

ADMENDMENTS TO EXISTING ACCOUNT/FLEET

Duplicate Cab Card	Duplicate Plate	Duplicate Decal
Change/Correct Unit Number	Change/Correct Color	Change/Correct Body Type
Change CRFS	Correct Weight	Add or Exchange Vehicle

ADMENDMENTS THAT CAN BE PROCESSED ONLINE

After you process the admendment and pay for the transaction online; email your supporting documents to DOT.MOTORCARRIER@DELAWARE.GOV for completion

Duplicate Cab Card \$10 (we will email you a PDF cab card)

Original Insurance Card

Duplicate Plate \$5 (duplicate plate can take up to 8 weeks; if you need a temp you must indicate)

Original Insurance Card

Do you need a temporary?

Duplicate Decal \$5 (plate sticker)

Original Insurance Card

Change/Correct Unit number \$10 (we will email you a PDF cab card)

Complete units schedule

Change/Correct Color \$10 (we will email you a PDF cab card)

Complete units schedule

Change/Correct Body Type \$10 (we will email you a PDF cab card)

Complete units schedule

Complete weight schedule

Change CRFS \$10 (Carrier Responsible For Safety) (we will email you a PDF cab card)

Complete units schedule

Proof of Insurance (insurance card OR leased company binder)

If leasing; submit a complete signed, dated lease with VIN included

Correct Registration Weight \$10 (we will email you a PDF cab card)

You can not exceed your MGVWR or combined MGVWR

Complete units schedule

Complete weight schedule

Complete IRS Form 2290 / HVUT if raising weight to 55,000 pounds or greater

All forms can be found on our website at:

<https://www.dmv.de.gov/VehicleServices/MC/index.shtml?dc=mcForms>

ADMENDMENTS THAT MUST BE PROCESSED IN PERSON BY APPOINTMENT

ADD VEHICLE

Adding a vehicle to your account. If this is a newly purchased vehicle and you want to add it to one of your existing fleets; meaning it will expire with another vehicle that you own

- Complete Weight Schedule
- Complete Units Schedule
- Corporations needs to be in good standing
- Current Delaware Business License
- Title or Certificate of Origin (MSO/CO/Physical Title)
- Delaware DMV inspection
- MGVWR certification if titled vehicle / Photo of MGVWR plate with VIN
- Copy of Bill of Sale
- Insurance Card
- Complete lease agreement
- Completed MV212 Application for Delaware title ONLY if MSO/CO or out of state title is being presented

Adding a vehicle to your account. If this is a newly purchased vehicle and you want to create a NEW fleet with a NEW expiration date

- Submit Distance Schedule
- Complete Weight Schedule
- Complete Units Schedule
- Corporations needs to be in good standing
- Current Delaware Business License
- Title or Certificate of Origin (MSO/CO/Physical Title)
- Delaware DMV inspection
- MGVWR certification if titled vehicle / Photo of MGVWR plate with VIN
- Copy of Bill of Sale
- Insurance Card
- Complete lease agreement
- Completed MV212 Application for Delaware title ONLY if MSO/CO or out of state title is being presented

Adding a vehicle to your account. If this vehicle has been out of service for 18 months or more

You will be required to complete a new application package

Adding a vehicle to your account. If this vehicle has been out of service for less than 18 months

Need to obtain a new title with a new tag number if expired over 12 months

Submit Distance Schedule with actual miles traveled for the previous renewal period

Must purchase 12 months registration

Complete Weight Schedule

Complete Units Schedule

Corporations needs to be in good standing

Current Delaware Business License

Delaware DMV inspection

Insurance Card

Previous Form 2290

EXCHANGE

An exchange is when you take a vehicle out of service because it is sold or going to be junked or taken off the road permanently and you exchange the remaining registration time with a new to you vehicle.

Submit Distance Schedule

Complete Weight Schedule

Complete Units Schedule

Corporations needs to be in good standing

Current Delaware Business License

Title or Certificate of Origin

Delaware DMV inspection

MGVWR certification if titled vehicle

Copy of Bill of Sale

Insurance Card

Complete lease agreement

Completed MV212 Application for Delaware title ONLY if MSO/CO or out of state title is being presented

IFTA decal

Old plate & cab card surrendered

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