



Transit License Renewal Instructions

MVD Use Only

Vehicle Services Bureau

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 Phone (406) 444-3661 Fax (406) 444-0116 • dojdealerinfo@mt.gov

Enclosed is a Transit Renewal Application issued for the transportation of new motor vehicles, trailers, and new or used mobile homes over the highways of Montana.

Read carefully and complete all sections. If all sections are not completed properly or if the correct fees are not submitted, the renewal materials will be returned to you. This may cause a delay in receiving your license, tabs, and plates. Fees include 3% administration fee per [MCA 61-3-111](#).

If there are changes to the business name, location, or mailing address provide the information on the renewal application form.

An inventory of all plates must be taken prior to renewal because validation tabs will be issued for all active plates in inventory.

Only one tab is issued per set of active plates. The number on the tab will match the plate number and must be placed in the upper right corner of the plate used on the rear of the vehicle. If a tab is placed on the wrong plate or is lost, a new tab will need to be ordered. The replacement tab fee is \$10 per tab. Citations may be issued if a plate is used with an invalid tab.

Refer to the [renewal schedule](#) to determine when the renewal application and fee must be submitted.

If you have questions, contact the Vehicle Services Bureau at 406-444-3661. Email inquiries may be sent to dojdealerinfo@mt.gov.

Check off items below to ensure submission of a completed report. Do not submit this page (the instruction page) with the application. It is for your records.

Complete and sign the Transit License Renewal application. All sections must be completed and the application must be signed. If signing for a corporation, indicate your capacity to sign.

Indicate the disposition of all plates on the form. A validation tab must be ordered and fees remitted for all active plates in your possession. The validation tabs will be sent with your license.

Requesting additional or replacement plates on page three. Only five sets of plates may be applied for unless the permit holder can demonstrate to the satisfaction of the department that additional sets are needed based on the number of trips reported in the previous calendar year. The plates will be shipped approximately three weeks after you receive your license.

Submit fourth quarterly report for the prior year and the first three quarterly reports with corresponding fees prior to renewal being processed.

Remit \$103 license fee and all plate fees via hard copy check or money order made payable to the State of Montana, as the Motor Vehicle Division is not currently able to accept electronic payments. However, you may call VSB and pay via credit card. Indicate the transit license number on the memo line or comments of the payment. If multiple renewals are being paid with one check please indicate the license numbers and amount used for each license.

Submit renewal. Renewals may be returned by one of the following methods:

- a) Email the forms to dojdealerinfo@mt.gov
- b) Fax Forms to 406-444-0116
- c) Hardcopy via mail to Vehicle Services Bureau, P.O. Box 201431, Helena, MT 59620-1431



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Business Information	
Business Name: _____	Transit License #: _____
Business Street Address: _____	
City: _____	State: _____ Zip: _____
Mailing Address: _____	
City: _____	State: _____
Zip: _____	
Federal Tax or Corporate ID Number: _____	
*Business' License Liason: _____ Fax Number: _____	
Phone Number: _____ Alternate Email: _____	
Email: _____	

**Indicate the person to act as the business' point of contact in matters involving the renewal application or other licensing concerns.*

The fourth quarterly report for the prior year and the first three quarterly reports for the current year, with corresponding fees, must be submitted prior to renewal being completed. A permit holder is responsible for notifying the department of any license changes.

Updates

Have there been any changes to the following?

A	Business name	___Yes	___No
If yes, new Business name:			
B	Business street address	___Yes	___No
If yes, new street address:			
C	Mailing address	___Yes	___No
If yes, new mailing address:			

The following must be completed:

1) Types of vehicles transported: ___ New Motor Vehicles ___ New Trailers and/or ___ New or Used Mobile Homes

An inventory of all plates must be taken prior to renewal. Indicate the plate number below and place an X in front of the status, or if filling form by hand, circle the status of each plate. A validation tab will be issued for all active plates in inventory.

Plate #	Disposition				Plate #	Disposition			
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		



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Plate #	Disposition				Plate #	Disposition			
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		
	Active	Lost	Stolen	Mutilated		Active	Lost	Stolen	Mutilated
		Not Renewing					Not Renewing		

If additional plates need to be listed, please use a copy of this page. If renewal is not received in our office by your assigned renewal period (see [renewal schedule](#)), new plates must be ordered.

Montana state authorities reserve the right to reject any form that has been altered.
Upon request, this form can be made available in an alternate formats for people with disabilities.



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Plate/Tab Fees: Fees include 3% administration fee per [MCA 61-3-111](#)

Application & License Fee (A)	Plates/ Tabs (B)	Total of A and B
\$25.75 a quarter	_____ tab(s) @ \$2.58 a quarter per tab (only 1 tab per set of active plates)	\$
Use this line to order additional or replacement plates for renewal year	_____ set(s) @ \$20.60 per set = \$ _____ (tab(s) included)	\$
Total Amount Due		\$

Only 1 tab is issued per set of active plates in inventory. The number on the tab issued will match the plate number and must be placed in the upper right corner of the plate used on the rear of the vehicle. If a tab is placed on the wrong plate or is lost a replacement tab will need to be ordered. The replacement tab fee is \$10.30 per tab.

Certification

I _____ hereby certify under penalty of law (MCA 45-7-203 Unsworn Falsification to Authorities) that on this date _____:

- I am the person named on this form
- The statements made and information contained on this form are true and correct to the best of my knowledge, information and belief
- If signing for a business entity or trust, I have full authority to do so
- I authorize the insurance company to release all general liability insurance policy information to the state of Montana, Title and Registration Bureau
- My name, as it appears above, is intended for the purposes of this document to be my genuine signature and acknowledgment of this form.
- Applicant agrees to comply with the provisions of the Mont. Code Ann., and rules and regulations promulgated thereunder applicable to motor vehicle dealers, distributors and manufacturers in effect on the date of this Application.
- Electronically sign here to submit via email.....
Electronic signature of owner/corporate officer
- Or sign below if scanning, faxing, or mailing form.

Signature of owner/corporate officer (**If corporate officer, give title**) (This is my legal signature)

Date