

# Driver Licensing Guide

## Disabled Parking Placards Original Application Process DLG-2202

**Original Date:** 07/01/2001

**Revision Date:** 07/01/2024

[Definitions](#)

[Overview](#)

[Customer Requirements-Permanent/Temporary](#)

[Front Counter CSR-Permanent/Temporary](#)

[Customer Requirements-Institutional/Organizational](#)

[Front Counter CSR-Institutional/Organizational](#)

[DMV Contact Center Actions](#)

[Points to Remember](#)

[Related Links](#)

[Contact](#)

POLICY	
<b>Title:</b> Disabled Parking Placards-Original Application Process	
<b>Effective Date:</b> July 1, 2001	<b>Revision Date:</b> April 25, 2018
<b>Authority:</b> Code of Virginia §§ <a href="#">46.2-100</a> , <a href="#">46.2-739</a> , <a href="#">46.2-1240</a> , <a href="#">46.2-1241</a> , <a href="#">46.2-1242</a> , <a href="#">46.2-1247</a> , <a href="#">46.2-1248</a> , <a href="#">46.2-1249</a> , <a href="#">46.2-1250</a> , <a href="#">46.2-1251</a> , <a href="#">46.2-1252</a> , <a href="#">46.2-1253</a>	
<b>Policy:</b> DMV shall issue a <b>temporary or permanent</b> removable windshield placard for use on a passenger car or pickup or panel truck to a person applying for the first time who has either a permanent or temporary disability that limits or impairs their ability to walk, or that creates a concern for their safety while walking,  DMV shall issue <b>institutional/organizational</b> removable windshield placards bearing the name of a hospital, hospice, nursing home or other eligible institution for which volunteers are transporting disabled persons in passenger vehicles and pickup or panel trucks owned by such volunteers.	
<b>Exception:</b> N/A	

[Return to top of page](#)

## DEFINITIONS

<<<<<REVISION

**Temporary Disability** – A physical condition that limits or impairs the ability to walk and is expected to last NO longer than 12 months. **END REVISION>>>>>**

**Permanent Disability** – A physical condition that limits or impairs movement from one place to another or the ability to walk as defined in Va. Code §[46.2-1240](#). Also issued to customers with a condition that creates a safety concern while walking (examples are Alzheimer's disease, blindness, or developmental amentia).

[Return to top of page](#)

## OVERVIEW

Virginia Code § [46.2-1241](#) authorizes DMV to issue three different types of disabled parking placards (refer to the [Disabled Placards Description](#) table):

1. Temporary
2. Permanent
3. Institutional/Organizational

Persons who have a temporary or permanent disability can apply for disabled plates and/or temporary or permanent placards that allow them to use parking spaces reserved for individuals with disabilities. The disabled person may be either the driver or a passenger in the vehicle displaying the placard. The person's disability may or may not be visible.

Institutions and organizations that provide transportation for persons with disabilities may also apply for placards and plates. The institution or organization must be a hospital, hospice, nursing home, non-profit entity, or an organization that does not charge for its service.

For examples of the placards and plates, go to [Description of Parking Placards and Plates](#).

Disabled placards and plates display the International Symbol of Access and are valid in all 50 states, the District of Columbia (DC), and other countries. Placards issued in other states, DC, and foreign countries are also honored in Virginia. A Virginia placard may be issued to a customer who is a resident of another state or country.

Holders of disabled parking placards are allowed to park their vehicles for up to four hours in metered or time-restricted spaces without paying a fee **unless prohibited by the locality**. Localities that do not provide the four hours of free parking must post a sign to advise placard holders.

The disabled parking placard program at DMV is administered by the [Data Integrity Work Center](#). Refer to [DLG-2207](#) for procedures on reporting fraud, misuse, or abuse of disabled parking placards.

