

Vehicle Licensing Guide

Permanent License Plates VLIC-4.240

Original Date: 12/11/1998
Revision Date: 01/01/2018

- [Overview](#)
- [Customer Requirements](#)
- [Front Counter CSR](#)
- [Points to Remember](#)
- [Contact](#)

POLICY	
Title: Permanent License Plates	
Effective Date: December 11, 1998	Revision Date: July 1, 2016
Authority: Code of Virginia §§ 46.2-711 , 46.2-712 , 46.2-714 . Related §§ 46.2-646 , 46.2-649.1 , 46.2-689 , 46.2-692 , 46.2-697 , 46.2-698 , et al.	
Policy: Customers may purchase permanent license plates for private or business use vehicles. Vehicles eligible for permanent plates include: <ul style="list-style-type: none">• Common carrier vehicles operated for-hire holding Common Carrier Authority for either regular routes, or for irregular routes,<ul style="list-style-type: none">◦ For buses with apportioned plates under the International Registration Plan (IRP), refer to the IRP training manual.• Emergency Vehicles as defined in VLIC-4.206.• Farm vehicles with a gross weight (GW) of 7,500 pounds or more when used exclusively for farm use as defined in § 46.2-698.	
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<ul style="list-style-type: none">• State and Local use only vehicles, END REVISION>>>>>• Taxicabs or other motor vehicles with a taxicab permit issued by Motor Carrier Services (MCS) that perform taxicab services,• Trailers (including travel trailers) and semitrailers, regardless of weight (refer to VLIC-4.275),• Trucks, tractor trucks, and tow trucks with:<ul style="list-style-type: none">◦ A gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of more than 26,000 pounds, or◦ A GVWR or GCWR of at least 7,501 pounds, but not more than 26,000 pounds, being used for business only.	

[Return to top of page](#)

OVERVIEW

1. Permanent trailer plate registrations:
 - Are available for all private, for-hire and rental trailers, regardless of their weight, for a one-time fee.
 - May be issued to trailer types including boat trailer, camping trailer (pop-up included), travel trailer, horse trailer, utility trailer, and semi-trailer.
 - Do not expire as long as the owner owns the trailer or until the plates are surrendered.
 - May be personalized for a one-time fee.
 - When any of the following "Restricted Plate" error messages is returned by the system:

SYSTEM RESTRICTED PLATE ERROR MESSAGES ¹	
Special Plate Restricted Messages	Personalized Plate Restricted Messages
• Restricted Plate Type Purchase-RPLA	• Restricted Plate Message Purchase-RPLA
• Restricted Plate Type Renewal-RPLA	• Restricted Plate Message Renewal-RPLA
• Restricted Plate Type Reservation-RPLA	• Restricted Plate Message Reservation-RPLA
• Restricted Plate Type Transfer-RPLA	• Restricted Plate Message Transfer-RPLA

¹ For customers with plates in-hand requesting original issue, reissue, transfer or exchange, if the system returns the "restricted plate" error message **M9440 Restricted Message Call Special Registration at (804) 367-1341 – RPLA** the CSR will call SRWC at the number indicated requesting a determination of eligibility and follow SRWC instructions. Refer to [VLIC-4.420](#).

- **DO NOT DISCUSS THE RESTRICTION WITH THE CUSTOMER:**
 - Follow guidelines under FRONT COUNTER CSR in [VLIC-4.000](#) or [VLIC-4.420](#).
 - May be replaced by paying a replacement fee if lost, mutilated or illegible (Va. Code § [46.2-692](#)).
 - Regular trailer plates may be exchanged for permanent trailer plates providing more than six months remain in the current registration period. The value of the time remaining on the current registration will be pro-rated and credited toward the purchase of the permanent plates.
 - Are non-refundable.
 - Are non-transferrable.
2. Permanent truck, tractor-truck, tow truck, emergency vehicle, farm truck and taxi cab registrations:
- Expire, and are billed to the customer, on an annual or bi-annual basis.
 - May be personalized for an additional annual fee.
 - When any of the "Restricted Plate" error messages in the [System Restricted Plate Error Messages](#) table is returned by the system:
 - **DO NOT DISCUSS THE RESTRICTION WITH THE CUSTOMER.**
 - Follow guidelines under FRONT COUNTER CSR in [VLIC-4.000](#) or [VLIC-4.420](#).
 - May be reissued or exchanged the same as regular license plates.
 - Are refundable, providing 6 or more months remain in the registration period.
 - Are transferrable to qualified vehicles titled in the owner's name.
3. Permanent state and local government use license plates:
- Do not expire as long as registered to the state or local vehicle, or until surrendered.
 - Are transferable between VA state vehicles, or for localities, between vehicles within that locality for a \$2.00 fee.
 - Are not replaced if state or local plate becomes lost, mutilated or illegible state. Must issue original with fee.
 - Are not reissued or exchanged. Must issue original with fee.
 - Are not refundable.

