Request IFTA License and Decals

Welcome to the Washington State Department of Licensing, Prorate and Fuel Tax Services, Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

These instructions are for IFTA customers who would like to renew or request license and decals.

Request IFTA License and Decals Process
Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information. License and Decals will be sent via USPS mail once your request is approved and your payment has posted.
Instructions for Requesting IFTA License and Decals

Log into Taxpayer Access Point (TAP).

*Note: For more information on how to log into your TAP account, see How to log into TAP.*

Under Account ID, select your IFTA Account hyperlink.
Select **Renew or Request License & Decal** hyperlink.

The next screen, not shown here, is the Information Screen. Review and click **Next**.
For License and Decals:

- Under **Application for Year**, use the drop down menu and select decal year.
- Click the box for **Renew License**.
- Enter the **Number of Decal Sets** being requested.
- The **Total Amount Due** will autofill based on the number of sets entered.
- Review the **Certification Statement** and check the box that you will comply.

Click **Submit** and **confirm**.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 360-664-1858 or **MotorCarrierServices@dol.wa.gov**.

**Reminder:** Allow at least two business days for MCS staff to review and process your request. **Payments** may take two business days to post to your account. **License and Decal sets will not be mailed until your request is approved and your payment has posted.**

Click the link for Additional **TAP instructions**.