Texas Department of Motor Vehicles

Form MCD-304
(Rev. 03/12)

Motor Carrier Division
P. O. Box 13529 - Time Permit Section
Austin, Texas 78711-3529

Procedures for Time Permits

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

The following permit types may be self-issued through TxPROS:

- 30/60/90 Day Length
- 30/60/90 Day Width
- Annual Mobile Crane
- Annual Cylindrical Bales of Hay
- Annual Manufactured Housing
- Annual Utility Pole
- Annual Water Well Drilling Machinery & Related Equipment

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

1. Complete the appropriate application, Form 302 or Form 302a. Specific permit types are listed on each form. Please fill out the form completely and legibly.

2. Fax the completed application form to fax number specified at the top of the form. Or, mail your permit application to the Motor Carrier Division at the following address: TxDMV-MCD, Time Permit Section, P.O. Box 13529, Austin, Texas, 78711-3529.

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 800/299-1700 and listen to the menu options to direct you to Time Permits.