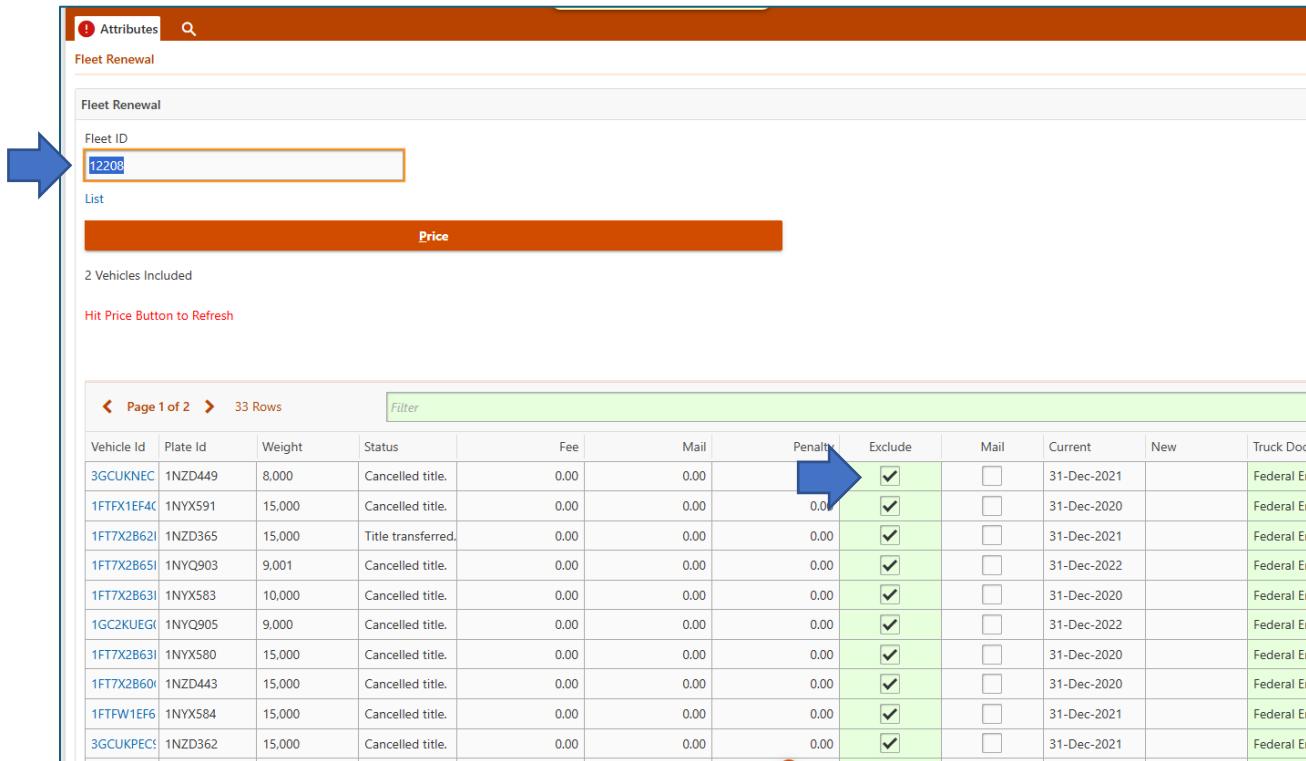
**Note:** If this is not known, select the **List** hyperlink and search existing non-expiring commercial fleets for the company you are working with.



A screenshot of a 'Fleets' list page. The top navigation bar is orange and contains the word 'Fleets'. Below it is a search bar with the placeholder text 'Filter'. The main area is a table with two columns: 'Fleet ID' and 'Fleet Name'. The table shows 482 rows of data. The first few rows are: 2726 (ONEOK FIELD SERVICES), 13010 (CLIFFORD POWER SYSTEMS), 7816 (MANTICORE FUELS LLC), 2466 (HAC INC), 12412 (FL TRANSPORTATION INC), 6123 (OVINTIV EXPLORATION INC), 909 (SEABOARD), 2663 (KEMP STONE INC), 1033 (WHITNAH CONSTRUCTION CONTRACTORS), 3273 (MCINTOSH SERVICES INC), 945 (ENABLE MIDSTREAM PARTNERS), 4012 (COX TULSA JULY), 4956 (TORCSILL FOUNDATIONS LLC), 3234 (SEVENTY SEVEN OPERATING LLC), 5331 (GLASS PROS), 1429 (ONE GAS INC), 11714 (LIPPERT BROTHERS), 1506 (CHICKSAW MATION), and 10321 (EVANS TRANSPORTATION SERVICES INC).

