

PERMIT ORDERING FAQ

1. [What do I do first?](#)
2. [How do I receive a log in?](#)
3. [How do I log in?](#)
4. [My account is locked; what do I do?](#)
5. [I can't change my password; what do I do?](#)

Single Trip Permits:

1. [What is a single trip permit?](#)
2. [How do I get a single trip permit?](#)
3. [How long does it take to receive a single trip permit?](#)
4. [Can I get a roundtrip permit?](#)
5. [How do I make changes when a request has been sent back to me?](#)

Annual Permits:

1. [What is an annual permit?](#)
2. [How do I get an annual permit?](#)
3. [How long does it take to receive an annual permit?](#)
4. [How much does an annual cost?](#)
5. [Can I transfer my annual permit to a different truck?](#)
6. [Where do I send my insurance?](#)
7. [What needs to be on my insurance?](#)

Routing Authorizations:

1. [What is a routing authorization?](#)
2. [When do I need a routing authorization?](#)
3. [How do I get a routing authorization?](#)
4. [How long does it take to receive a routing authorization?](#)

PERMIT ORDERING FAQ

General Questions:

1. What do I do first?

There are multiple ways you can receive an account from us.

First method: Register Online

On our OS/OW web page, found at: <https://www.dot.state.al.us/business/permits/osowPermits.html>, you can click the link that reads: [Order Online Now \(Single Trip/Annual Permit\)](#). This is found in the middle of the page, directly above the fields for username and password. Once you click the link, you will be required to select either a single hauler account or a permit service account. The single hauler account is for a hauler that only moves loads under one company name. The permit service account is for companies that order permits for multiple companies. On the next screen you will fill out the applicable fields and click the submit button. Once you have submitted your registration, we ask that you give us one hour to confirm your registration. Once an hour has passed, you will be able to log in using your chosen credentials and order your permits online. You may also call this office to order your permit.

Second method: Filling out a New Hauler Application.

On our homepage, found at: <https://www.dot.state.al.us/business/permits/osowPermits.html>, there are two different forms you must select from, depending on whether you are a hauler or permit agency. These two forms are found under the heading that reads: ALPASS - Alabama's Online OS/OW Permitting System. They are the links labeled as: FIRST TIME CUSTOMER. Once you fill in the form that applies to you and your company, send it to us by email (alabamapermits@dot.state.al.us) or fax (334-832-9084). We ask that you give us one hour to enter your information into our system.

New hauler form: <https://www.dot.state.al.us/business/permits/pdf/NewHaulerApplication.pdf> New hauler form for permit agencies: <https://www.dot.state.al.us/business/permits/pdf/PermitServicesApplication.pdf>

2. How do I receive a log in?

Once you have either registered online or submitted a new hauler and we have entered your information into our database, your login information could be one of two things:

1. Online registration login:

If you completed the online registration, your login username and password are the username and password you requested in the fields of your registration.

2. New Hauler form login:

If you filled out our new hauler information and submitted to us by email or fax, your username is your federal ID number, and your password by default is: Password@1. Please note that the password is case-sensitive. The first time you log in, you will be required to update your password. Please note that your password must contain at least one capital letter and at least one number or special character (i.e.: !, @, #, ^, %, etc.).

PERMIT ORDERING FAQ

3. How do I log in?

On our log in page, found at: <https://alpass.dot.state.al.us/permits/login.asp>, enter your username into Username field. Then enter your password into the Password field. Click login. PLEASE NOTE: Multiple failed log in attempts will lock your account. If your account becomes locked, you must call this office so that we can reset your password.

4. My account is locked; what do I do?

If your account becomes locked, you must call this office and we will unlock your account and reset your password. Please note that when we reset your password, we are using a default password, and you should update your password as soon as you are able to successfully log in.

5. I can't change my password; what do I do?

If you are unable to change your password, you are most likely locked out of your account due to too many failed login attempts. In this case, you will need to call this office so that we can unlock your account and reset your password.

PERMIT ORDERING FAQ

Single Trip Permits:

1. What is a single trip permit?

A single trip permit is a permit valid for five (5) business days. Single trip permits are for one (1) round trip (loaded from origin to destination and return empty, or vice versa). This does not mean you can move a loaded trailer to a destination and back. You must either start empty or return empty.

