



Vehicle Personal Property CAPP Overview

In Partnership With:



ARLINGTON
VIRGINIA



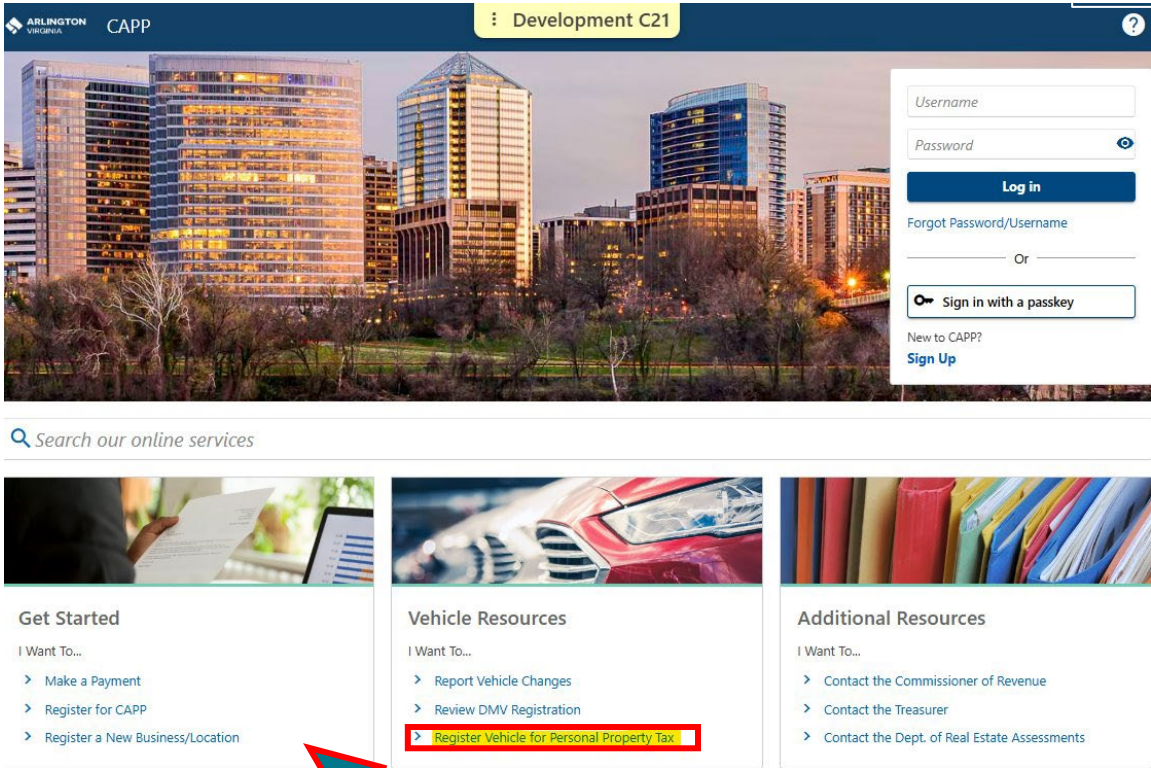
How to Register a Vehicle - Step 1:



Step 1: Visit capp.arlingtonva.us and select **Register Vehicle for Personal Property Tax** located under **Vehicle Resources**.

NOTE:

You do not have to log-in to your CAPP profile to register a new vehicle.



Click "Register Vehicle for Personal Property Tax "

How to Register a Vehicle - Steps 2, 3 and 4:



Vehicle Registration

Instructions

☒ **About**

The State of Virginia requires vehicle owners to register their vehicles with the DMV in Virginia within 30 days of entering the state, unless otherwise exempted by law. Arlington residents must register their vehicles with Arlington County within 60 days of move-in or acquiring a new vehicle. Failure to file within 60 days may result in interest and penalty charges.