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: 12208

List

Price

2 Vehicles Included

Hit Price Button to Refresh

Page 1 of 2 33 Rows Filter											
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
1FT7X2B62J	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
1FT7X2B63J	1NYX583	10,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1GC2KUEGJ	1NYQ905	9,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2022		Federal Er
1FT7X2B63J	1NYX580	15,000	Cancelled title.	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-Dec-2020		Federal Er
1FT7X2B60J	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
3GCUKPECJ	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 Renewal

Fleet ID: 12208

List

Price

2 Vehicles Included

Use in-office date

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

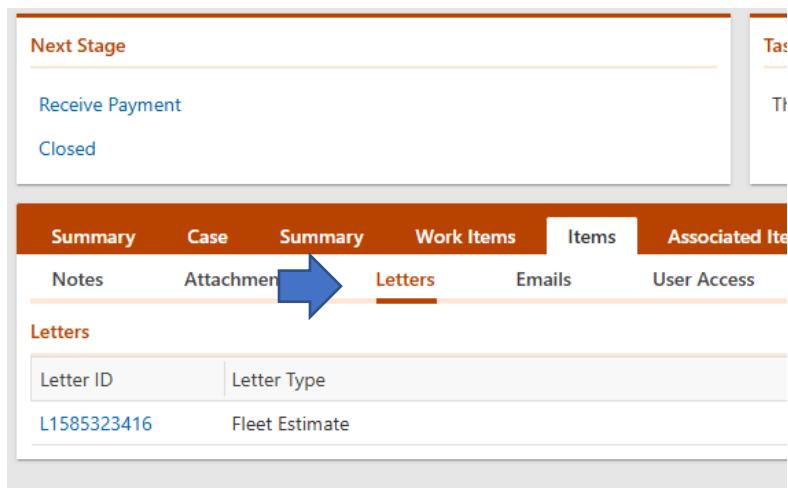
Total Reg Fee	\$166.00
Total Penalty	\$800.00
Total Fees	\$966.00

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



A screenshot of a table with 10 columns. The columns are: ID, Item ID, Description, Status, Amount, Tax, Tax Type, Tax Rate, Date, and Fee. The table contains 8 rows of data. The 'Tax' column for the first 7 rows has a green background with a checkmark in the checkbox cell. The 'Fee' column for the last 3 rows has a green background with a checkmark in the checkbox cell. At the bottom of the table, there is a navigation bar with arrows and text: 'Page 1 of 2', '33 Rows', and a large blue arrow pointing right followed by a 'Save' button.

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.



A screenshot of a software interface showing the 'Letters' sub-tab selected in the 'Items' tab. The 'Letters' tab is highlighted with a red border. The 'Letters' sub-tab displays a table with two columns: 'Letter ID' and 'Letter Type'. The table shows one row with 'L1585323416' and 'Fleet Estimate'.

Letter ID: L1585323416

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

## OVS Test Letter

**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
1FTFX1EF4FC37777	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

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 — 

**Next Stage**

[Receive Payment](#)  
[Closed](#)

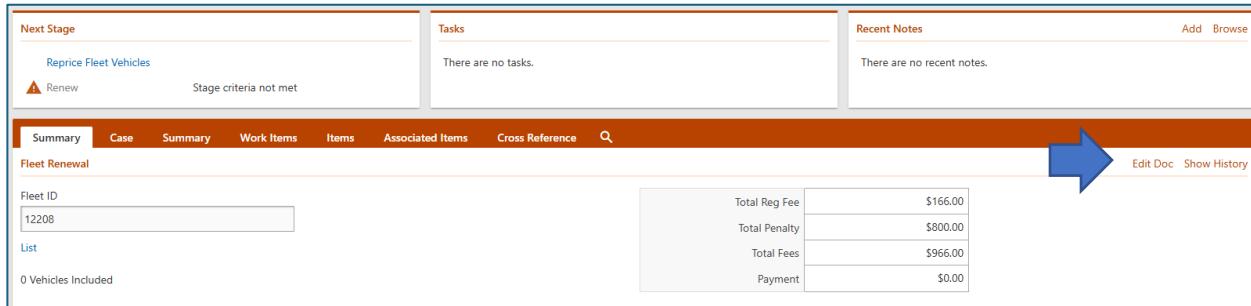
[Summary](#) [Case](#) [Summary](#) [Work Items](#) [Items](#) [Associated Ite](#)

