

Vehicle-Specific Permit Replacement Policy

Periodically residents legitimately need to replace the vehicle-specific permit that they originally received for their vehicle. Unfortunately sometimes other motorists try to get permit parking permits when they are not eligible for the permits. Arlington County has devised a procedure to ensure that only those residents who are entitled to a new permit are able to get one.

1. Application or Affidavits

- a. Resident must always complete the [online replacement application](#) or an affidavit (check appropriate boxes and sign) in order to get a replacement permit for their vehicle. See below for more specifics.

2. For households with 1 or 2 vehicle-specific permit/s:

- a. **If permit is lost in the mail and never received by the resident** – resident must complete affidavit A within 30 days of issuance. Original permit issued will be deactivated and DES will issue replacement permit. Replacement is free.
- b. **If permit/vehicle was stolen**– resident must complete affidavit A **and** provide police report that permit/vehicle was stolen. Original permit issued will be deactivated. Replacement is free if documentation is submitted. If documentation is not provided, there will be a \$20 replacement fee.
- c. **If vehicle was sold and a replacement vehicle is obtained** – Resident must complete affidavit B **and** submit proof that vehicle was sold. Printout of updated account can be obtained from the Treasurer's Office or Commissioner of Revenue. Sold vehicle will be deactivated from system. Resident may remove permit from original vehicle and transfer it to new vehicle without paying a fee. The transfer must be reported to DES for decal confirmation and record updating.
- d. **If vehicle was totaled and a replacement vehicle is obtained** – Resident must complete affidavit B and submit proof that vehicle was totaled. Printout of updated account can be obtained from the Treasurer's Office or Commissioner of Revenue. Totaled vehicle will be deactivated from system. Replacement permit will be free, if documents are submitted. If documentation is not provided, there will be a \$20 replacement fee.
- e. **If permit was damaged/bumper was replaced** – Resident must complete affidavit B and submit proof that bumper/permit was damaged. Obtain documentation from Body Repair Shop. If resident makes repairs by himself, he must return damaged permit to get free replacement.
 - i. Household with 1 vehicle - If documentation is provided, previous permit will be deactivated and replacement will be free. If documentation is **not** provided, damaged permit will not be deactivated and replacement will be entered as 2nd vehicle permit (\$20).
 - ii. Household with 2 vehicles - If documentation is provided, previous permit will be deactivated and replacement will be free. If documentation is **not** provided, damaged permit will not be deactivated and replacement will be charged as 3rd vehicle permit (\$50).
- f. **(Multi-family dwelling) If one tenant moves out and new one moves in** – new resident must complete affidavit A and list the name/s of resident/s who moved out. Copy of proof of residency must be provided. Previous resident/s will be deactivated from system and new application will be processed. Same rates apply (1st 2 household vehicles are \$20 each, 3rd permit is \$50).

3. For households with 3 vehicle-specific permits:

- a. **If permit is lost in the mail**– resident must complete affidavit A within 30 days of issuance. Original permit issued will be deactivated and DES will replace materials. Replacement is free.
- b. **If permit/vehicle was stolen** – resident must complete affidavit A **and** provide police report that permit/vehicle was stolen. Original permit issued will be deactivated. Replacement is free if documentation is submitted. If documentation is not provided, there will be a \$20 replacement fee for new permit.
- c. **If vehicle was sold and a replacement vehicle is obtained** – Resident must complete affidavit B **and** submit proof that vehicle was sold. Printout of updated account can be obtained from the Treasurer's Office or Commissioner of Revenue. Sold vehicle will be deactivated from system. Replacement fee is \$20. Resident may remove permit from original vehicle and transfer it to new vehicle without paying a fee. The transfer must be reported to DES for decal confirmation and record updating.
- d. **If vehicle was totaled and a replacement vehicle is obtained**– Resident must complete affidavit B **and** submit proof that vehicle was totaled. Printout of updated account can be obtained from the Treasurer's Office or Commissioner of Revenue. Totaled vehicle will be deactivated from system. Replacement permit will be free.
- e. **If permit was damaged/bumper was replaced** – Resident must complete affidavit B **and** submit proof that bumper/permit was damaged. Obtain documentation from Body Repair Shop. If documentation is provided, previous permit will be deactivated and replacement will be free. If documentation is **not** provided, there will be a \$20 replacement fee.
- f. **(Multi-family dwelling) If one tenant moves out and new one moves in** – new resident must complete affidavit A and list the name of resident/s who moved out. Proof of residency must be provided. Previous resident/s will be deactivated from system and new resident will have to complete an application form. New tenant is required to pay a replacement fee (\$20).