EXCEPTION: Institutions of higher education registering vehicles solely for the purpose of vehicle technology research are issued a special state plate type (STPAV) pursuant to Va. Code § [46.2-750](#). The following information is provided in the rare event an institution of higher education comes to a CSC for registration. These plates:

- Are originally issued ONLY by the Special Registration Work Center (SRWC) at Headquarters (HQ)
- Are issued with 2 year decals,
- Must be renewed every two years to remain valid; however, no fee is charged for renewal,
- Can be renewed at a CSC,
- Are not reissued, exchanged, transferred or replaced. For lost, mutilated, stolen plates, the customer must apply for a new set of plates through SRWC.

Permanent Plate Types			
Common Carrier-Regular Route	Common Carrier-Irregular Route	Emergency Vehicles	Local Government
EPM – Bus Non-AppORTioned	Passenger For Hire Permanent Scenic For Hire Permanent Great Seal For Hire Permanent	LO – Local Government ST – State Government EVS – EMS - Volunteer EVS2 – EMS – Commercial/Private	LO - Official Gov. Use Only LOM – Official Gov. Use Only
State Government	Taxicab	Trailers (Including Travel Trailers)	Truck, Tractor Truck, Tow Truck, Farm Vehicle
ST – Official State Use Only STM-State Gov. Motorcycle SP-State Police SPM-State Police Motorcycle STPAV ¹	TAXPM – Taxi Permanent	TRLPM-Private/Hire/Rental SMTRL-Small Trailer	<<<<<REVISION TKPM2 – Truck Private TRPM2 - Tractor Private END REVISION>>>>> TTPM- Truck/Tractor Rental TWPM - Tow Truck For Hire FVPM - Farm Vehicle Permanent APPPM Apportioned Permanent

¹ The STPAV plate looks like a passenger plate, but is a state vehicle government plate issued ONLY to institutions of higher education for use on research vehicles. These vehicles may be titled at a CSC as sales and use tax exempt (Public-code "P"), but application for registration must be processed by SRWC at HQ.

[Return to top of page](#)

CUSTOMER REQUIREMENTS

- For vehicles not yet titled in Virginia, submit the completed and signed Application for Certificate of Title and Registration ([VSA-17A](#)) and/or Virginia or other state certificate of title along with other required ownership documents and fees for titling a motor vehicle following guidelines in [VLIC-3.000](#).
- Submit one of the following documents, completed and signed:
 - Vehicle Registration Application ([VSA-14](#)),
 - The VSA-14 is not required in service locations with credit card terminals when **renewing** or **reissuing** a registration, provided no changes will be made to the vehicle record. This does not apply to dealer work. Refer to the [Vehicle Reissue/Renewal on DMV Credit Card Terminals EZ Guide](#).
 - Any time the vehicle information (gross weight, vehicle color, body type, etc.) is changed in the system as part of the renewal or reissue transaction, or the license plate requires submission of certifications or other documents to authorize its issuance, required application(s) must be submitted.
 - Emergency Vehicle License Plates – Vehicle Registration Application ([VSA-125](#)), (refer to [VLIC-4.206](#)), or
 - Virginia International Registration Plan Application ([IRP-1](#)).
- Indicate type of plates desired.
- Indicate annual or bi-annual registration period.
 - Vehicles with a GVWR or GCWR of 55000 pounds are limited to one year registrations due to the requirement to prove payment of Heavy Vehicle Use Tax (HVUT) each year.
 - The following permanent plates are valid the entire time while registered to the vehicle, until the plates are surrendered.
 - Emergency Vehicle Services (refer to [VLIC-4.206](#)),
 - Permanent trailer (refer to [VLIC-4.275](#)),
 - Vintage (refer to [VLIC-4.310](#)), and
 - State or local plates.

EXCEPTION: State or local government "STPAV" license plates are permanent plates, but are issued with 2 year decals and the plate must be renewed (at no fee) every two years to remain valid.
- Verify vehicle information and certify vehicle insurance coverage on the credit card terminal, when applicable, or pay the Uninsured Motor Vehicle (UMV) fee (refer to [VLIC-4.405](#)).
- Submit [fee\(s\)](#).