**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

Summary Case Summary Work Items Items Associated Items Cross Reference Q

Fleet Renewal

Fleet ID: 12208

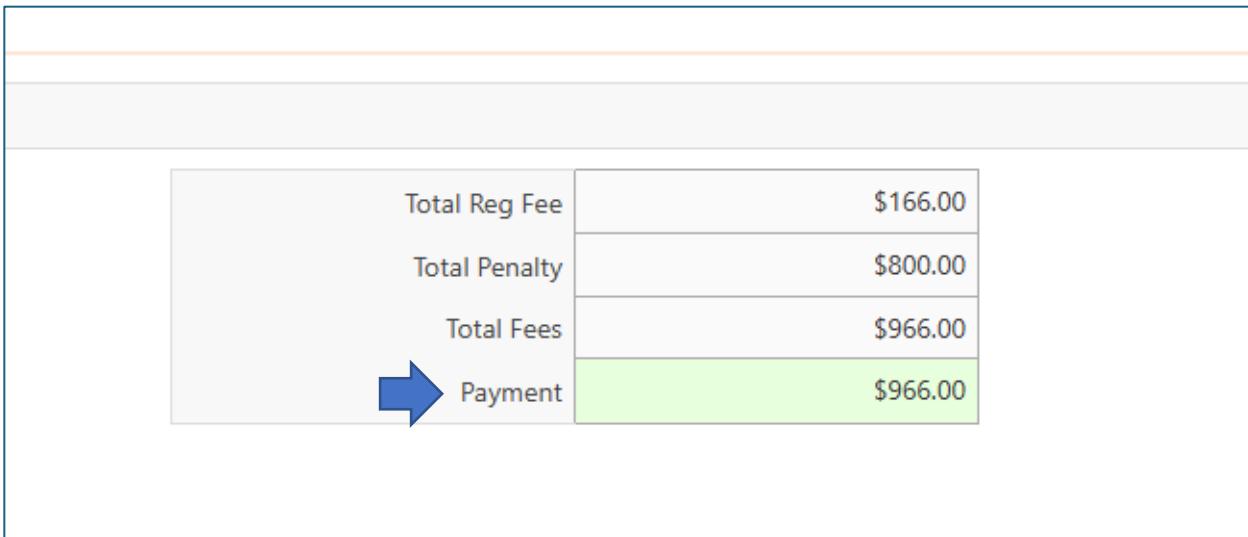
List

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.

**Receive Payment**

Received —  New —  Price —  Print Letter — 
Receive Payment

**Next Stage**

[Reprice Fleet Vehicles](#)

[Renew](#)

**Tasks**

There are no tasks.

Summary
Case
Summary
Work Items
Items
Associated Items
Cross Re

**Fleet Renewal**

Fleet ID

12208

[List](#)

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

**Next Stage**

 [Receipt](#)