[Return to top of page](#)

### CUSTOMER REQUIREMENTS-PERMANENT/TEMPORARY PLACARD

1. Complete the **Application Type**, **Applicant Information** and **Applicant Certification** sections of the appropriate application:
  - Disabled Parking Placard or Plates Application ([MED 10](#)), or
  - Veteran Certification of Disability ([VSA 54](#)) for disabled veterans.
2. Have a physician, physician assistant, nurse practitioner, podiatrist or chiropractor complete the Medical Certification section of the MED 10 or VSA 54.
  - The medical professional certifying the disability may be licensed in another state or country.

#### <<<<<REVISION

- For temporary placards, the medical professional must include the beginning date and ending date not to exceed 12 months.

**NOTE:** VA law allows the licensed medical professional to certify up to 15 days in advance of an applicant's medical procedure that an applicant will meet the definition of a temporary disability. Therefore, the medical professional may certify, up to 15 days in advance of a medical procedure, their patient will have a temporary disability that meets the definition of a "person with a condition that limits or impairs his ability to walk."

3. No fee is required. **END REVISION>>>>>**

[Return to top of page](#)

### FRONT COUNTER CSR-PERMANENT/TEMPORARY PLACARD

1. Verify that the customer has submitted one of the following disabled parking placard applications with the **Application Type**, **Applicant Information**, and **Applicant Certification** sections completed:
  - [MED 10](#), or
  - [VSA 54](#)

**IMPORTANT:**

  - No medical professional certification is required if the customer has valid disabled parking license plates and is applying for a placard.
  - The **Application Type**, **Applicant Information**, and the **Applicant Certification** sections of the application must have been completed **before** the medical professional signed the certification.
2. When medical certification is required, verify that the Medical Certification section includes:
  - The applicant's full name

#### <<<<<REVISION

- Permanent or Temporary designation
  - If temporary, must include the beginning date (month, day, and year) and ending date (month, day, and year), not to exceed 12 months. **END REVISION>>>>>**
- The reason for the impairment
- If either of the "Other Condition" boxes is checked, the specific medical condition listed.

- Licensed Medical professional's printed name (physician, physician's assistant, nurse practitioner, podiatrist, or chiropractor)
- Medical license type and number
  - Podiatrists and chiropractors may only certify for the conditions or disabilities listed in the certification section provided for podiatrists and chiropractors on the [MED 10](#) form.
  - A certification from a medical professional licensed in another state or country is acceptable if it contains the medical professional's medical license number.
  - Medical license numbering systems used by Virginia and surrounding states:

State	License Numbering System
Virginia	9 or 10 digits
North Carolina	4, 5 or 7 digits
Tennessee	2, 3, 4 or 5 digits
District of Columbia	sequence numbering
Maryland	H or D followed by a 5-digit number
West Virginia	3, 4 or 5 digits
Kentucky	5 digits

- Medical license expiration date.
- State issuing medical license.
- Medical professional's signature.

**NOTE:** If the medical professional's medical license information is missing:

- Return the MED 10 or VSA 54 to the customer,
- Issue a "Customer information form" listing what is needed, and
- Request applicant to obtain the medical professional's medical license information, OR
- Contact the medical professional to obtain the information.

3. Verify that the customer's name on the application matches the customer information in the system who is being issued the placard.
  - If a record does NOT exist for a Non-Virginia resident, establish a record.
    - Customers are not required to present a proof of address or identity document as long as they submit a completed MED 10 or VSA 54 form.
4. Verify with the customer that the address on the application and on the customer's record is their current address.
  - If the address on the application is different than the address on the customer's record, the customer must submit the Address Change Request form [ISD 01](#) to update their address in accordance with [DLG-0601](#).
5. Process the placard.

**<<<<<REVISION**

- For temporary placards, be sure that the beginning date and ending date entered into the system match the dates (not to exceed 12 months) authorized by the medical professional who certified the application. **END REVISION>>>>>**

**NOTE:** The medical professional may certify, up to 15 days in advance of a medical procedure, their patient will have a temporary disability that meets the definition of a "person with a condition that limits or impairs their ability to walk."

