Texas Department of Motor Vehicles

Form MCD-304a
(Rev. 09/13)

Motor Carrier Division
P. O. Box 5020 – Time Permit Section
Austin, Texas 78711-5020
800/299-1700 FAX: 512/465-3585

Procedures for Annual Envelope Permit – Oversize/Overweight

For *faster processing* of your permit, order your permit online through the Texas Permitting & Routing Optimization System (TxPROS) at TxPROS.TxDMV.gov.

The Truck Specific Annual Envelope Permit may be self-issued through TxPROS.

The Company Specific Annual Envelope Permit may be ordered through TxPROS; however, the permit will be processed and mailed to the carrier by the Motor Carrier Division.

You may also submit your application by fax or mail using the procedures below.

1. Complete the application, Form 301. Please fill out the form completely and legibly.

2. Fax the completed application form to 512/465-3585. Or, mail your permit application to the Motor Carrier Division at the following address: TxDMV-MCD, Time Permit Section, P.O. Box 5020, Austin, Texas, 78711-5020.

Please do not call for permit renewals or to add trucks. All permit requests will be processed in the order of the date/time they are received in our office, including telephone requests. Please limit phone calls to questions only.

In order to be assured that you have a valid permit issued prior to the expiration of the current one, we strongly encourage you to submit your renewal request at least one week prior to expiration of your current permit.

When truck license numbers have changed, you do not need to call us to make changes. Please include new license number at the time of renewal.

Thank you for your cooperation. If you have any questions, please call 1-800/299-1700 and listen to the menu options to direct you to Time Permits.

For more information visit our web site at www.TxDMV.gov.
For questions or complaints concerning the application process for time permits, call 800/299-1700 or write:
TxDMV-MCD, 4000 Jackson Ave., Austin, Texas, 78731.