Summary
Case
Summary
Work Items
Items
Associate

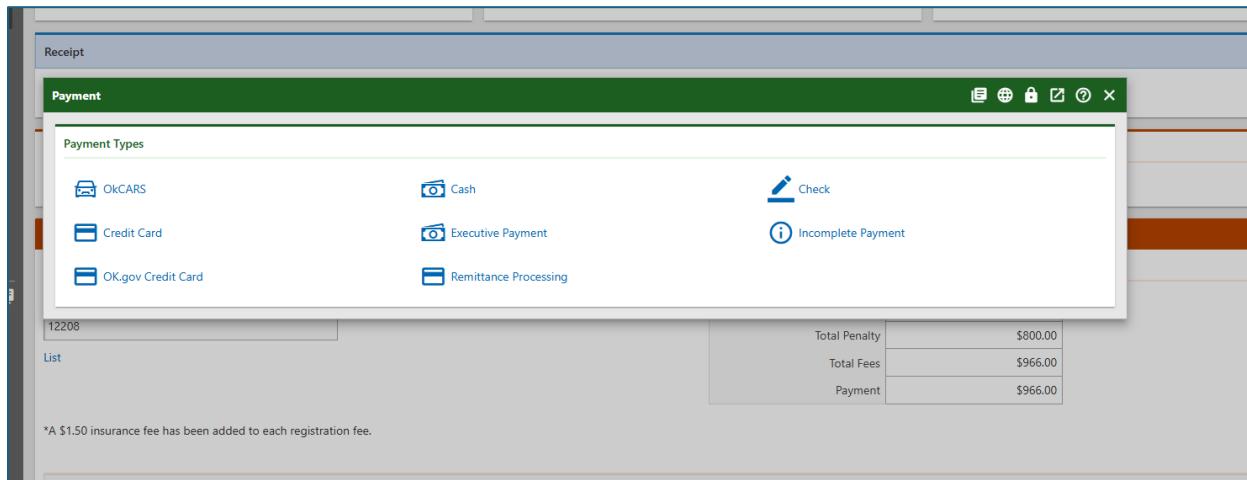
**Fleet Renewal**

Fleet ID

12208

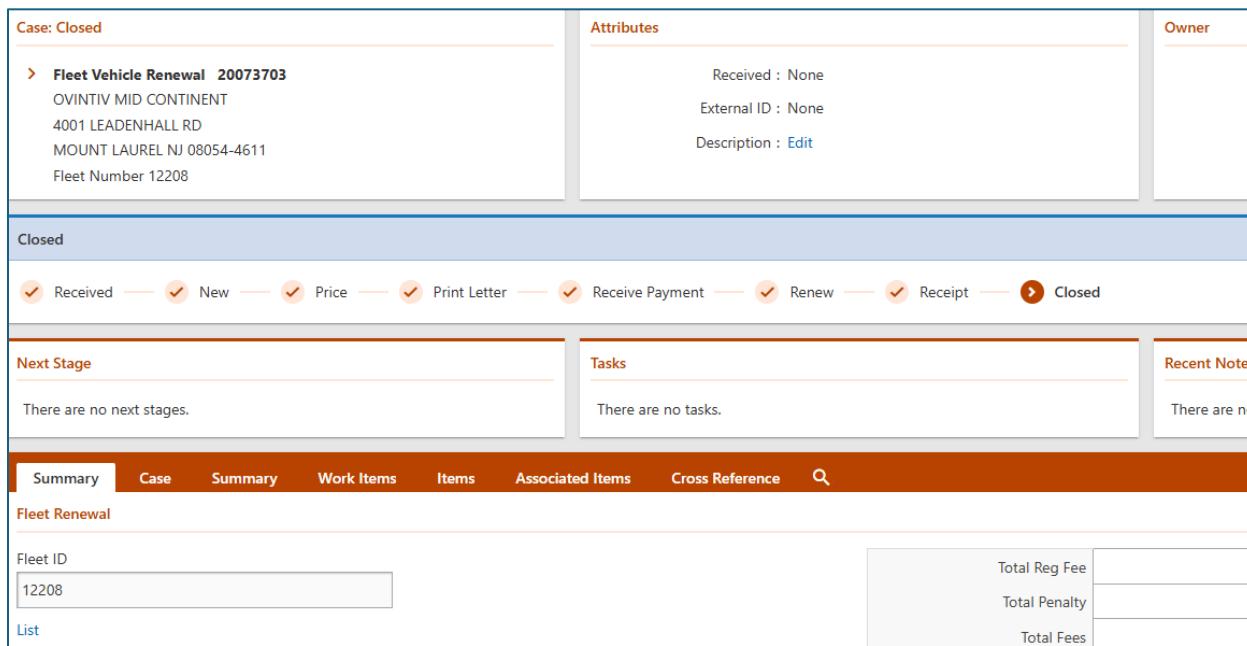
[List](#)

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 the 'Payment' screen with a list of payment types: OkCARS, Cash, Check, Credit Card, Executive Payment, OK.gov Credit Card, and Remittance Processing. A table below shows fees: Total Penalty (\$800.00), Total Fees (\$966.00), and Payment (\$966.00). A note at the bottom states: \*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.



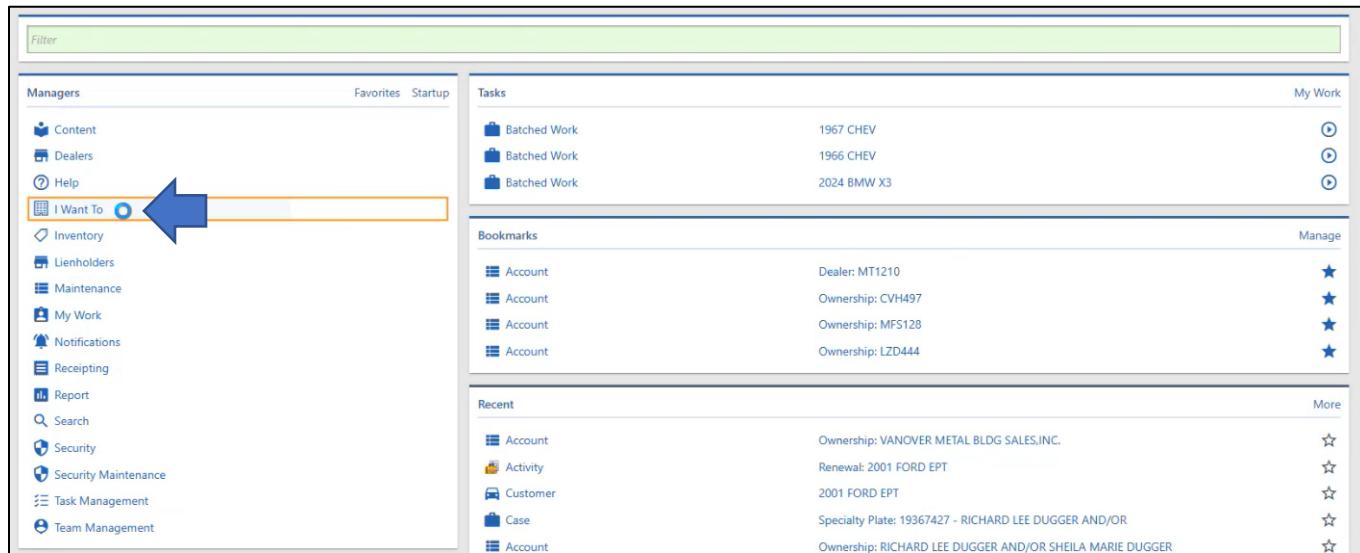
The screenshot shows the 'Case: Closed' screen for a Fleet Vehicle Renewal case (ID 20073703). The 'Attributes' section shows: Received: None, External ID: None, and Description: Edit. The 'Owner' section is empty. Below the case details, a toolbar shows buttons for Received, New, Price, Print Letter, Receive Payment, Renew, Receipt, and Closed. The 'Next Stage' and 'Tasks' sections are both empty. The 'Recent Notes' section shows: There are no recent notes. The 'Summary' tab is selected, showing a Fleet Renewal section with a Fleet ID of 12208. The 'Cross Reference' and search bar are also visible.

