

## Annual Divisible Permit Renewal

**\*\*\*IMPORTANT: Turn off your internet browser's pop-up blocker before proceeding\*\*\***

**TO RENEW YOUR ANNUAL DIVISIBLE PERMIT, COPY THE PREVIOUS YEAR'S PERMIT, MAKE EFFECTIVE MAY 1<sup>st</sup> OR LATER, ATTACH REGISTRATION, AND SUBMIT THE APPLICATION WITH CREDIT CARD PAYMENT – DETAILED INSTRUCTIONS BELOW:**

- 1) Visit the CVO Web Portal at <https://cvportal.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 now be transferred to the Department of Transportation permitting site, CT-Connect.
- 3) Find the Annual Divisible Permit that you wish to renew. **There are two ways of finding your permit.**  
**I: If you have your Annual Divisible Permit ID Number** 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 now see the permit in the queue below (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).  
  
**II: If you do not have your Annual Divisible Permit ID #** keep the "Permit ID" field blank, set the "Type" dropdown box to "All", set your date ranges to the previous permit year 5/01 to 4/30 and click the "Search" button. Find the Annual Divisible Permit you wish to renew in the queue below (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).
- 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). Now click the "Copy" button at the bottom of the page.
- 5) You will now see a copy of your current Annual Divisible Permit application. At the top of the application, change the effective date to May 1<sup>st</sup> or later. Check all vehicle information and verify that it is correct. If there are any changes to your vehicle information, update the information now.
- 6) Attach a clear copy or picture of your registrations 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. To print these attachments, go to My Queue and find the permit (see step 2 above). Click on the icon in the Attachments section to view and print each file.