

Vehicle Licensing Guide

For-Hire License Plates/Registration (Excluding Tow Trucks and Trailers) VLIC-4.220

Original Date: 11/25/2010
Revision Date: 09/25/2022

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POLICY	
Title: For-Hire License Plates/Registration (Excluding Tow Trucks and Trailers)	
Effective Date: 11/25/2010	Revision Date: September 25, 2022
Authority: Code of Virginia §§ 46.2-100 , 46.2-649.1:1 , 46.2-711 , 46.2-Chapter 20 , 46.2-Chapter 21	
Policy: <p>Before any motor vehicle is used by a motor carrier to transport passengers or property, either directly or indirectly, for compensation over the highways of Virginia, the owner of the vehicle shall declare to DMV that the vehicle is being operated for-hire and apply for a for-hire registration. (Va. Code § 46.2-2121.1).</p> <p>To be eligible for a for-hire registration, the customer must:</p> <ul style="list-style-type: none">• Possess an intrastate operating authority certificate or permit issued by DMV OR• Lease their vehicle to a person/company that holds such authority OR• Use their vehicle in an exempt operation <p>Vehicles that provide property carrying services exclusively in passenger cars, motorcycles, autocycles, mopeds, and other vehicles with a GVWR of 10,000 pounds or less can be declared by the owner/operator as "P" for private or "H" for-hire.</p> <p>If an operator has vehicles that are used in both exempt and non-exempt operations, they must register the vehicles under their operating authority.</p> <p>If an operator operates some vehicles as NOT for-hire that weigh 10,000 pounds or less, and some vehicles that weigh more than 10,000 pounds, NONE of the vehicles are exempt from operating authority.</p> <p>It is the responsibility of the owner/operator to determine if their vehicle is for-hire or private use.</p>	
<<<<<REVISION Exception: <ul style="list-style-type: none">• Vehicles with a GVWR of 10,000 pounds or less (passenger cars, motorcycles, autocycles, mopeds, etc.) that are used exclusively to carry property, but that are NOT declared to be for-hire by the owner/operator, are exempt from:<ul style="list-style-type: none">○ Operating Authority requirements,○ Filing proof of insurance coverage with DMV,○ The \$10 annual property carrier fee (exempt regardless of vehicle use). <p>Title and register these vehicles following standard title and registration guidelines (refer to VLIC-3.000 and VLIC-4.000). END REVISION>>>>></p>	

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DEFINITIONS

FOR-HIRE INTRASTATE OPERATING AUTHORITY - Operating Authority is authorization to provide or to arrange for-hire transportation of passengers or property within Virginia.

GROSS VEHICLE WEIGHT RATING - the total weight of the vehicle, passenger’s optional components and cargo that the vehicle is designed to carry, as assigned by the manufacturer.

MOTOR CARRIER – Any person who undertakes, whether directly or by a lease, to transport property, including household goods or passengers, for compensation over the highways of the Commonwealth (Chapter 20 & 21 of Title 46.2 of the Virginia Code). Pursuant to Va. Code § [46.2-2001.1](#), it is unlawful to operate as a motor carrier without obtaining operating authority from DMV. **END REVISION>>>>>**

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ELIGIBILITY

Before a for-hire registration can be issued, motor vehicle owners with vehicles that operate as property carriers or passenger carriers that are operated for-hire are required to:

- Hold, or obtain, an intrastate operating authority certificate.
 - Not required for vehicles used in [exempt](#) operations, or leased to a person or company that holds operating authority.
- Provide proof of a commercial insurance policy showing the required amount of liability coverage.
- Pay the annual property carrier fee.
 - Not required for passenger cars with a GVWR of 10,000 pounds or less. **END REVISION>>>>>**

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REGISTRATION

Property carrying vehicles are no longer required to display license plates with a for-hire “H” or private “P” indicator on the face of the plate. New license plates have been developed for use on these vehicles. Vehicles used as for-hire will be issued registration cards displaying the “For-Hire” vehicle use.

IMPORTANT: Until existing inventories are depleted, CSCs will continue issuing for-hire “H” and private “P” plates.

Because the system does not automatically default to “H” plates when registering for-hire vehicles, the CSR must key into the system the appropriate for-hire plate type codes for the plate type being issued.