## Process #4: Bulk Trailer Renewals

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

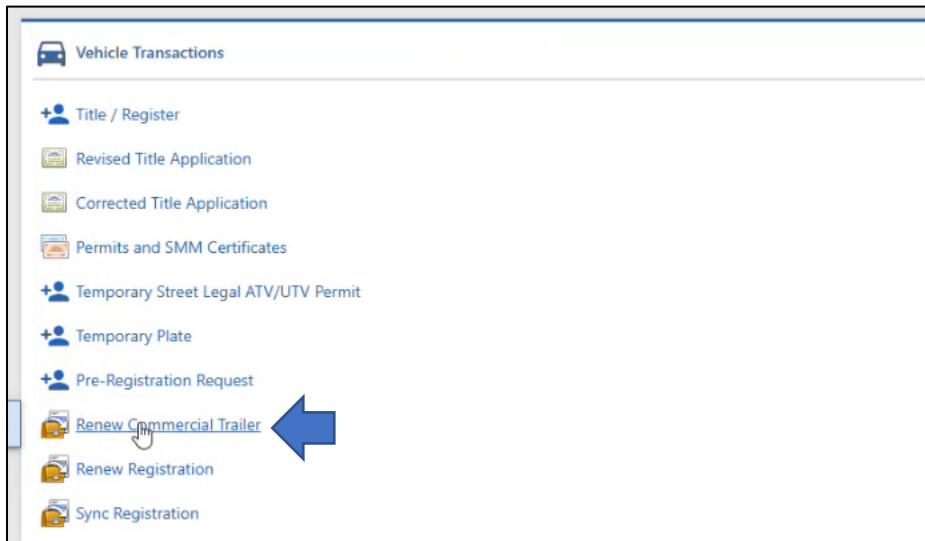
**Process Step-by-Step:**

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



The screenshot shows the Service Oklahoma New Manager dashboard. The left sidebar contains a list of links: Content, Dealers, Help, I Want To (highlighted with a blue arrow), Inventory, Lienholders, Maintenance, My Work, Notifications, Receipting, Report, Search, Security, Security Maintenance, Task Management, and Team Management. The main content area is divided into three sections: Tasks, Bookmarks, and Recent. The Tasks section lists 'Batched Work' items: '1967 CHEV', '1966 CHEV', and '2024 BMW X3'. The Bookmarks section lists 'Account' items with ownership details: 'Dealer: MT1210', 'Ownership: CVH497', 'Ownership: MFS128', and 'Ownership: LZD444'. The Recent section lists 'Account', 'Activity', 'Customer', 'Case', and 'Account' items with ownership details: 'Ownership: VANOVER METAL BLDG SALES, INC.', 'Renewal: 2001 FORD EPT', '2001 FORD EPT', 'Specialty Plate: 19367427 - RICHARD LEE DUGGER AND/OR', and 'Ownership: RICHARD LEE DUGGER AND/OR SHEILA MARIE DUGGER'.

