

# Vehicle Licensing Guide

## Local Vehicle Registration (LVR) Program <<<<<REVISION VLIC-4.415 END REVISION>>>>>

**Original Date:** 04/22/2003

**Revision Date:** 12/10/2018

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POLICY	
<b>Title:</b> Local Vehicle Registration (LVR) Program	
<b>Effective Date:</b> April 22, 2003	<b>Revision Date:</b> November 10, 2018
<b>Authority:</b> Code of Virginia §§ <a href="#">46.2-600</a> , <a href="#">46.2-688</a> , <a href="#">46.2-752A</a> , <a href="#">46.2-755</a> , <a href="#">46.2-756</a>	
<b>Policy:</b> Virginia localities (county, city, or town) can enter into a Local Vehicle Registration (LVR) agreement pursuant to § <a href="#">46.2-756</a> requesting DMV to collect required local fees on their behalf for motor vehicles, trailers, and semi-trailers in conjunction with the collection of state vehicle registration fees, provided the local registration period runs concurrent with the state registration period.	
<b>Exception:</b> N/A DMV does not collect LVR fees for the following: <ul style="list-style-type: none"><li>• Vehicles not required to be registered with DMV</li><li>• Vehicles registered under the International Registration Plan (IRP)</li><li>• Vehicles/plates/customers qualified for local exemptions or discounts (Refer to each locality's chart under LOCALITY EXEMPTIONS/DISCOUNTS AND FEES.) &lt;&lt;&lt;&lt;&lt;REVISION<ul style="list-style-type: none"><li>◦ Currently only Virginia Beach participates in the LVR program. <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b></li></ul></li><li>• Motor vehicles, trailers, and semitrailers registered as antique (§ <a href="#">46.2-730</a>).</li></ul> See active <a href="#">Exemptions and Discounts</a>	

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## BACKGROUND

The LVR program, allows vehicle owners in participating localities the convenience of completing both state and local vehicle licensing requirements at DMV. The registration card indicates that both state and local government vehicle registration requirements have been met.

Currently, only VIRGINIA BEACH participates in the LVR program. Once a locality chooses to become a participant in LVR, vehicles garaged in the jurisdiction are transitioned into the LVR program.

Each participating locality MUST adopt the state vehicle registration period as the basis for collection of fees. For example, customers with:

- Multi-year state registrations pay multi-year annual LVR fees
- Six-month state registrations pay half annual LVR fee
- Quarterly state registrations pay one-fourth the annual LVR fee

A participating locality MUST allow LVR registrations to be prorated in accordance with DMV standards.

- Rules, exemptions, and discounts-that apply to state vehicle registrations may or may not apply to LVR participants. Likewise, LVR rules, exemptions and discounts may or may not apply to state vehicle registrations.
- LVR transactions cannot process if the associated vehicle registration transaction cannot process (i.e. due to administrative stops, financial responsibility, stolen vehicle stops, court receipts, etc.).

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## CUSTOMER REQUIREMENTS

1. Submit the appropriate application for the type of registration applied for.

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- If the application is a pre-printed renewal and the vehicle is located in an LVR jurisdiction, a message will appear on the application portion of the renewal notice indicating LVR is required. **END REVISION>>>>>**
- 2. Submit a receipt or letter as proof that the new locality fees were paid when moving from an LVR participating to a non-participating jurisdiction that does not extend reciprocity,
  - The decal is NOT sufficient proof.

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- 3. Submit a Leave and Earnings Statement (LES) that is **less than 90 days old displaying a home state of record outside of Virginia** for military members with out-of-state residences who qualify for exemption. **END REVISION>>>>>**
- 4. Pay appropriate registration fee(s).

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## FRONT COUNTER CSR

- 1. Process the registration transaction in accordance with the appropriate procedure:
  - [VLIC-4.000](#) (Registering a Motor Vehicle)
  - [VLIC-4.110](#) (Registration Renewal)
  - [VLIC-4.520](#) (Weight Change)
  - [VLIC-4.120](#) (License Plates - Transfer)
  - [VLIC-4.115](#) (License Plates/Decals - Reissue)
  - [VLIC-4.705](#) (Refunds - Full or Partial)
- 2. For customers moving from a participating LVR jurisdiction to a non-participating jurisdiction:
  - a. Change the customer's address BEFORE processing the registration transaction to ensure correct calculation of LVR fees in the system.
  - b. Review receipt or letter submitted as proof that he has paid the new locality's fee when the new locality does not extend reciprocity.
    - The decal is NOT sufficient proof.

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- 3. Verify that vehicle owners who are active military with out-of-state residences qualify for exemption by reviewing a submitted Leave and Earnings Statement (LES) that is **less than 90 days old displaying a home state of record outside of Virginia**.
  - Key in a **military exemption** for transition payment transactions, original registrations, or renewals if this exemption is not currently on the customer's registration record.
- 4. Prepare documents with correct barcode coversheet and place in appropriate area for document preparation. **END REVISION>>>>>**

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## CUSTOMER CONTACT CENTER ACTIONS

- Personal property taxes are not impacted by locality participation in the LVR program. Customers still pay personal property taxes directly to the Commissioner of Revenue for their area.
- Virginia Beach is the only locality currently participating in the LVR program. Residents of Virginia Beach are no longer issued city stickers or locality decals. DMV's registration card is proof of payment of local registration fees, as well as state registration fees.
  - Registration cards printed by DMV display just below the barcode:  
VIRGINIA AND LOCAL MOTOR VEHICLE REGISTRATION

## PRORATED, REFUNDED, WAIVED LVR FEES

- LVR fees are prorated and refunded using the same criteria and methods as for state vehicle registration fees.
    - LVR refunds are based on each 6 full months remaining in a registration period.
    - If a move occurs, change the customer's address (refer to [DLG-0601](#)) before processing the transaction.
- For Moves:
- OUT OF VIRGINIA - Upon application and surrender of the plates/registration, local and state fees are refunded in 6-month increments, provided 6 months or more remain in the registration period.
  - INTO VIRGINIA - LVR fees are collected with the original vehicle registration.