The following table lists the discontinued for-hire plate types, and the new plate types that replace them:

Discontinued Plates		New Plates	
Old Plate Name	Old Plate Type	New Plate Name	New Plate Type
Tractor Private	TRP	Tractor	TR2
Tractor For-Hire	TRH		
Tractor Private Perm	TRPPM	Tractor Perm	TRPM2
Tractor For-Hire Perm	TRHPM		
Truck Private	TKP	Truck	TK2
Truck For Hire	TKH		
Truck Private Perm	TKPPM	Truck Perm	TKPM2
Truck For Hire Perm	TKHPM		
Truck Private HP	TKPHP	Truck HP	TKHP2

The following for-hire plates will be issued to for-hire property carriers with vehicles having a GVWR of 7,500 pounds or less:

- Passenger For-Hire
- Great Seal For-Hire
- Scenic For-Hire

NOTE: Customers who specifically request plates without the “H” designator for property carrier for-hire vehicles can be issued standard issue plates for vehicles having a GVWR of 10,000 pounds or less. Requests to have standard issue plates issued to for hire vehicles with a GVWR of 10,000 or less must be forwarded to the Systems Support Group (SSG) at Headquarters (HQ) to allow for processing.

For a complete list of plate options and registration requirements, refer to the [Passenger/Property Carrier Registration Options](#) table. **END REVISION>>>>>**

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CUSTOMER REQUIREMENTS

1. Hold or apply for operating authority (not required for vehicles used to perform an [exempt operation](#)).

Application Required	For Operating Authority Type(s)
Operating Authority Certificate Application for Common Carriers of Passengers (OA 141)	<ul style="list-style-type: none"> • Common Carrier Regular Routes • Common Carrier Irregular Routes
For-Hire Intrastate Operating Authority Permit Application (OA 142)	<p><<<<<REVISION</p> <ul style="list-style-type: none"> • Employee Hauler Carrier • Nonprofit/Tax-Exempt Passenger Carrier • Taxicab • Property Carrier END REVISION>>>>>
Operating Authority Certificate or License Application (OA 150)	<p><<<<<REVISION</p> <ul style="list-style-type: none"> • Contract Passenger • Household Goods and Sightseeing END REVISION>>>>>
Operating Authority Certificate Application for Non-Emergency Medical Transportation Carriers (OA 151)	<ul style="list-style-type: none"> • Non-Emergency Medical Transportation

2. Submit one of the following to apply for for-hire registration/plates:
 - Application for Registration ([VSA-14](#)) or
 - Application for Certificate of Title and Registration ([VSA-17A](#)) if applying for registration when titling the vehicle.
3. Provide the following additional documents if the for-hire vehicle is LEASED (owned by or being registered in a name other than the holder of the intrastate operating authority certificate or permit):

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- PASSENGER CARRIERS and PROPERTY CARRIERS for-hire. **END REVISION>>>>>**
 - The For-Hire Vehicles Registration Request, ([MCS 115](#)),
AND
 - The legal Lease Agreement OR the "Motor Carrier Motor Vehicle Lease Agreement", ([MCS 116](#)),
 - The [MCS 116](#) can be used as:
 - A reference to ensure the carrier's existing lease contains the mandatory legal lease requirements, or
 - The actual lease agreement if the customer completes and submits this form with their application.
 - AND
 - Proof of insurance coverage issued in the name of the permit/certificate holder.

4. Provide the following additional documents if the for-hire operation is [Exempt](#):

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- PASSENGER/PROPERTY CARRIERS:
 - For-Hire Vehicles Registration Request, ([MCS 115](#))
 - Provides Motor Carrier Services with the type of exemption being used.

5. Pay all fees.

- Property carriers with a passenger car, motorcycle, auticycle, moped, or other vehicle with a GVWR of 10,000 pounds or less are exempt from paying the \$10 annual property carrier vehicle fee. **END REVISION>>>>>**

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FRONT COUNTER CSR

1. Verify the customer has completed the Application for Registration ([VSA-14](#)) or Application for Certificate of Title and Registration ([VSA-17A](#)).

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- Verify that ALL customers with business and/or personal use vehicles have answered the questions and marked the appropriate boxes in the **Personal Property Tax Relief Eligibility** section of the VSA 17A and/or VSA 14. **END REVISION>>>>>**

2. Determine if the customer is required to apply for operating authority before being issued for-hire registration/plates.