- Click **Renew Commercial Trailer**

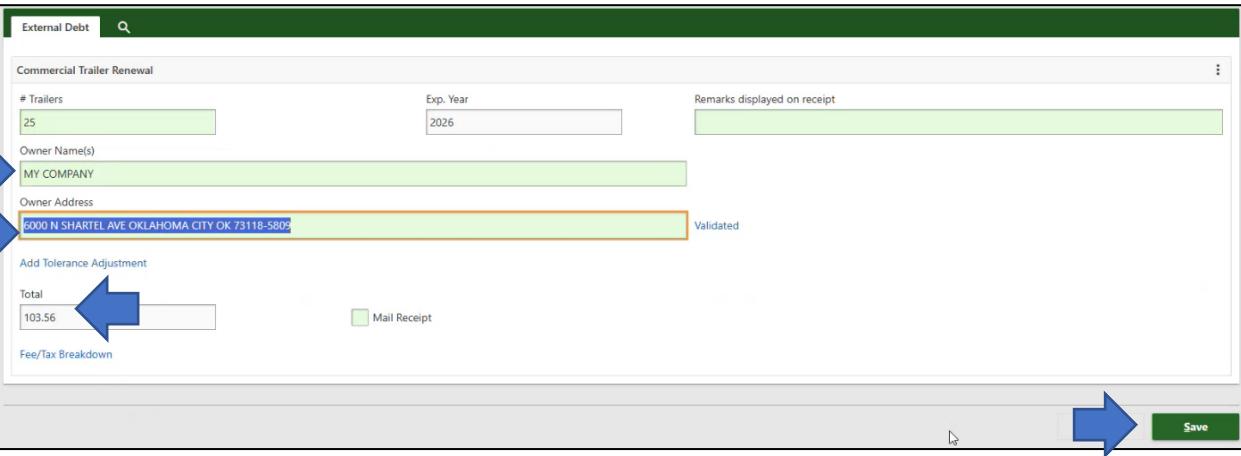


The screenshot shows the Vehicle Transactions page. The left sidebar lists several options: Title / Register, Revised Title Application, Corrected Title Application, Permits and SMM Certificates, Temporary Street Legal ATV/UTV Permit, Temporary Plate, Pre-Registration Request, Renew Commercial Trailer (highlighted with a blue arrow), Renew Registration, and Sync Registration.

- 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.



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

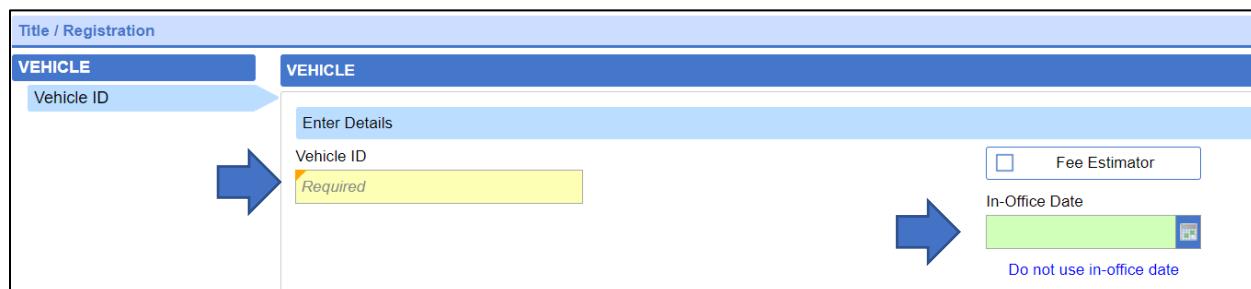
**Purpose:** To process an IRP Title and place it on IRP Hold.

**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.



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**.

<b>VEHICLE</b> TT: 3AKJHHDROMSMS1996 Primary Document	<b>VEHICLE</b> Enter Details Primary Document MSO
	Is this a Title Only? <input type="radio"/> No <input checked="" type="radio"/> Yes      Reason Prorate Vehicle (IRP)

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**.

<b>Title / Registration</b> <b>VEHICLE</b> TT: 3AKJHHDROMSMS1996 MSO 2021 FRHT CASCADIA 126		<b>VEHICLE</b> Vehicle Details VIN: 3AKJHHDROMSMS1996      Registration Class: COMMERCIAL TRUCK TR      Unladen Weight: 0 Year: 2021      Make: FRHT      Model: CASCADIA 126      Body Type: TR Color: White      Laden Weight: 65,000	
		<b>Insurance</b> Insurance? <input type="radio"/> No <input checked="" type="radio"/> Yes Exemption: Prorate (IRP)	

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: 3AKJHHDROMSMS1996  
MSO  
2021 FRHT CASCADIA 126

**TITLE**

Title Info

**TITLE**

Title Info

**Loss/Salvage Date**

**Title Questions**

Add a Lien?      Add New Brand?      Add Title Hold Reason?      Reason

No      Yes      No      Yes      No      Yes      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: 3AKJHHDROMSMS1996  
MSO  
2021 FRHT CASCADIA 126