- FROM A PARTICIPATING LVR LOCALITY TO A NON-PARTICIPATING LVR LOCALITY - If the new locality does not extend reciprocity, the customer must present a receipt or letter as proof that he has paid the new locality's fee. (The decal itself is NOT sufficient proof.) DMV will then use the LVR-only refund process to issue a refund of the LVR fees in 6-month increments provided 6 months or more remain in the registration period.
  - When applying by mail, advise the customer to mail the receipt or letter to the [Special Registration Work Center](#).
- FROM ONE LVR LOCALITY TO ANOTHER LVR LOCALITY - Reciprocity is extended through the vehicle registration expiration date. LVR fees are collected for the new locality upon renewal of the registration.
- FROM A NON-PARTICIPATING LVR LOCALITY TO AN LVR LOCALITY:
  - If the locality decal expires BEFORE the vehicle registration - The LVR locality will forego fees for the period between the expiration of the locality decal and the vehicle registration expiration. LVR fees are collected for the new locality upon renewal of the registration.
  - If the locality decal expires AFTER the vehicle registration - At the time of the vehicle registration renewal, reciprocity credit is granted through the expiration of the locality decal.

**NOTE:** If the customer has moved from a non-participating LVR locality to a participating locality, the LVR fee, based on when the move occurred, may not be prorated for the same number of months as the state vehicle registration fee.

- For customers seeking other waivers, including personal property tax waivers, advise the customer to contact the Virginia Beach Commissioner of Revenue.

#### MOVED CREDIT

- The system tracks garage jurisdiction changes and calculates what local registration the customer has, then gives a customer credit if they move into Virginia Beach and still have registration credit.
- The credit jurisdiction and credit date is displayed in Title Maintenance. This information can be updated if the customer proves they have different local registration.
- Registration cards will display the following "LVR Credit: Exp-093003 JURIS-PIAM" to indicate credit given from previous jurisdiction to VA Beach (example: customer moved from Henrico to VA Beach). This can occur at renewal or within the same registration period).

#### LOCALITY EXEMPTIONS/DISCOUNTS AND FEES:

- For a list of exemptions and discounts, refer to Virginia Beach City [Exemptions and Discounts](#).
- Participating localities provide DMV with fee exemption and discount rules. Any exemptions or discounts a customer qualifies for MUST be on file when the transaction is processed. Otherwise, the customer will pay the full locality fee and may be granted a refund using the LVR-only refund process once the locality updates the exemption or discount information on record.

**EXCEPTION:** CSCs or the DMV Contact Center Help Desk may key in a **military exemption** on transition payment transactions, original registrations or renewals if this exemption is not currently on the customer's registration record. The customer must present a Leave and Earnings Statement (LES) that is **less than 90 days old displaying a home state of record outside of Virginia**.

- Exemptions and discounts are either permanent or expire.
  - If a registration start date is on or before the exemption/discount expiration date, the exemption or discount is granted for the full registration period.
  - If a registration is transferred to a different vehicle, the registration exemption or discount also transfers. In this case, a locality transfer fee may or may not apply.
  - If a vehicle or customer is eligible for an exemption or discount, the vehicle renewal invitation will reflect that the exemption or discount has been applied to the fees shown.

#### LVR RECEIPTS:

- Internet LVR payment is reflected on Internet receipts.
- LVR receipts display a line item on the receipt.
- Vehicle transcripts display:

LOCAL VEH REGIST:

NO (Non-participant LVR)

YES (Participant LVR) **END REVISION>>>>>**

## POINTS TO REMEMBER

- LVR fees are based on the vehicle's garage jurisdiction as keyed on the vehicle title record. Only vehicles garaged in jurisdictions that participate in the LVR program are charged locality fees.
  - The following registrations transactions are subject to LVR fees, when applicable:
    - Original registration (Refer to [VLIC-4.000.](#))
    - Renewal registration (Refer to [VLIC-4.110.](#))
    - Transfer registration and transfer of license plates (Refer to [VLIC-4.120.](#))
    - Change in vehicle status/license plates/decals that result in the collection of additional LVR fees: (refer to [VLIC-4.520](#) or [VLIC-4.115.](#))
      - Weight change
      - Vehicle use change
      - Other mid-year transactions
- NOTE:** When a vehicle's status/license plates/decals change, LVR fees are collected ONLY when:
- An LVR fee was collected on the prior vehicle registration transaction,  
AND
  - The garage jurisdiction remains in the same locality,  
AND
  - The new transaction results in a fee increase.
- Change of address or change of garage jurisdiction (Refer to [DLG-0601.](#))
    - Change the customer's address BEFORE processing the registration transaction so that the LVR fee calculates correctly in the system.
    - The garage jurisdiction can be changed on the registration transaction if the customer's address remains the same.
  - Surrender plate/registration where a locality refund is issued (Refer to [VLIC-4.705.](#))
- Localities may choose to participate in both the [LVR Program and the Vehicle Registration Withholding Stop](#) (VRWS) Program. Participation in the LVR Program does not change the rules or procedures associated with the VRWS Program.

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## CONTACT

For additional information contact :

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

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