2. How do I get a single trip permit?

Once you have logged in, to obtain a single trip permit, click the button on the blue toolbar that reads: Application. Then, the menu page should be pulled up. Under the menu tab, on the left it says: **Single Trip Permits**. Please make the appropriate selection underneath this text depending on what you are hauling. Once you have selected the appropriate permit, you will be taken to the application page.

STEP 1: Acknowledgement of Permit Conditions

Make sure you read the acknowledgement of permit conditions and check the box saying that you agree to the conditions.

STEP 2: Vehicle and Load Information

Enter the information about your truck and the load you are hauling. Make sure when typing in your dimensions, do not enter "LEGAL" in any fields, the system will only recognize numbers in these fields.

STEP 3: Travel Days

Enter the date you would like your permit to start. Your permit is valid for five (5) days.

STEP 4: Route Information

In the drop-down box next to the word: **From**, select your starting point. If starting outside of Alabama, select a state line in this field. If starting in Alabama, select the city you are starting in.

In the drop-down box next to the word: **To**, select your ending point. If ending outside of Alabama, select a state line in this field. If starting in Alabama, select the city you are ending in.

In the field next to the word: **Original Origin**, enter one of two things. If starting outside of Alabama, enter your origin city and state (where this load was originally picked up). If starting in Alabama, enter your origin physical address. If starting at an ALDOT jobsite, enter the project number in this field.

In the field next to the word: **Final Destination**, enter one of two things. If ending outside of Alabama, enter your destination city and state (where this load will eventually be dropped off). If ending in Alabama, enter your destination physical address. If ending at an ALDOT jobsite, enter the project number in this field.

STEP 5: Permit Attachments

This field is for attaching a file or picture to your application. You do not need to attach anything unless we at the permit office request an attachment from you. To attach a file, click the button "show" next to attachments. Then, click "Add New Attachment". From there, select the file you wish to attach.

STEP 6: Application review

PERMIT ORDERING FAQ

This field asks you to validate the information you have entered thus far. If everything is correct, click continue. If not, click cancel to completely remove the application, or click reset to reset.

STEP 7: Trip Selection

This is where you will select the route in which you would like to travel. There are multiple ways to obtain a route.

Option 1: Generate a Trip

If a truck is just oversized and not overweight, you may use Generate a Trip. You may enter the trip origin and destination by typing or clicking on the map. Your origin and destination may be an address, a specific intersection or exit, or a state border. The system will find the best trip that avoids restrictions and bridge clearance issues.

Option 2: Enter a Trip

If your truck is overweight and/or oversized, you may use Enter a Trip. This method has you define a route by typing a point of origin, a destination, and, if necessary, intermediate locations between the two. Your origin and destination may be an address, a specific intersection or exit, or a state border. The system will then choose the most direct trip between the points entered.

Option 3: Pick a Trip

If your truck is overweight and/or oversized, you may use Pick a Trip. Using this method, you will define a route by clicking the map to select a point of origin, a destination, and, if necessary, intermediate locations between the two. The trip will display on the map as you enter the points.

Option 4: Load a Saved Trip

This option is for if you have received a permit in the past and the route has passed the analysis. This option is very useful if you travel to the same origin or destination multiple times without the load changing.

Option 5: Free Form Entry (RECOMMENDED)

This option allows you to manually enter your route. This route bypasses the mapping analysis. Please enter your route using the following guidelines:

1. State Highways: AL then state designation. (Ex: AL157, AL21, AL51)
2. US Highways: US then number designation. (Ex: US231, US82, US78)
3. Interstate Highways: I then dash (-) then number designation.
(Ex: I-10, I-65)

4. City/County Roads: Permits are not valid on city streets or county roads, so whenever you must travel on these roads enter either: city streets or co rds. You may also enter CRS.

Example route from the MS line to the GA line:

I-20, I-459, I-20.

Example route from Birmingham to Mobile:

CITY STREETS, I-65, I-10, AL193, CO RDS.

Example route from Dothan to Florence:

AL210, US231, AL271, I-85, I-65, AL157, US72, AL133, CO RDS

PLEASE NOTE: After you free form your route, you MUST check the bubble at the bottom of the page that reads: "Request office review". If you do not check this box, you will not be able to continue.

PERMIT ORDERING FAQ

STEP 8: Application Confirmation

This is where you will review everything you have entered so far. Please review all information and click continue at the bottom of the screen. If you need to make any changes to your load information, click the "Change Application" button. If you need to make changes to your route, please click the back button.

STEP 9: Permit Delivery and Payment

In the payment method box, select either "Escrow" or "Credit Card".

