

**STATE OF WASHINGTON**  
**Department of Transportation**  
**Commercial Vehicle Services Agent Appointment**

Commercial Vehicle Services office (CVS) of the Washington State Department of Transportation (WSDOT) is responsible for issuing special vehicle permits as described in chapter [46.44 RCW](#).

RCW 46.44.096 authorizes WSDOT to appoint Agents to issue special motor vehicle oversize/overweight permits through a web based permit program. CVS is requesting applications from businesses that desire to become authorized Agents. The CVS office will be accepting up to 20 Agents.

Anticipated timeline for appointment:

Agent Appointment Opened	5/1/2015
Applications Due to WSDOT	5/15/2015 by 4:00 pm
Applicants Notified (agreement processing)	6/1/2015 – 6/30/2015
Agreement Effective	7/1/2015 – 6/30/2017

\*WSDOT reserves the right to modify this schedule at any time.

List of applicable documents that potential Agents should review:

- Commercial Vehicle Services Agent Appointment (this notice)
- Permit Sales Agent Application
- WSDOT Statewide Payee Form (DOT Form 134-102 EF)
- Draft Agent Agreement

Businesses considering the responsibilities, which are included in the above documents, to be an Authorized Agent are required to submit, no later than the date noted above, the following document:

- Completed Permit Sales Agent Application

Agent Application shall be submitted in one of three ways:

Emailed to [cvsagentdeposits@wsdot.wa.gov](mailto:cvsagentdeposits@wsdot.wa.gov),

Hand delivered to:

Commercial Vehicles Services  
7345 Linderson Way SW, Room 1001  
Tumwater, WA 98501

Mailed to:

WSDOT – Commercial Vehicle Services  
PO Box 47367  
Olympia, WA 98504-7367

\*WSDOT is not responsible for delivery delays caused by email systems or carriers.

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Information on CVS can be found at <http://www.wsdot.wa.gov/commercialvehicle/>

For additional information please contact Sonja Clark, Transponder & Special Project Manager, [ClarkSo@wsdot.wa.gov](mailto:ClarkSo@wsdot.wa.gov) or 360-704-6343.