



Important Notice for Oversize/Overweight Permit Customers Effective Dec. 19, 2017

On Tuesday, December 19, 2017, the TxDMV is moving to a centralized mail process for our annual permits. All permits that must be mailed (permits that require a windshield sticker or a print out on TxDMV security paper) will be sent U.S. Postal Service (USPS) First Class Mail, other delivery options such as USPS Priority Mail, FedEx, Lone Star, and any other priority/overnight delivery options will be discontinued.

The following permit types will be delivered via USPS First Class Mail:

- Over Axle/Over Gross Weight Tolerance Permit
- Annual Timber Permit
- Annual Ready-Mixed Concrete Truck Permit

The following permit type will be delivered via USPS Certified Mail:

- Annual Envelope (AEV) Company Specific Permit

Changes in the permit ordering process when ordering a permit that must be mailed:

- **Permit Review** – When a permit type that must be mailed is issued, the Texas Permitting and Routing Optimization System (TxPROS) will prompt you to view a draft of the permit document. This step will be required for each permit issued. You will be given two options:
 - Option 1 – The permit is correct and ready for mailing
 - Option 2 – The permit document is incorrect (items are incorrect or missing)

If Option 2 is selected, you will be prompted to describe what is wrong with the permit document and after review, TxDMV will correct the errors and submit the permit for mailing.

Note: *If you do not view the draft permit document and either approve it or reject it, the permit will return to your customer queue and will not be mailed. You will receive reminder emails until you return to the permit and either approve or reject the draft permit document.*

- **Permit “Batching”** - Due to the changes in the ordering process, multiple trucks can no longer be listed when ordering a permit in TxPROS. The application process must be completed in its entirety for each truck requiring a permit. Note: This only applies to permit applications submitted via TxPROS (you may still list multiple trucks on any paper applications that allow you to do so).
- **Annual Envelope (AEV) Company Specific Permits** – This permit type will be available to be ordered and self-issued via TxPROS. However, the permit must be mailed to you.

For questions or additional information, contact the Motor Carrier Division at 1-800-299-1700, select option 2.