Duplicate Permit
Duplicating an already issued permit saves you time. If you want to create a new permit from a previous permit choose “Duplicate Permit”.

You can search for the previously issued permit by original vehicle or the original permit number. Use the drop down menus to choose the vehicle or permit.
Once you have chosen the permit that you want to duplicate you will need to select the vehicle that you want to create the new permit with. Again, use the drop down menu to choose your vehicle or you can search by the specific vehicle identifiers (Plate, VIN, or Unit Number). Once you have chosen the vehicle for the new permit, choose “Proceed”.

After you proceed the program takes you right to the details of the new permit.

The details match the original permit information. If you need to make minor adjustments you can.

You can complete your permit with the same method that you used for the original permit.