



State of Oregon Department of Environmental Quality

Diesel Emissions Identification Program Voluntary Registration Form Instructions

Email contact: diesel.emissions@deq.oregon.gov

The DEIP Voluntary Registration Form is used by the Oregon Department of Environmental Quality to approve contractors to be voluntary participants in the Diesel Emissions Identification Program. These instructions are meant to help with understanding and successfully completing the registration process outlined below.

Filling out the form

Step 1: Voluntary participant information

Legal Business Name: Please enter the exact name of the business that is filed with the Oregon Secretary of the State. If you are a sole proprietor, please enter your full legal name. This includes your full first, middle, last name and suffix if applicable.

An example for a sole proprietor might be “John Jay Doe, IV.” This would also be the same name on file with the Oregon Construction Contractors Board where John has their license for performing construction work in Oregon.

Doing Business As: Please enter the name by which you advertise your business and are known for doing work as a business. This is also known as the “Assumed Business Name” you have on file with the Oregon Secretary of the State.

An example might be a sole proprietor named “Jane Elaine Doe” doing business as “Janie’s Construction Company” if that is the name by which Jane is known for doing business.

Physical Address: This is the address where the primary storefront location or primary office of the business is located. The physical address should match the address on file with the Oregon Secretary of the State or the Oregon Construction Contractors Board.

Mailing Address: This is the address where you receive mail for the business and where the labels for equipment and vehicles will be sent if this field is filled in. If the mailing address fields are left blank, then labels will be sent to the physical address.

Phone Number: This is the main phone line for the business.

CCB License Number: This is your license number from the [Construction Contractors Board](#) for the State of Oregon.

Translation or other formats

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov



Step 2: Designated representative information

Name: This should be the name of either the owner of the company or someone authorized by the owner to conduct business on their behalf.

Title: Enter the official title for the position held by the designated representative at the business. If you are a sole proprietor, please enter "Owner."

Email Address: Enter the business email address for the designated representative, or for sole proprietors, please enter the email address that you are known for doing construction business with.

Phone Number: Please enter the business phone number that is a direct line to the designated representative. If you are a sole proprietor, and this would be the same number as the business's main phone line, please enter "N/A."

Fax Number: This is the fax number that is used for your construction business. If there is no fax number, please enter "N/A."

Step 3: Designated Representative signature

Signature: The Designated Representative for the company should read, understand, and agree to the statement of compliance with the Oregon Administrative Rules, Chapter 340, Division 269, that is in this section of the form. Please contact the program if there are any questions about signing or the program. Once the Designated Representative has read and agrees to the compliance statement, they should apply their signature to the signature line. A signature can be either an electronic signature or a wet signature (meaning done by pen on the form printed out on paper).

Date: The Designated Representative should enter the date right after they sign the form in month-day-year format.

Submitting the form

Once you have completed and signed the DEIP Voluntary Registration Form, please submit the form as an email attachment to: Diesel.Emissions@deq.oregon.gov, with "DEIP Voluntary Registration" in the subject line, or via standard mail, as addressed below:

Oregon DEQ
DEIP – Voluntary Registration
700 NE Multnomah Street
Suite 600
Portland, OR 97232

Once your registration form has been processed, you will receive an email from the program with instructions on how to submit your fleet reporting information as an application for labels.

If you do not receive an email from the program after more than 2 weeks of submitting the form, and you have checked your email's spam or junk folder to see that an email from DEQ is not there, then please contact the program at Diesel.Emissions@deq.oregon.gov for assistance.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).