6. If prompted by the system, prepare the Disabled Parking Placard Receipt (orange paper placard):
  - The system will display a placard receipt number, begin date, and end date.
  - Write the placard receipt number in the "RECEIPT FOR PLACARD NUMBER" block on the front of the orange placard.
  - Write the begin date and end date in the "VALID TO PARK IN DISABLED PARKING SPACE THROUGH" block, also on the front.

**IMPORTANT:** If the customer presents an application for a Temporary Disabled Parking Permit:

- LESS THAN 20 days prior to the beginning date shown on the MED 10, complete the orange placard receipt (MED 16) noting the R# and the "beginning and ending date" for use by the customer until they receive their temporary placard by mail.
- 21 DAYS OR MORE prior to the beginning date of the Temporary Disabled Parking Permit, the customer WILL NOT receive an orange placard receipt for use until they receive their temporary placard by mail. They will receive their temporary placard prior to the disabled parking privileges beginning date.

#### <<<<REVISION

7. No fee is required.
8. Give the customer the transaction receipt for the disabled placard and if applicable, the Disabled Parking Placard Receipt (orange paper placard).
9. Advise the customer that:
  - a. The Disabled Parking Placard Receipt, if issued, allows disabled parking privileges for 15 days. **END REVISION>>>>**
  - b. The placard, along with a non-photo disabled parking ID card, will be mailed to the address on the customer's record.
10. Place all disabled parking applications in the appropriate area for document preparation.
  - Document preparer shreds the MED 10 or VSA 54 after it has been filed or batched in accordance with the [CSC Document Distribution List](#). Applications are NOT to be maintained on file.

**NOTE:** Do not send processed disabled parking applications to Data Integrity or Medical Review Services.

[Return to top of page](#)

#### CUSTOMER REQUIREMENTS-INSTITUTIONAL/ORGANIZATIONAL PLACARD

1. Complete the **Application Information and Application Certification** sections of the appropriate application:
  - "Institutional/Organizational Permanent Parking Placard Application" ([MED 11](#)).
    - The institution or organization MUST be a hospital, hospice, nursing home, non-profit entity, or an organization that does not charge for its service.
    - A medical certification is not required for institutional/organizational placards.
2. No fee is required.

[Return to top of page](#)

#### FRONT COUNTER CSR-INSTITUTIONAL/ORGANIZATIONAL PLACARD

1. Verify that the [MED 11](#) is complete.
  - There is no limit to the number of Institutional/Organizational placards that may be issued.
  - As many as 50 institutional/organizational may be requested per application.
2. Update the customer record.
3. Give the customer the transaction receipt for the disabled placard(s).
4. DO NOT issue an orange Disabled Parking Placard Receipt.
5. Advise the customer that the Institutional/Organizational Permanent Parking placard(s) will be mailed to them within 15 days.
5. Place all disabled parking applications in the appropriate area for document preparation.
  - Document preparer shreds the MED 11 after filing or batching in accordance with the [CSC Document Distribution List](#). Do NOT maintain applications on file.

**NOTE:** Do not send processed disabled parking applications to Data Integrity or Medical Review Services.

[Return to top of page](#)

#### DMV CONTACT CENTER ACTIONS

- If the customer has not received their disabled parking placard and 15 calendar days have passed, or 10 business days for ID cards, send a message including the customer's name and telephone number via Landing Zone to Data Integrity for additional research.
- If customers request that their placard be mailed to an alternate Virginia mailing address, Data Integrity will:
  - Process the address change using the alternate mailing address, and
  - Place a note on the customer's record, and

- Data Integrity Work Center will change the customer's address back to the residence address after the vendor loads the relevant information for the issuance of the placard.
  - Customers may have their placard mailed to an out-of-state address.
    - Data Integrity will mail placards to an out-of-state address if the customer is temporarily located out of Virginia. However, the following will be explained to the customer:
      - Once the address is changed in the system,
        - a. The customer's driver license will be cancelled. (Refer to [DLG-0402](#))
- NOTE:** DMV will mail the customer a cancellation order 30 days before the cancellation becomes effective.
- b. The customer must either:
      - i. Provide proof of an exception to the residency requirement  
OR
      - ii. Provide proof of Virginia residency again and change the address back to a Virginia address.
- For customer inquiries about information contained in the dual placard field, transfer the call to Data Integrity.
  - The disabled parking permit inquiry screen captures the placard receipt number (provisional permit #), begin date, and end date.
  - For a list of disabled placard types, features, and requirements for eligibility, see the tables below:

<b>Disabled Placards Description<sup>1</sup></b>			
	<b>Temporary</b>	<b>Permanent</b>	<b>Institutional/ Organizational<sup>2</sup></b>
<b>Description</b>	<ul style="list-style-type: none"> <li>● Red background with International Symbol of Access in white.</li> </ul>	<ul style="list-style-type: none"> <li>● Blue background with International Symbol of Access in white,</li> </ul>	<ul style="list-style-type: none"> <li>● Green background with International Symbol of Access in white. Placard issued in the Institution's name.</li> </ul>
<b>ID Card Issued</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Medical Professional Signature Required<sup>3</sup></b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Renewable</b> (refer to <a href="#">DLG-2204</a> )	<b>No</b> <ul style="list-style-type: none"> <li>● If the customer's disability remains after the initial placard expiration, a new application is required.</li> <li>● Each issue requires a medical professional's signature as certification.</li> </ul>	<b>Yes</b> <ul style="list-style-type: none"> <li>● Medical professional certification NOT required for renewal.</li> <li>● Renew no more than one year prior to expiration.</li> <li>● Renew no more than one year after expiration.</li> </ul>	<b>No</b>
<b>Validity Period</b>	<<<<<REVISION <ul style="list-style-type: none"> <li>● Beginning/end date of placard is specified on application by an authorized, licensed medical professional (12 months total).<sup>4</sup></li> </ul> END REVISION>>>>>	<ul style="list-style-type: none"> <li>● Valid for 5 years</li> </ul>	<ul style="list-style-type: none"> <li>● Valid for 5 years</li> </ul>
<b>Fee</b>	<<<<<REVISION No	No END REVISION>>>>>	<b>No</b>

<sup>1</sup> Disabled Parking Placard Receipts are issued to customers for use while waiting to receive the final temporary/permanent disabled placard in the mail.  
<sup>2</sup> As many as 50 institutional/organizational may be requested per application. When expired they are not renewed, they are issued as original placards.  
<sup>3</sup> Medical professionals licensed in other states ARE authorized to sign as certification of a customer's disability.  
<sup>4</sup> VA law allows the licensed medical professional to certify up to 15 days in advance of an applicant's medical procedure that an applicant will meet the definition of a temporary disability.

## Disabled Parking Placard Qualifying Conditions<sup>1,2</sup>

The following conditions may qualify a person for a disabled placard based on a medical professional's determination (Va. Code §§ [46.2-1240](#), [46.2-1241](#)):

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Cannot walk 200 feet without stopping to rest.</li><li>• Uses portable oxygen.</li><li>• Cannot walk without the use of or assistance from any of the following: another person, brace, cane, crutch, prosthetic device, wheelchair, or other assistive device.</li><li>• Have a cardiac condition to the extent that functional limitations are classified in severity as Class III or Class IV according to Standards set by the American Heart Association.</li><li>• Is severely limited in ability to walk due to an arthritic, neurological, or orthopedic condition.</li><li>• Is restricted by lung disease to such an extent that forced.</li></ul> | <ul style="list-style-type: none"><li>• (Respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 millimeters of mercury on room air at rest.</li><li>• Has been diagnosed with a mental or developmental amentia or delay that impairs judgment including, but not limited to, an autism spectrum disorder.</li><li>• Has been diagnosed with Alzheimer's disease or another form of dementia.</li><li>• Is legally blind or deaf.</li><li>• Other condition that creates a safety concern while walking because of impaired judgment or physical, developmental, or mental limitation, as specified by the physician, physician assistant, nurse practitioner, podiatrist, or chiropractor.</li></ul> |
|--|---|

