



IMPORT/EXPORT LOAD PERMIT



REQUIREMENTS

Every person who imports and/or exports fuel(s) into or out of Arkansas (other than by pipeline or rail) must:

- be licensed as a supplier or distributor with the Department of Finance & Administration; and
- acquire and retain an Import/Export Load Permit for every load.

Each Import/Export Load Permit must be accompanied by the relevant bill of lading when submitted to the Arkansas Department of Transportation. Each bill of lading shall show the following:

- the supplier or distributor license number
- the origin of the transport trip
- the destination(s) of the transport trip
- the type(s) of fuel(s) being transported
- the quantity of fuel(s) to be delivered to each destination
- the person(s) responsible for payment of fuel(s) tax

ENFORCEMENT

Any officer of the Arkansas Highway Police shall have the authority to stop any vehicle appearing to be handling or transporting fuel(s) for the purpose of examining the required documents or to insure the operator's compliance. If, after examination or investigation, it is determined that the transporter has failed to secure an import/export load permit the enforcement officer shall:

- immediately cause the offending vehicle and its operator to be removed to the nearest Arkansas Department of Transportation property, port of entry, or any designated location where taxes shall be immediately assessed along with a 20% penalty. Written notice of the assessment will be issued to the operator at this time;
- impound any vehicle and refuse authority to travel on Arkansas highways; and
- deny travel until the criminal fines or bonds have been posted and taxes and penalties have been paid in full.

IMPORT/EXPORT LOAD PERMIT – ORDERING AND SUBMITTING

Order Import/Export Load Permits using one of the following options:

- Online at <http://www.ardot.gov/divisions/internal-audit/motor-fuel-tax-reporting-mft/motor-fuel-import-export-permits-order-form/>
- Call 800-451-2782 between 7:30 a.m. - 4:30 p.m. Monday – Friday

Submit Import/Export Load Permits using one of the following options:

- Email to IEPERMITS@ARDOT.GOV
- Fax to 501-569-2926
- Mail to P.O. Box 8086 Little Rock, AR 72203-8086

When using the email option for submission, **ATTACHMENT(S) MUST**:

- be in Portable Document Format (PDF)
- include in the file name of each attachment, the number of permits scanned, i.e., Attached: 6Permits.pdf
- specify the total number of permits included in all attachments in the email's subject line, i.e., Subject: 25 Permits
- not exceed 25MB (ARDOT's email system will not accept combined attachment size over 25MB)

When using the email option for submission, **SCANNED DOCUMENTS MUST**:

- be a minimum of 300 dots per inch (dpi)
- be legible for viewing without the use of zoom
- contain the original permit first, followed by the bill of lading (BOL), then any other documents such as delivery tickets, etc.
- contain the original permit (top copy) when possible

Electronic Import/Export Load Permit submissions will be **REJECTED** if:

- the document(s) requires rotation for proper viewing, i.e., the top of the original document must be at the top of the scanned document
- the document(s) is too small to read or the print is not clear

If you have questions about your Import/Export Load Permits, please contact ARDOT's Internal Audit Division at (800) 451-2782.