**TITLE**

Original Title

**Purchase**

**Purchase / Entry**

Assignment Date      Date First Sold      Entry Date

10-Sep-2020      10-Sep-2020

Purchase Price      Taxable

119,296.51      119,296.51

Taxable Override      Average Retail      Low Range      High Range

0.00      0.00      0.00      0.00

Zero Dollar      NADA Pricing: Commercial|UsedCar

**Excise Exemption**

**Sales Tax Exemption**

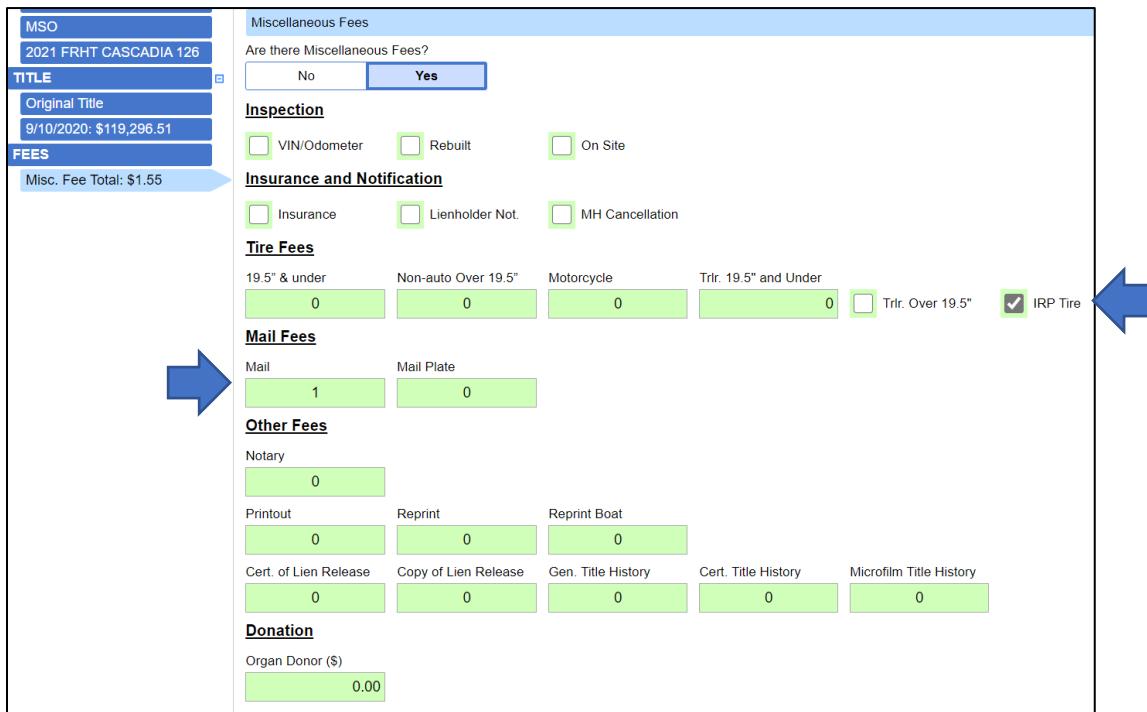
Sales Tax Exemption

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**.



**MSO**  
2021 FRHT CASCADIA 126

**TITLE**  
Original Title  
9/10/2020: \$119,296.51

**FEES**  
Misc. Fee Total: \$1.55

**Miscellaneous 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	Non-auto Over 19.5"	Motorcycle	Trlr. 19.5" and Under	Trlr. Over 19.5"	<input checked="" type="checkbox"/> IRP Tire
0	0	0	0	0	

**Mail Fees**

Mail	Mail Plate
1	0

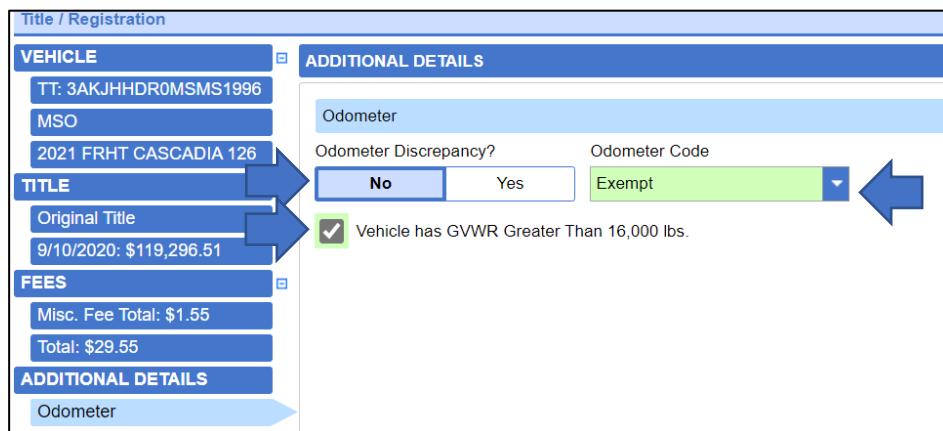
**Other Fees**

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

**Donation**

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.



