

# Requesting Decals for Use Fuel Vendor Branches

How To Guide:

# Requirements

- Active Vendor License and Vendor Branch
- Valid USPS Mailing Address
- 1 Diesel Receipt per pump\* within 3 years  
[A.R.S. § 28-5617](#) & [A.R.S. § 28-5619](#)
- 1 Diesel Cash Register receipt within 3 years  
[A.R.S. § 28-5617](#) & [A.R.S. § 28-5619](#) requirements

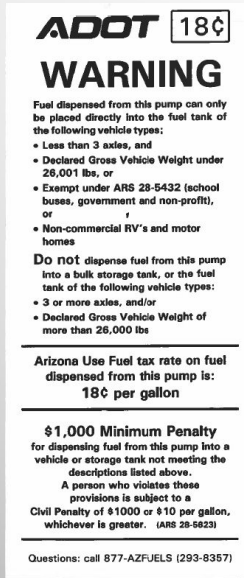
\*Note: If your pump does not print a receipt, Please reach out to the Fuel Tax Licensing Unit for additional guidance

# Receipts

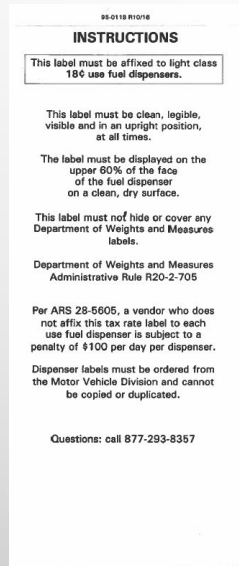
Per [A.R.S. § 28-5617](#) – A vendor of use fuel, the use of which is taxable under this article, who sells and delivers the use fuel into a fuel tank shall give the user a receipt for the use fuel. The receipt shall include the following:

1. The date of purchase.
2. The seller's name and address.
3. The number of gallons purchased.
4. The type of fuel purchased.
5. The price per gallon of the fuel.
6. The rate of tax paid.
7. Other information required by the director.

# Acceptable Decals

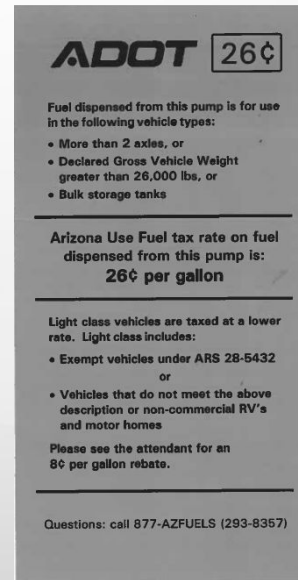


Front

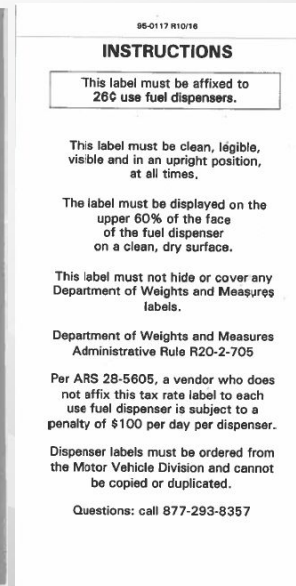


Back

Picture of .18 cent decal  
“Light Class Decals”



Front



Back

Picture of .26 cent decal  
“Use Class Decals”

# Penalties [A.R.S. § 28-5605](#)

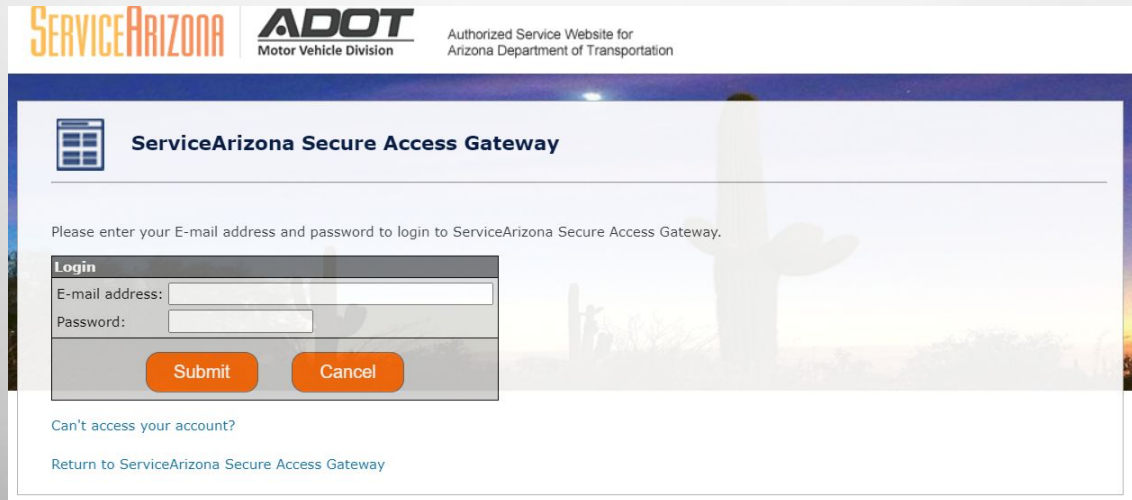
Enforcement Compliance Division (ECD) travels around the state, inspecting all vendor branches to ensure the vendors are in compliance with ADOT.