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- a. Vehicles used for [exempt operations](#) are NOT REQUIRED to have operating authority. ([Proceed to step #3.](#))

NOTE: Property carrying vehicles that are passenger cars, motorcycles, autocycles, mopeds, or other vehicles with a GVWR of 10,000 pounds or less that are NOT declared to be for-hire are exempt from operating authority requirements. Title and register these vehicles following standard title and registration guidelines (refer to [VLIC-3.000](#) and [VLIC-4.000](#)). **END REVISION>>>>**

- b. Customers who lease their vehicle (lessor) to a person/ or company (lessee) that holds operating authority and assumes complete operational control of the vehicle are NOT REQUIRED to have operating authority. ([Proceed to step #3.](#))
- c. All other customers who operate for compensation are REQUIRED to have operating authority.
 - Check the system to verify that their Motor Carrier Operating Authority Certificate/Permit number is active.
 - If the certificate/permit is active, proceed to step #4.
 - If the certificate/permit is NOT active,
 - DO NOT process the for-hire plate registration.
 - Refer to the [Operating Authority Type](#) table above to determine the application the customer must submit to Motor Carrier Services to apply for a Certificate/Permit number.

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NOTE: The Bulk Property (PB) authority type is eliminated and these carriers have been converted in the system with the Property Carrier (PR) authority and assigned a new Certificate, License Permit (CLP) number. Inquiries on vehicles registered as bulk property carriers will return a “Closed” status unless another status applies (suspended, revoked, etc.). If customers question why the CLP in the system does not match the one on their documents, advise them that a new CLP was assigned when their authority was converted from Bulk Property to Property Carrier Authority per new legislation. **END REVISION>>>>**

- 3. For EXEMPT and LEASED operations, ensure the required additional document(s) are submitted.

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IMPORTANT: For ALL original and transfer Passenger For-Hire plates, the documents listed below must be submitted to Motor Carrier Services by the customer for processing, or be scanned to [Motor Carrier Services](#) (MCS) by the CSC. **END REVISION>>>>**

ADDITIONAL DOCUMENTS REQUIRED		
TYPE OF FOR-HIRE OPERATION	PASSENGER CARRIERS	PROPERTY CARRIERS
LEASED	<ul style="list-style-type: none"> • MCS 115 • LEASE or MCS 116 	<ul style="list-style-type: none"> • MCS 115 • LEASE or MCS 116
EXEMPT	<ul style="list-style-type: none"> • MCS 115 	<ul style="list-style-type: none"> • MCS 115¹
¹ EXEMPT Property Carriers who have an existing motor carrier account that is linked to their DMV System vehicle record must provide a MCS 115.		

- 4. Process the customer’s registration in the system.
 - Ensure the operation type indicated on the customer’s [VSA-14](#) or [VSA-17A](#) is on the customer record.

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- Continue issuing Truck and Tractor For-Hire plates from existing inventories UNLESS a customer specifically requests one of the new plates without the “H” designator. Because the new plates will not be in CSC inventory, process as follows:
 - i. Issue a multi-use plate, and
 - ii. Indicate in the system that the requested plate is out-of-stock.
- If the customer requests a standard issue plate without the “H” designator for a vehicle they are using to provide property carriage services with a GVWR of 7,500 lbs. or less and the system will not allow the plate to be issued, follow steps below:
 - i. Prepare a DL9 for sending to Systems Support Group (SSG) and include the following:
 - Customer(s) name(s)
 - Current title number
 - VIN
 - Request for SSG to update the system to allow for the issuance of the plate
 - ii. Send the DL9 to SSG, source code 167.
 - iii. Inform the customer that they may wait in the lobby.
 - iv. Periodically check vehicle notes for a response to the DL9. **END REVISION>>>>**

5. If the record indicates a motor carrier stop exists, or if the for-hire plates/registration cannot be processed due to other MCS related issues:
- Give the customer a For-Hire Vehicles, Registration Request ([MCS 115](#)), and a Requirements to Obtain For-Hire Plates ([DMV 253](#)), and

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- Inform the customer to submit the completed [MCS 115](#) and any additional documentation to Motor Carrier Services for processing, or the CSC may scan the documents to Motor Carrier Services on the customer's behalf. **END REVISION>>>>**
 - After receiving the For-Hire registration application documents, Motor Carrier Services will contact the customer on the next business day.
 - Advise customers with questions regarding payment options and processing times to contact Motor Carrier Services at (804) 249-5130.

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- Advise the customer NOT TO WAIT at the CSC for their transaction to be processed, but that they will be contacted by MCS once the transaction is processed, or to request more information.

6. Issue applicable plates(s) based upon applicant's type of operating authority. (Refer to the [Passenger or Property Carrier Registration Option](#) tables below)
- To verify that the plate being issued is the correct plate, refer to the [Passenger or Property Carrier Registration Option](#) or [Guide to For-Hire Plates](#). **END REVISION>>>>**
 - For customers requesting Clean Special Fuel Taxi plates, refer to the guidelines in [VLIC-4.315](#).

