

# Vehicle Licensing Guide

## Reciprocity Agreement - Members of Congress and Aides VLIC-3.446

**Original Date:** 02/12/2003

**Revision Date:** 01/10/2019

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POLICY	
<b>Title:</b> Reciprocity Agreement – Members of Congress and Aides	
<b>Effective Date:</b> February 12, 2003	<b>Revision Date:</b>
<b>Authority:</b> DMV Policy; <a href="#">Unilateral Reciprocal Agreement for Members of Congress</a>	
<p><b>Policy:</b> Members of Congress who are legal residents of other states and temporarily reside in Virginia to fulfill their congressional obligations (and one chief administrative aide for the member of congress, provided the aide is a legal resident of the same state as the member of Congress) shall not be required to title and register their vehicles or obtain driver's licenses in Virginia.</p> <p>Only the Arlington CSC is authorized to issue Non-Resident Permits/Reciprocity Decals to such members of Congress and one chief administrative aide.</p> <ul style="list-style-type: none"><li>• Non-Resident Permits/Reciprocity Decals are valid for one year.</li><li>• Written requests for the decals must be submitted for each year of temporary residence in Virginia to fulfill congressional obligations.</li></ul>	
<b>Exception:</b> N/A	

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### CUSTOMER REQUIREMENTS

1. Submit a written request for a Non-Resident Permit/Reciprocity Decal by mail or in person at the DMV Arlington CSC.

REQUESTER	REQUIREMENT
<b>Member of Congress</b>	Written request on the Congress member's letterhead stationery, with a description of the vehicle in which the permit/decal will be used; including Make, Model, Year, VIN, License Plate Number.
<b>One Chief Administrative Aide of the Member of Congress</b>	Written request on the letterhead stationery of the Congress member for which the aide is serving, including: <ul style="list-style-type: none"><li>• A description of the vehicle in which the permit/decal will be used including Make, Model, Year, VIN, License Plate Number.</li><li>• Aide's state of residency</li><li>• Statement verifying that the aide is temporarily living in Virginia</li><li>• Aide's County of residency within Virginia</li></ul>
<p><b>Important Notes:</b></p> <ul style="list-style-type: none"><li>➤ Non-Resident Permits/Reciprocity Decals are only valid for one year.</li><li>➤ DMV will not send any renewal notices for these permits/decals.</li><li>➤ Requesters must submit a written request for each year they temporarily reside in Virginia to fulfill congressional obligations in order to obtain a new permit/decal.</li></ul>	

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## FRONT COUNTER CSR

1. Receive a request for a Non-Resident Permit/Reciprocity Decal.
2. Determine if the requester is a Member of Congress or the Congress member's Chief Administrative Aide.
3. Ensure the requester has submitted the required information on Congressional letterhead stationery. (Refer to the [Customer Requirements](#) table.)

## <<<<REVISION

4. Retrieve the next [Non-Resident Permit/Reciprocity Decal](#) (VSA 100) from the CSC Miscellaneous Cart. **END REVISION>>>>**
5. Notify CSC management/designee and record the permit number of the Non-resident permit/Reciprocity decal on the CSC Miscellaneous Cart Log Sheet.
6. Complete the Non-Resident Permit/Reciprocity Decal using the information provided on the congressional letter.
  - The expiration date should be one year from the issue date.
7. Photocopy the Non-Resident Permit/Reciprocity Decal.
8. Issue the original Non-Resident Permit/Reciprocity Decal to the Member of Congress or Chief Administrative Aide.
  - If the request was received by mail, return the completed Non-Resident Permit/Reciprocity Decal by mail to the address indicated on the congressional letter.
9. Inform the customer of the following important information:
  - a. The permit/decal is valid for one year ONLY.
  - b. Customers must renew their permit/decal each year by written request.
  - c. DMV will NOT send any renewal notice.
10. Place the original congressional letter and the photocopy of the permit/decal in the CSC file.

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## DMV CONTACT CENTER ACTIONS

1. Inform the customer they must be a Member of Congress or the Chief Administrative Aide to the Member of Congress AND they must make a written request for the Non-Resident Permit/Reciprocity Decal on the Congressional letterhead stationery of the Member of Congress.
2. Use the [Customer Requirements](#) table to determine the information that must be included in the written request.

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## POINTS TO REMEMBER

1. Non-Resident Permits/Reciprocity decals can be obtained at the Arlington CSC ONLY.
2. The permit/decal is valid for one year ONLY from the issue date.
3. Customers must renew their permit/decal each year by written request.
4. DMV will NOT send any renewal notice.
5. The Non-Resident Permit/Reciprocity Decals are NO FEE.
6. This is a manual process and the Non-Resident Permits/Reciprocity Decals are not recorded on the system.

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## CONTACT

For additional information contact :

- Your CSC Manager/Assistant Manager
- DMV Contact Center Help Desk at (804) 367-6646
- VSA/[Special Registration Work Center](#)

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