[Return to top of page](#)

FRONT COUNTER CSR

1. For vehicles not yet titled in Virginia, process a title transaction in accordance with [VLIC-3.000](#) before registering the vehicle and issuing license plates.
2. Review and verify submitted documents :
 - [VSA-14](#), when required
 - [VSA-125](#),
 - [IRP-1](#).
 - Handle [IRP-1](#) applications following guidelines in [VLIC 6.005](#).
3. Inquire on the vehicle record to verify that the customer and the vehicle qualify for the type of license plates applied for.
4. Verify the customer has certified that the vehicle is covered by the required minimum liability insurance on the application.

OR

For registration **renewals** or **reissues**, enter the vehicle registration information into the system and certify minimum liability insurance coverage, when applicable, according to the table below:

Verification of Vehicle Information and Insurance Coverage		
Registration Original (Process does not change for these transactions)	Registration Renewal¹ (For permanent license plates that are billable)	Registration Reissue² (For permanent Plates that are reissued)
<ol style="list-style-type: none"> 1. Key registration information from application into system. 2. Verify customer certified minimum liability insurance coverage on the VSA 14 or VSA 10 (and/or other as required). <ul style="list-style-type: none"> • If not certified on the application, ask the customer to certify that the vehicle is covered with minimum liability insurance, OR • Collect the uninsured motor vehicle (UMV) fee in accordance with VLIC-4.405. <ul style="list-style-type: none"> ▪ Vehicles registered with UMV are not eligible for multi-year registrations ▪ Insurance requirements do not apply to moped registrations. 	<ol style="list-style-type: none"> 1. Key registration information from customer verbal responses into system. 2. Customer verifies vehicle information at card terminal. <ul style="list-style-type: none"> • Correct any incorrect information in the system, as indicated by the customer, and ask him to re-verify on the card terminal. 3. Customer verifies minimum liability insurance coverage on the vehicle. <ul style="list-style-type: none"> • Continue processing if the customer indicates “yes” that the vehicle is insured, OR • Collect the UMV fee in accordance with VLIC-4.405 if the customer indicates “No” the vehicle is not insured and confirms fee payment. 	<ol style="list-style-type: none"> 1. Key registration information from customer verbal responses into system. 2. Customer verifies vehicle information at card swipe terminal. <ul style="list-style-type: none"> • Correct any incorrect information in the system, as indicated by the customer, and ask him to re-verify on the card terminal.
<p>¹ Refer to the Vehicle Reissue/Renewal on DMV Credit Card Terminals EZ Guide.</p> <p>² Customers are not required to verify insurance coverage for registration reissue transactions.</p>		

5. Process the permanent license plate transaction.
6. Collect appropriate fee(s).
7. Advise customers who are being issued billable permanent plates that:
 - They will be billed annually or bi-annually, and
 - They must surrender or deactivate plates when the vehicle goes out of service or is no longer used.

[Return to top of page](#)

POINTS TO REMEMBER

- Permanent license plates with billable registration periods are issued a registration card without month or year decals.
- Permanent license plates are embossed with the word “Permanent”.

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- Effective January 1, 2018, permanent plates will no longer display a “P” for private, or “H” For Hire to indicate how the vehicle is being used. The vehicle use indicator for “For Hire” will display on the vehicle’s registration card.

- For-hire plates displaying the “P” or “H” will remain valid and existing inventories of “H” and “P” plates will continue to be issued until depleted. **END REVISION>>>>**
- Permanent license plates with billable registration periods allow owners with multiple vehicles to renew without having to replace decals on each set of plates.
- Trailers with a gross weight of 4,000 pounds or less may be issued a full size, or a small (motorcycle size), permanent license plate.
- Permanent IRP license plates are limited to 1 year registrations.
- Rental permanent plates will have an orange decal with a white letter R attached to designate the plate as a rental plate (for more information refer to [VLIC-4.118](#)).
- Taxi cab owners with questions about state insurance requirements may contact Motor Carrier Service representatives at (804) 249-5130.

[Return to top of page](#)

CONTACT

For additional information contact :

- Your CSC Manager/Assistant Manager
- DMV Contact Center Help Desk at (804) 367-6646
- VSA/[Titling Work Center](#)
- Motor Carrier Services/[Credential and Compliance](#)