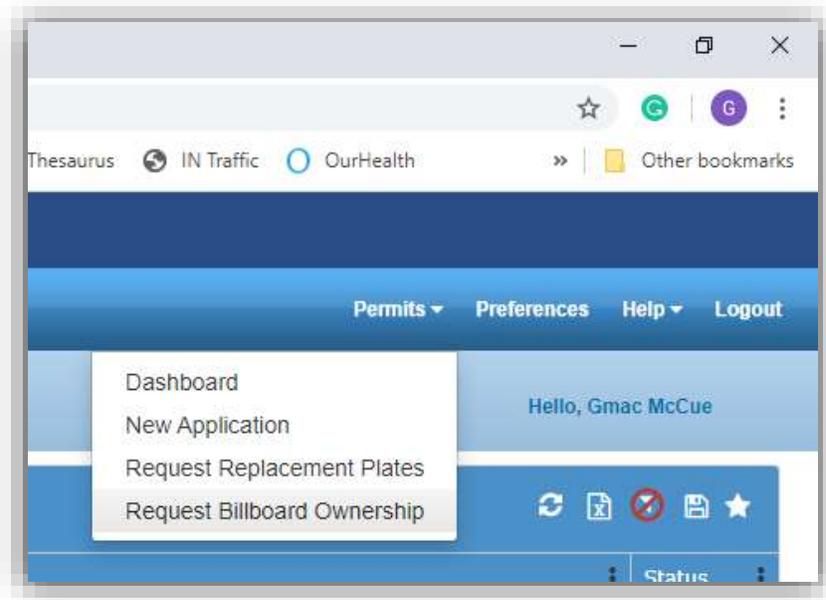


## Requesting outdoor advertising sign ownership in EPS

1. Login to EPS at <https://eps.indot.in.gov/>. (If necessary, create a new EPS account by clicking the “Register for a new account” link on the login page.)
2. In the top menu, click on “Permits.” In the drop-down menu, click “Request Billboard Ownership.”

Make sure your EPS profile reflects the company that you represent for this sign. You can see the company or companies associated with your EPS account on the Dashboard page. If necessary, you can add a new company by clicking the green “Add Company” button on the Dashboard page.



*Continued on next page*

3. On the following page, you will be prompted to enter the permit number or tracking number of the sign. (If you have any existing, pending ownership requests, they will be listed below on this page.)

## Request Billboard Ownership

Enter the permit number or tracking number of the Billboard permit to which you are requesting ownership. You will be asked to supply a reason for the request and documentation proving that you are the owner of the permit.

4. On the following page, basic information regarding the permit is displayed (including tracking number, permit number, location information, status and issue date). Confirm that these details match the sign in question.

*Continued on next page*

- At the bottom of the page, under your name listed as “New Applicant Name,” there is a drop-down menu for “New Company” which will include all companies affiliated with your EPS account. Then, enter a brief description in the next field titled “Reason For Requesting Access.”

- Click on the green “Add Attachment” button and upload all documents necessary to prove the transfer of ownership of the sign.
- Select payment method for the \$40 transfer fee, payable by either credit card or IN.gov subscription, and then click the “Proceed to Pay” button. You will be routed to a secure payment page.
- Please allow several days for processing. If there is an issue or missing documentation, you will be contacted by staff at INDOT Central Office Permits.

**Attaching documentation to provide evidence of the sale/transfer that identifies the sign in question by permit number is required.** If the evidence of sale/transfer does not identify the sign(s) by permit number, an [Affidavit of Sign Transfer of Ownership](#) (signed and notarized) must also be uploaded. In addition to this affidavit and template, instructions and an example are available on the [INDOT Permits Forms](#) page.

If you have any issues attaching the documentation to the transfer request, you can also email it to [permits@indot.in.gov](mailto:permits@indot.in.gov).

Questions? Email INDOT Central Office Permits staff at [permits@indot.in.gov](mailto:permits@indot.in.gov).

Note: When a transfer involves a large number of signs, an affidavit can reference a spreadsheet listing the permits as an exhibit and attached to the affidavit. This documentation can be sent to [permits@indot.in.gov](mailto:permits@indot.in.gov) instead of attaching it to each individual transfer request.

**Each transfer request, including \$40 transfer fee, must be submitted individually in EPS.**