Annual Divisible Permit Renewal

<u>IMPORTANT</u>: Turn off your internet browser's pop-up blocker before proceeding

To renew your Annual Divisible Permit, copy the previous year's permit, make new application effective <u>after the expiration date</u> of previous year's permit, attach registration, and submit the application with credit card payment – detailed instructions below:

1) Visit the CVO Web Portal at https://cvoportal.ct.gov, select the "Login" button, enter your username and password and log in.

2) Select the "View/Apply for Oversize/Overweight Permit" button. You will be transferred to the Department of Transportation permit site, **CT-Connect**.

3) Find the Annual Divisible Permit that you wish to renew**. There are two ways of finding your permit.**

   I: <u>If you have your Annual Divisible Permit ID Number</u>: Go to the My Queue tab, set the "Search By" dropdown box to "Permit ID", enter the Annual Divisible Permit ID Number in the "Permit ID" box to the right and click the "Search" button. You will see the permit in the queue below (<u>NOTE: If you were issued a revised annual permit (permit # ending R1, R2, etc.), make sure to renew the most recent revised permit ID number</u>).

   II: <u>If you do not have your Annual Divisible Permit ID #</u>: Go to the My Queue tab, keep the "Permit ID" field blank, set the "Type" dropdown box to "All", set your date ranges to the previous permit year and click the "Search" button. Find the Annual Divisible Permit you wish to renew in the queue below (<u>NOTE: If you were issued a revised annual permit (permit # ending R1, R2, etc.), make sure to renew the most recent revised permit ID number</u>).

4) Select the permit that you wish to renew in the queue by clicking on the row of permit information. The entire row will turn dark blue when selected properly (DO NOT CLICK ON THE APPLICATION NUMBER OR PERMIT ID NUMBER, THIS WILL TAKE YOU TO A DIFFERENT SCREEN). Select the "Copy" button at the bottom of the page.

5) You will see a copy of your current Annual Divisible Permit application. At the top of the application, make the new effective date <u>after the expiration date</u> of last year's permit. Check all vehicle information and verify that it is correct. If there are any changes to your vehicle information, update the information now. <u>NEW FOR 2021 Tractor/Trailer Dump combinations – "Choose PowerUnit w/1 Trailer" from the Vehicle Type dropdown box. You will see trailer information is no longer required. The permit now allows the truck to be combined with any appropriate dump trailer</u>.

6) Attach a clear copy or picture of truck registration into the application (registrations must be valid on the effective date of the permit application). To attach the registrations - go to the "Application Attachments" section at the bottom of the page, select "Browse File", choose the file on your computer containing copy or picture of registration, select "UPLOAD". The document will now be attached.

7) Continue through the application to the Payment screen. Check the Acknowledgement certification box and click "Submit". You will then be taken to the credit card information screen. Enter your credit card information and submit the application.

8) There will be attachments sent along with your issued permit. These attachments must be printed and kept in the truck associated with the permit.