## Compliance Items

- Improper or Lack of Decals [A.R.S. § 28-5605](#)
  - Light Class Violations [A.R.S. § 28-5623](#)
- Improper Red Dyed Diesel Usage [A.R.S. § 28-5645](#)

# How to request

Log into [ServiceArizona](#) -



The screenshot shows the login interface for the ServiceArizona Secure Access Gateway. At the top left, there are logos for ServiceArizona and ADOT Motor Vehicle Division. To the right, it states 'Authorized Service Website for Arizona Department of Transportation'. The main heading is 'ServiceArizona Secure Access Gateway' with a small icon of a document with a grid. Below this, a message reads: 'Please enter your E-mail address and password to login to ServiceArizona Secure Access Gateway.' A login form is displayed with two input fields: 'E-mail address:' and 'Password:'. Below the fields are two orange buttons: 'Submit' and 'Cancel'. At the bottom left, there is a link for 'Can't access your account?' and another link to 'Return to ServiceArizona Secure Access Gateway'. The background of the page features a desert landscape with a saguaro cactus and a sunset.

**ServiceArizona** **ADOT** Motor Vehicle Division Authorized Service Website for Arizona Department of Transportation

## ServiceArizona Secure Access Gateway

Please enter your E-mail address and password to login to ServiceArizona Secure Access Gateway.

**Login**

E-mail address:

Password:

[Submit](#) [Cancel](#)

[Can't access your account?](#)

[Return to ServiceArizona Secure Access Gateway](#)

# How to request

## Click Vendor Branches - Located on License Information

Home

NIKKI AND EMMA GAS STATION - 0800470

Business Licenses

Manage Licenses

License Type	Open Date	Close Date	Status	Update Due Date	
Vendor	04/01/2023		Open	04/13/2026	<a href="#">Begin Update</a>

Account Information

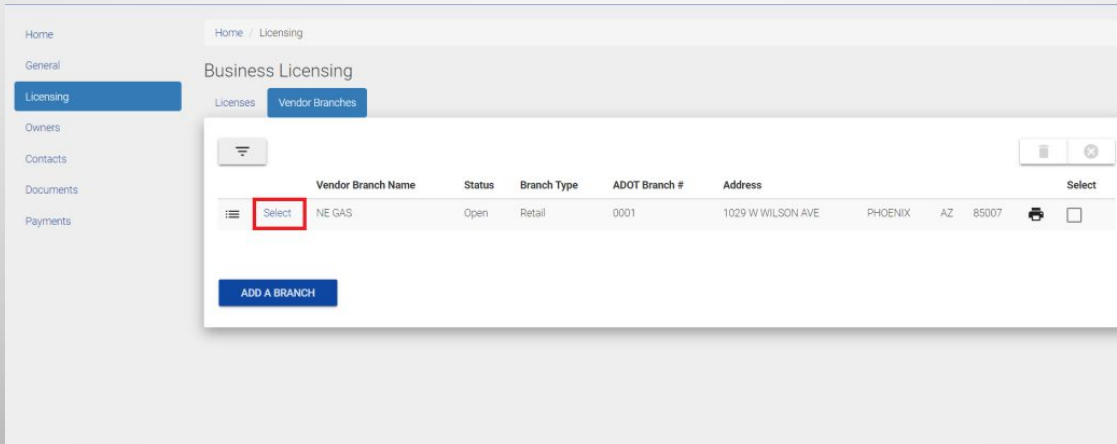
- General
- Owners
- Contacts

License Information

- Vendor Branches**
- Add a Vendor Branch
- Vendor Branch Report
- Upload Supporting Document

# How to request

## Select the Location you are requesting decals for.



The screenshot displays the 'Business Licensing' interface. On the left is a navigation menu with options: Home, General, Licensing (selected), Owners, Contacts, Documents, and Payments. The main content area shows 'Business Licensing' with sub-tabs for 'Licenses' and 'Vendor Branches'. Below the tabs is a table of vendor branches. The first row of the table has a 'Select' button highlighted with a red box. The table columns are: Vendor Branch Name, Status, Branch Type, ADOT Branch #, Address, and Select. The data row shows: NE GAS, Open, Retail, 0001, 1029 W WILSON AVE PHOENIX AZ 85007, and a 'Select' button.

	Vendor Branch Name	Status	Branch Type	ADOT Branch #	Address	Select
<input type="checkbox"/>	NE GAS	Open	Retail	0001	1029 W WILSON AVE PHOENIX AZ 85007	<input type="checkbox"/>

[ADD A BRANCH](#)



# How to request

**Under Dispensers - Make sure the receipts are current within the last 3 years**

Home / Licensing / BRANCH 0001

Branch Details  
0800470-0001

General **Dispensers** Decals

Click Here to see the Pump Receipt Requirements for this branch's dispensers.

**Branch Dispensers**

Fuel Type	Pump Count
Light Class	4
Use Class	7
Dyed Diesel	0

**Receipts**

[ADD PUMP RECEIPT](#)

File Name	Fuel Type	Uploaded	By
Light Pumps 5-8.pdf	Light Class	04/17/2023, 11:02 AM	nwilson@azdot.gov
Use Pumps 17-23.pdf	Use Class	04/17/2023, 10:56 AM	nwilson@azdot.gov

# How to request

**Click on the Decals-** Select Decal Type and Number Requested

Home / Licensing / BRANCH 0001

Branch Details  
0800470-0001

General Dispensers **Decals**

Decal Type  
Light Class  
Use Class

Number Requested

**Please note:** Decals requested cannot exceed number of pumps

# Next Steps

Once Submitted, Fuel Tax License Unit (FTLU) will review the decal request.

**If Approved:** FTLU will mail out the requested decals.

**If Incomplete:** FTLU will email the licensing contact for the missing information.

# Contact Information

## Fuel Tax Licensing Unit [FTLU]

1801 W. Jefferson St.,  
MD 541M  
Phoenix, AZ 85007

PH: 602-712-8853

Email: [ADOTFTLU@azdot.gov](mailto:ADOTFTLU@azdot.gov)

Website: [ADOT Fuel Tax](#)