

## Vehicle Licensing Guide

### Exemption (Harvest) Permit-Issuance of VLIC-4.230

Original Date: 11/25/2010

Revision Date: 08/28/2014

[Customer Requirements](#)

[Front Counter CSR](#)

[DMV Contact Center Actions](#)

[Important Notes](#)

[Contact](#)

[Procedure Proponent](#)

POLICY	
Title: Issuance of Exemption (Harvest) Permit	Number:
Effective Date: November 25, 2010	Revision Date:
Authority: Code of Virginia §§ <a href="#">46.2-668</a> , <a href="#">58.1-2700</a> , <a href="#">58.1-2700.1</a>	
<b>Policy:</b> DMV will issue temporary permits to out-of-state motor vehicles (trailers and semi-trailers included) that allow for the exemption of Virginia vehicle registration, when the use of such vehicles has been contracted for by the owner or lessor of a farm as a part of harvesting crops. Vehicles eligible for obtaining the permit must have valid license plates and registration in another state. The permit will only be valid while the vehicle is engaged in transporting farm products (not persons) in compliance with the restrictions found in Virginia Code.	
<b>Exception:</b>	

#### CUSTOMER REQUIREMENTS

1. Complete the Harvest Permit Application ([MCS 148](#)).
  - Have the contractor (land owner or land lessor) complete applicable portions of the application.
2. Submit the completed Harvest Permit application to DMV along with the vehicle's valid out-of-state registration.

[Return to top of page](#)

#### FRONT COUNTER CSR

1. Verify that the Harvest Permit Application ([MCS 148](#)) is complete.
    - Ensure that the contractor has certified the form. DO NOT process the application if the contractor certification is incomplete.
    - Ensure that the vehicle information on the registration card matches the vehicle information described in the Applicant Vehicle Information section of the form.
  2. Refer to the vehicle classification section of the application to determine if the vehicle is a qualified highway vehicle.
    - a. If the vehicle is qualified, collect the \$150 permit fee.
      - Post the fee to the IFTA Tax Report line item found within the Motor Carrier option in CSS Revenue.
    - b. If the vehicle is NOT qualified, no permit fee is collected.
  3. Complete the online Virginia Harvest Permit ([RDT387](#)) in the Employee Forms section on the Intranet:
    - a. Enter the Permit Number (out-of-state license plate number) and Issue Date.
      - The system will automatically populate the Expiration Date field (90 days from issue date).
    - b. Check the appropriate box in the Permit Fee field.
  4. Print the Virginia Harvest Permit.
  5. Manually enter CSR name, signature and date.
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6. Scan the completed Harvest Permit Application, Virginia Harvest Permit, and receipt (if applicable) to Motor Carrier Services and wait for an email response.
    - Enter the customer's phone number in the system (if the customer provides a number) to enable the work center to contact them directly, if necessary.
    - If the scanner is inoperable:

- Fax the completed Harvest Permit Application, Virginia Harvest Permit, and receipt (if applicable) to [Motor Carrier Services](#) using the [Motor Carrier Fax Cover Sheet](#) (MCS 100).
  - It is not necessary to complete the Account Information section of the MCS 100. **END REVISION>>>>>**

7. Staple together and issue to the customer the original Harvest Permit Application, Harvest Permit and receipt (if applicable).
  - a. Inform the customer that the permit must be attached to the application and displayed in a visible place in the vehicle at all times.

[Return to top of page](#)

#### DMV DIRECT ACTIONS

- Inform the customer that the Harvest Permit application (MCS 148) is available from the DMV website, <https://www.dmv.virginia.gov/>, or any DMV Customer Service Center.
- DMV DIRECT AGENT CAUTION: Continue to be diligent in not promising acceptability of documents to customers
  - Do NOT use phrases like:
    - “You have everything you need. Just go to a CSC and they will issue your document.”
  - Use phrasing such as:
    - “The documents you have listed sound like they may be acceptable. You will need to take the documents to the CSC and have them verified. The CSC will make the final determination of your eligibility to receive your desired document.”

[Return to top of page](#)

#### IMPORTANT NOTES

The Harvest Permit shall only be valid while the vehicle is engaged in transporting farm produce from the farm:

- As an incidental part of harvesting operations;
- Along a public highway for a distance of not more than 20 miles to a storage house, packing plant, market, or transportation terminal;
- When the use is a seasonal operation; and
- When the owner of the vehicle has secured from the Commissioner an exemption permit for each vehicle.

Permits are valid for 90 days from their date of issuance. Customers who need additional time must submit a new application to obtain additional 90 day permits. Only one permit can be issued per application (permit issue dates can not be post-dated).

A “**Qualified Highway Vehicle**” is a vehicle used for transporting persons/property and that:

1. Has 2 axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds (or 11,797 kilograms), or
2. Has 3 or more axles regardless of weight, or
3. Is used in combination, when the weight of such combination is more than 26,000 pounds (or 11,797 kilograms) gross vehicle or registered gross vehicle weight.

**NOTE:** Qualified highway vehicles do not include recreational vehicles.

[Return to top of page](#)

#### CONTACT

For additional information contact:

- CSC Manager/Assistant Manager
- DMV Contact Center Help Desk at (804) 367-6646

[Return to top of page](#)

#### PROCEDURE PROPONENT

- Motor Carrier Services