### <<<<REVISION

<sup>1</sup> **Temporary Disabled Placards** are issued to persons with a physical condition that limits or impairs the ability to walk and is expected to last NO longer than 12 months, as determined by the authorized medical professional. **END REVISION>>>>**

<sup>2</sup> **Permanent Disabled Placards** are issued to persons with a physical condition that limits or impairs movement from one place to another or the ability to walk as defined in Va. Code § [46.2-1240](#). Also issued to customers with a condition that creates a safety concern while walking (examples are Alzheimer's disease, blindness, or developmental amentia).

[Return to top of page](#)

### POINTS TO REMEMBER

1. Customers may have only one disabled parking placard.
2. There is no limit to the number of Institutional/Organizational placards that may be issued.
3. The disabled person may be either the passenger or driver in the vehicle displaying the placard.
4. Expiration dates for disabled parking placards depends on the type of placard the customer receives:
  - a. Permanent and institutional disabled parking placards expire on the last day of the month.

### <<<<REVISION

- b. Temporary disabled parking placards will expire on the date specified on the [MED 10](#) (this is completed by the authorized medical professional and can last NO longer than 12 months). **END REVISION>>>>**

5. Customers applying for disabled veteran license plates (with the International Symbol of Access) may also apply for a disabled parking placard.
6. Each disabled parking placard is issued with a Disabled Parking Placard Identification Card.

### <<<<REVISION

- A replacement disabled parking placard identification card may be issued, at no fee, if the customer's card has been lost, stolen, or mutilated (refer to [DLG-2205](#)).
- Institutional parking placards are not eligible for replacement of the placard ID cards. (They must be issued in connection with new, original placards.)

6. All temporary and permanent placard holders are required to carry the Disabled Parking Placard Identification Card that is issued with the placard and to present it to law enforcement upon request.

### END REVISION>>>>

7. The customer will receive an orange disabled parking placard receipt at the completion of the placard transaction that provides disabled parking privileges for up to 15 days.
8. The vendor will not send a temporary parking placard for periods that are less than or equal to 15 days.

9. Regardless, if the person's disability is or is not visible, every customer applying for a temporary or original permanent disabled parking placard must provide certification of disability from an authorized licensed medical professional.
10. DMV issues only one temporary or permanent placard at a time per customer. Customers with a permanent disabled parking placard may also possess disabled parking license plates. Refer customers who request exceptions to the one-placard rule to the [Data Integrity work Center](#).
11. For a list of conditions that qualify for a temporary or permanent placard and the licensed medical professional authorized to certify the condition, refer to the Certification Table in the "Disabled Parking Privileges" publication ([MED 12](#)).
  - o For both temporary and permanent placards, it is NOT required that the medical professional who is certifying the condition or disability be licensed in Virginia. Licensed medical professionals from other states or countries may sign the medical certification.
12. Institutional/Organizational disabled parking placards are issued at NO FEE to hospitals, hospices, nursing homes, non-profit institutions or organizations that regularly transport disabled persons. These placards are valid for 5 years and CANNOT be renewed. However, the institution or organization may be issued an original placard.

[Return to top of page](#)

## RELATED LINKS

- [DLG-2204](#) Renewal of Permanent Disabled Placards
- [DLG-2205](#) Disabled Parking Placards, Identification Cards, Receipts-Replacement/Reissue
- [DLG-2206](#) Revocation, Surrender, Return of Disabled Parking Placards
- [DLG-2207](#) Misuse of Disabled Parking Placards or Plates-Reporting
- [Disabled Placard Description Table](#)
- [Disabled Parking Placard Qualifying Conditions](#)

[Return to top of page](#)

## CONTACT

For additional information contact:

<<<<<REVISION

- Your CSC Manager/Assistant Manager
- DRS/[Data Integrity Work Center](#) **END REVISION>>>>>**

[Return to top of page](#)