**Title / Registration**

**VEHICLE**  
TT: 3AKJHHDROMSMS1996

**MSO**  
2021 FRHT CASCADIA 126

**TITLE**  
Original Title  
9/10/2020: \$119,296.51

**FEES**  
Misc. Fee Total: \$1.55  
Total: \$29.55

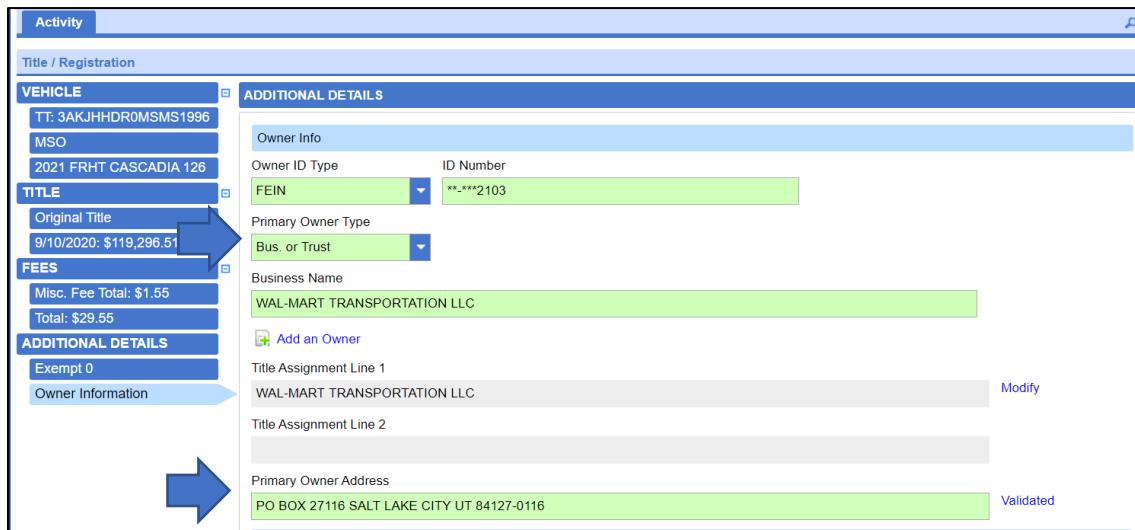
**ADDITIONAL DETAILS**

Odometer

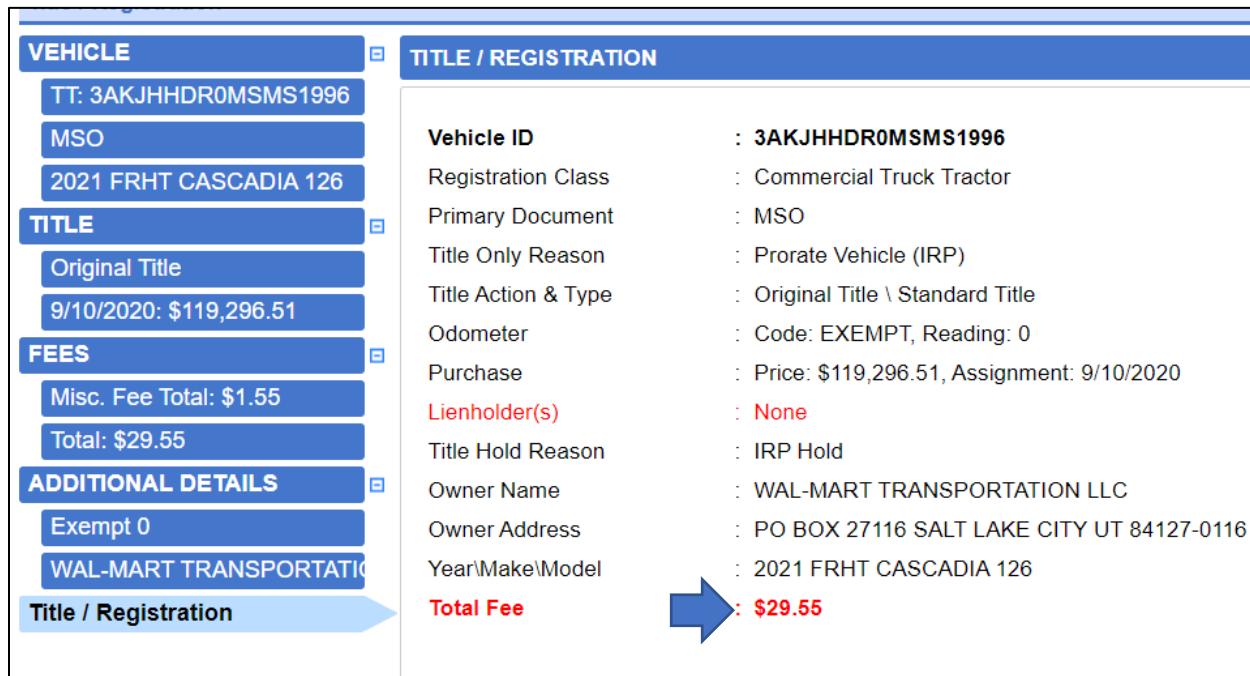
Odometer Discrepancy?  No  Yes Odometer Code  Exempt

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**.



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.



18. Receipt the process



## 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

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