In the delivery method box, select either email or fax, and enter the appropriate information in the corresponding field.

In the contact field, enter your name. First name only is fine.

In the comments field, enter anything you feel we should know about the load

Note: This field is optional, and most people leave this field blank.

Click the submit button to send the request to us.

The next page is your confirmation page. Please take note of your request number. If there are any problems with your request, you will need to know your request number.

3. How long does it take to receive a single trip permit?

Single trip permits have a two-hour turnaround. This means that you will receive your permit in less than two hours.

4. Can I get a roundtrip permit?

Technically, the permits we offer are roundtrip permits. Single trip permits are for one (1) round trip (loaded from origin to destination and return empty, or vice versa). However, you are not allowed to move LOADED on a single trip permit. When you are LOADED you are authorized to move only from your origin to your destination.

5. How do I make changes when a request has been sent back to me?

To make changes to your permit request, first log in to your account. From there click "My Permits". This is found in the blue toolbar near the top of the page. Next click "Open" next to the request number you need to update. From there you will be able to correct any wrong information. For example, if your truck tag needs to be updated, clear out that field and correct the information. Another example: If your height needs to be updated, clear out that field and enter the correct information. If the route needs to be confirmed, please update your route via the Free Form Entry found under the "Trip Definition" found on the map page. Once all updates have been made to your request, continue through the screens as you did when originally completing your request. PLEASE NOTE YOU WILL NOT BE CHARGED AGAIN WHEN MAKING CHANGES TO A PENDING REQUEST.

PERMIT ORDERING FAQ

Annual Permits:

1. What is an annual permit and what does an annual permit cover?

An annual permit is a permit that is valid for one (1) year. They are vehicle specific. The VIN on the permit MUST match the VIN on the transporting vehicle. Annual permits are limited to the following dimensions:

EQUIPMENT

- Maximum Weight: 150,000 pounds
- Maximum Width: 12 feet
- Maximum Length: 75 feet
- Maximum Height: 14 feet
- Maximum Single Axle Weight: 22,000 pounds

MOBILE HOMES

- Maximum Width: 14 feet
- Maximum Height: 14 feet
- Maximum Length: 85 feet

MODULAR HOMES, SECTIONAL HOMES, PORTABLE BUILDINGS, BOATS, & VEHICLES OR COMBINATION OF VEHICLES:

- Maximum Width: 12 feet
- Maximum Height: 14 feet
- Maximum Length: 75 feet

SEALED CONTAINERS

- Maximum Weight: 100,000 pounds

2. How do I get an annual permit?

First, you must be registered into our system. For in-depth instructions on how to do so, please see: [What do I do First?](#) After completing your registration, you will be able to order your annual online. You can also order an annual permit by filling out the annual application, found on our website. Once you've filled out the application, you can submit the application by hand mail to:

ALDOT Permit Office; Room K-101
1409 Coliseum Blvd
Montgomery, AL 36110

3. How long does it take to receive an annual permit?

It can take up to ten (10) business days to receive your annual permit.

4. How much does an annual cost?

\$100.

5. Can I transfer my annual permit to a different truck?

No, annual permits are truck-specific.

PERMIT ORDERING FAQ

6. Where do I send my insurance?

You may email (alabamapermits@dot.state.al.us) or fax (334-265-4670) a copy of Insurance; however, this office also requires an original certificate must be typed and signed by an authorized agent. The CERTIFICATE HOLDER should read and be mailed to:

Alabama Department of Transportation
Permit Office Room K-101
P.O. Box 303050
1409 Coliseum Blvd
Montgomery, AL 36130-3050

7. What needs to be on my insurance for an annual permit?

The company's name, the policy number, the effective date, expiration date, the complete VIN number, the amount of coverage, and **we must be listed as the certificate holder**. We also need a notice of Insurance change or cancellation that does not exceed thirty (30) days in the event of cancellation in coverage. For a more in-depth explanation, please see: [Insurance Requirements](#).

PERMIT ORDERING FAQ

Routing Authorizations:

1. What is a routing authorization?

A routing authorization is an authorized route approval given by this office.

2. When do I need a routing authorization?

When your gross weight exceeds 100,000 pounds or if your mobile home width exceeds 12 feet.

3. How do I get a routing authorization?

After logging in, in the main menu box, click the link at the bottom labeled: Routing Authorization.

4. How long does it take to receive a routing authorization?

The turnaround time for a routing authorization is two hours.