Passenger Carrier Plate Option				
Passenger Operating Authority	Operating Authority Type	Vehicle Types	Auth. Type Code	Plate Options¹
Passenger Vehicles	Taxicab	Taxis	TC	<ul style="list-style-type: none"> • Taxi For-Hire • Taxi For-Hire Perm • Clean Special Fuel Taxi For-Hire • Clean Special Fuel Taxi For-Hire Perm
	Employee Hauler	Vans/Buses transporting employees to work	EH	<ul style="list-style-type: none"> • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire
	Nonprofit/Tax-exempt Passenger Operations	Minibuses	EP	<ul style="list-style-type: none"> • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire
	Common Carrier – Regular Route	Buses (typically)	PA	<ul style="list-style-type: none"> • E Plate • E Plate Permanent
	Common Carrier – Irregular Route	Vans (typically)	IR	<ul style="list-style-type: none"> • Passenger For-Hire • Passenger For-Hire Perm • Great Seal For-Hire • Great Seal For-Hire Perm • Scenic For-Hire • Scenic For-Hire Permanent
	Contract Passenger	Limousines, Executive Sedans, Buses	PC	<p><<<<REVISION</p> <ul style="list-style-type: none"> • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire <p>END REVISION>>>></p>
	Sight-seeing Carriers	Buses	SS	<ul style="list-style-type: none"> • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire
	Non-Emergency Medical Transportation	Sedans, Vans (typically)	IM	<ul style="list-style-type: none"> • Nonemergency Medical Transportation For-Hire

Property Carrier Plate Option				
Property Operating Authority	Operating Authority Type	Vehicle Types	Auth. Type Code	Plate Options ^{1,2}
Property Vehicles	Property Carrier	REVISION>>>>> Trucks, Tractor Trucks, Van Trucks, Pick-up/Panel Trucks, Dump Trucks, Wreckers, Motor Vehicles, Motorcycles, Autocycles, Moped, Other (typically) END REVISION>>>>>	PR	<<<<<REVISION • Truck • Truck Perm • Tractor • Tractor Perm • Pick-up/Panel Truck For-Hire • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire • Tow Truck For-Hire • Tow Truck For-Hire Perm END REVISION>>>>>
	Household Goods Carrier	Trucks, Tractor Trucks, Van Trucks, Pick-up/Panel Trucks (typically)	HG	<<<<<REVISION • Truck • Truck Perm • Tractor • Tractor Perm • Pick-up/Panel Truck For-Hire • Passenger For-Hire • Great Seal For-Hire • Scenic For-Hire END REVISION>>>>>
¹ For images of the For-Hire plates referenced in the Plate Options column see the Guide to For-Hire Plates . <<<<<REVISION ² Continue issuing Truck and Tractor For-Hire plates from existing inventories, even though these plates are discontinued, UNLESS a customer specifically requests one of the new plates without the "H" designator. END REVISION>>>>>				

7. Collect all applicable fees.

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- Property carrying for-hire vehicles that are passenger cars, motorcycles, autocycles, mopeds, or other vehicles with a GVWR of 10,000 pounds or less are exempt from paying the \$10 annual property carrier vehicle fee. END REVISION>>>>>

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8. Verify that the correct Operating Authority type is listed on the customer's registration card, and ensure the certificate number or exemption is stated, when applicable. END REVISION>>>>>

9. Prepare and send the VSA 17A, other transaction documents, and the barcode cover sheet with the daily work for document preparation.

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EXEMPT OPERATIONS

The applicant must already hold Operating Authority, or lease to a company that possesses Operating Authority, or operate its vehicle in one of the following operations to be issued for-hire registration/plates:

For Hire Operations Exempt from Operating Authority	
Passenger Carrying	Property Carrying
Vehicle is Used: <ul style="list-style-type: none"> • Delivering passengers within the boundaries of the same Virginia city or town where the passengers were picked up. 	Vehicle is Used: <<<<<REVISION <ul style="list-style-type: none"> • Owned and operated by the United States, District of Columbia, any state, municipality, or any other political subdivision of the Commonwealth.
<ul style="list-style-type: none"> • Regularly transporting passengers within the boundaries of Virginia cities, towns and adjacent counties when the vehicle is operated by the county or under a contract with the county. 	<ul style="list-style-type: none"> • To deliver property within the boundaries of the same Virginia city or town where the property was picked up.¹
<ul style="list-style-type: none"> • Solely to transport school children and teachers. 	<ul style="list-style-type: none"> • Transport farm supplies to farms.²
<ul style="list-style-type: none"> • Exclusively by, or on behalf of hotels for hotel patrons between hotels and local railroad hubs, bus terminals, airports or other common carrier stations 	<ul style="list-style-type: none"> • Operated by a cooperative association that is a non-profit corporation and used only in its business.²
<ul style="list-style-type: none"> • Under exclusive contract with the United States. 	<ul style="list-style-type: none"> • To carry fertilizer to warehouses for later distribution to local farms.²
<ul style="list-style-type: none"> • Under the exclusive control of a transportation district commission. 	<ul style="list-style-type: none"> • To collect and dispose of trash, garbage or other refuse.²
<ul style="list-style-type: none"> • By non-profit, non-stock corporations supported by government funding that transport passengers in regular or irregular routes under contract with four or more counties. 	<ul style="list-style-type: none"> • To carry only newspapers, water, livestock, poultry, poultry products, buttermilk, fresh milk and cream, meats, butter and cheese produced on a farm, fish, shellfish, slate, horticultural or agricultural commodities (not including manufactured products thereof), and forest products including lumber and staves (but not including manufactured products thereof).²
<ul style="list-style-type: none"> • Interstate only. 	<ul style="list-style-type: none"> • Transport property by an air carrier or carrier affiliated with a direct air carrier

For Hire Operations Exempt from Operating Authority	
Passenger Carrying	Property Carrying
	whether or not such property has had or will have a prior or subsequent air movement. ² <ul style="list-style-type: none"> ● Haul for the Department of Transportation.² ● Interstate only. ● Transport property by an air carrier or carrier affiliated with a direct air carrier whether or not such property has had or will have a prior or subsequent air movement.² END REVISION>>>>
¹ This exemption does not apply to the requirement to declare for-hire operation pursuant to § 46.2-2121.1 or the insurance requirement imposed on the motor carriers pursuant to § 46.2-2143.1 . ² This exemption does not apply to the requirement to declare for-hire operation pursuant to §§ 46.2-2121.1 and 46.2-2101(6) .	

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DMV CUSTOMER CONTACT CENTER ACTIONS

- For Property Carrier (PR) authority customers with questions about new operating authority or insurance requirements, refer to the [Passenger/Property Carrier Registration Options](#) table.
- Vehicles with a GVWR of 10,000 pounds or less (passenger cars, motorcycles, autocycles, mopeds, etc.) that are used exclusively to carry property, but that are NOT declared to be for compensation (for-hire) by the owner/operator, are exempt from operating authority requirements, filing proof of insurance coverage with DMV, and the \$10 annual property carrier vehicle fee. Title and register these vehicles following standard title and registration guidelines.
- The Personal Property Tax Relief (PPTR) question required for vehicle registration must now be answered as part of all registration transactions, no longer excluding vehicles declared to be for-hire use.
- Property carrying vehicles are no longer required to display license plates with a for-hire “H” or private “P” indicator on the face of the plate. New license plates have been developed for use on these vehicles. Vehicles declared to be used for-hire will be issued registration cards displaying the “For-Hire” status.
- Until existing inventories are depleted, CSCs will continue issuing for-hire “H” and private “P” plates for eligible vehicles.
- Because the new plates will not be in CSC inventories, when customers request plates without the “H” or “P” designation, CSRs will issue a multi-use plate and indicate in the system that the requested plate is out-of-stock.
- The following for-hire plates will be issued to for-hire property carriers with vehicles having a GVWR of 7,500 pounds or less:
 - Passenger For-Hire
 - Great Seal For-Hire
 - Scenic For-Hire

NOTE: Customers who specifically request plates without the “H” designator for property carrier for-hire vehicles with a GVWR of 7,500 pounds or less can be issued standard issue plates. Requests for standard issue plates for vehicles with a GVWR of 7,500 or less must be forwarded to the Systems Support Group (SSG) at Headquarters (HQ) for processing.

- All property carrying vehicles with a GVWR of 10,000 pounds or less, regardless if they are declared to be for-hire or not, are exempt from paying the \$10 annual property carrier vehicle fee.
- Bulk Property (PB) operating authority type has been eliminated and these vehicles are being converted to Property Carrier (PR) authority and assigned a new Certificate, License, Permit (CLP) number. Inquiries on vehicles registered as bulk property carriers will return a “Closed” status unless another status applies (suspended, revoked, etc.), along with the new CLP. **END REVISION>>>>**

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REFERENCES

- [Guide to For-Hire Plates](#)
- [Passenger/Property Carrier Registration Options Table](#)
- [For-Hire Intrastate Operating Authority Frequently Asked Questions](#) **END REVISION>>>>**

CONTACT

For additional information contact:

- DMV Customer Contact Center Help Desk at (804) 367-6646
- [Motor Carrier Services](#)

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