By completing this vehicle tax filing you are asserting that you are the owner of the listed vehicle, and that you are responsible for the tax encumbrances for the vehicle personal property tax, motor vehicle license fee, and, if applicable, the annual out-of-state license fee, as long as you have the vehicle in Arlington County. If you are leasing your vehicle, your leasing company will be held responsible for applicable taxes and fees.

☒ **What You'll Need**

- Your Vehicle Identification Number (VIN)
- Basic vehicle information (year, make, model)
- Owner information
- Lessee information (if applicable)
- Note: You must attach supporting documentation either a Virginia registration, an out-of-state registration or a temporary registration in order to complete your online registration.

Instructions Vehicle Registration

☒ **Vehicle Personal Property Record**

Vehicle Type

Automobile

Instructions Vehicle Registration Vehicle ID

☒ **Enter your VIN for verification**

You will find your Vehicle Identification Number (VIN) on your vehicle's state registration - normally it contains 17 characters.

Vehicle Identification Number

1C6RR7NT2DS670353

Step 2: Review the instructions and click **Next**.



Step 3: Choose which **vehicle type** are you registering.



Step 4: Input the **Vehicle Identification Number (VIN)** available in your title, registration card, or bill of sale. This is a 17-digit number, then click **Next**.

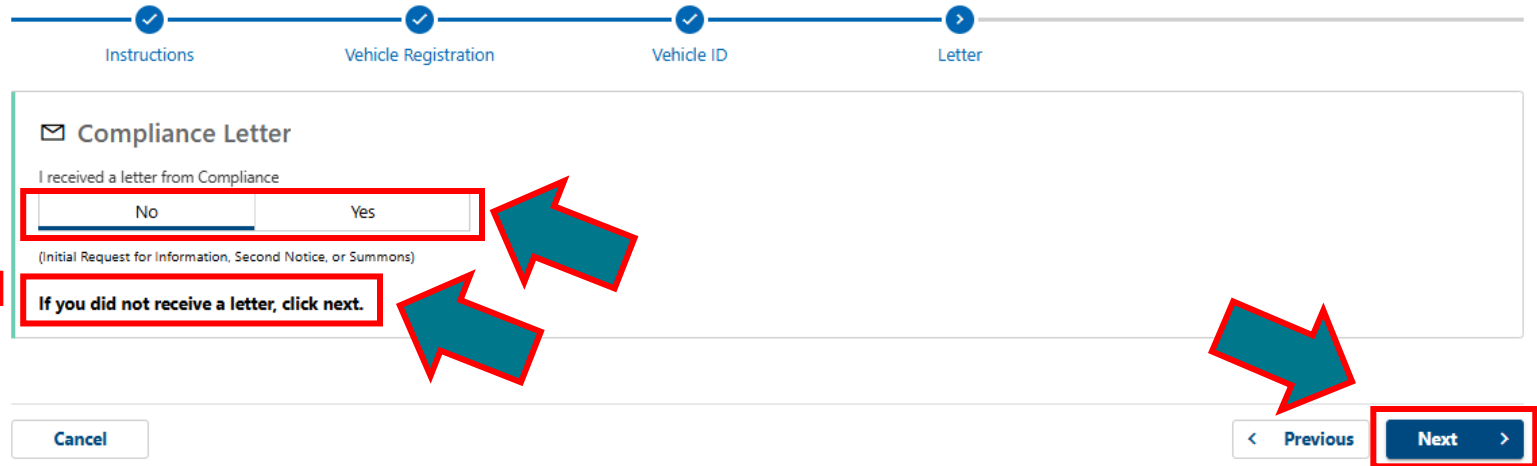


How to Register a Vehicle - Steps 5 and 6:



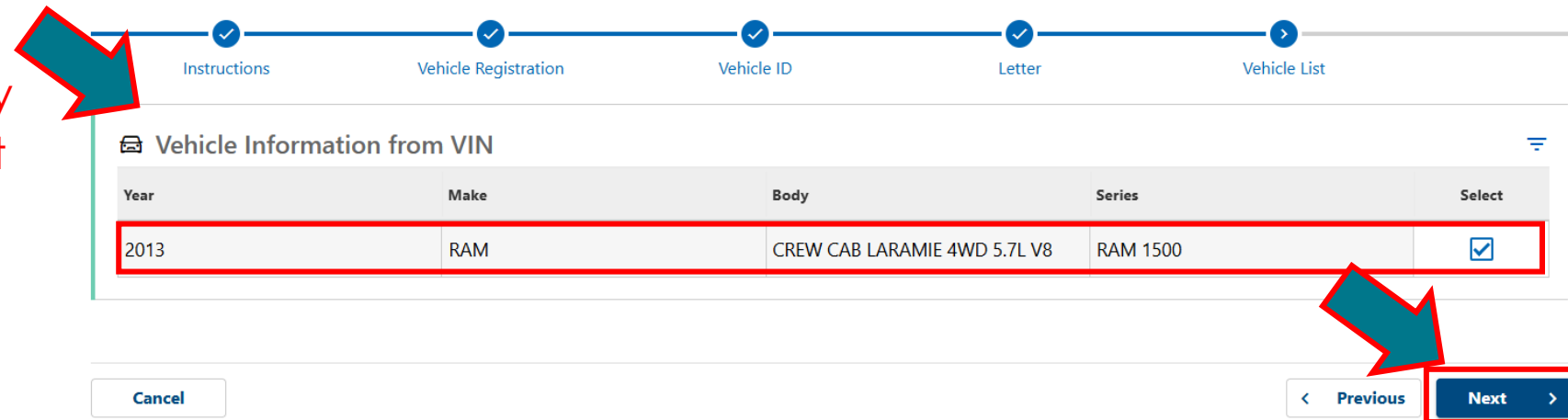
Step 5: Indicate if you received a letter from the Commissioner of Revenue's Compliance Division.

This letter will be marked as an **Initial Request for Information, Second Notice, or Summons**. If you did not receive a letter, click **Next**.



The screenshot shows the "Letter" step in the registration process. A progress bar at the top indicates that "Instructions", "Vehicle Registration", and "Vehicle ID" are completed, while "Letter" is the current step. The main content area is titled "Compliance Letter" and contains the text "I received a letter from Compliance". Below this text are two radio buttons: "No" (selected) and "Yes". A red box highlights the "No" button, and a red arrow points to it. Another red box highlights the text "If you did not receive a letter, click next." below the radio buttons, with a red arrow pointing to it. At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box and a red arrow.

Step 6: You will be asked to verify the vehicle information is correct and click **Next**.



The screenshot shows the "Vehicle List" step in the registration process. A progress bar at the top indicates that "Instructions", "Vehicle Registration", "Vehicle ID", and "Letter" are completed, while "Vehicle List" is the current step. The main content area is titled "Vehicle Information from VIN" and contains a table with the following data:

Year	Make	Body	Series	Select
2013	RAM	CREW CAB LARAMIE 4WD 5.7L V8	RAM 1500	☒

A red box highlights the entire row of data, and a red arrow points to it. At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box and a red arrow.

How to Register a Vehicle - Step 7



Step 7: Answer **Yes** or **No** to the questions and click **Next**.

(If you do not have a title number available, click **YES** in the first question. This will allow you to move forward with the registration of the vehicle without having a title number.)

✓

Instructions

✓

Vehicle Registration

✓

Vehicle ID

✓

Letter

✓

Vehicle List

➤

Vehicle Information

🚗

Vehicle Information

Vehicle Identification Number

1C6RR7NT2DS670353

Make

RAM

Year

2013

Model

RAM 1500

Empty Weight (lbs)

5,555

Do you have a Temporary Registration with No Plate or No Title Number?

No

Yes

Clean Fuel Vehicle? [See if your vehicle qualifies.](#)

No

Yes

Active Duty Military Exemption Possible? [See if you or your spouse qualify.](#)

No

Yes

Cancel

< Previous

Next >

How to Register a Vehicle - Step 8



Step 8:

Input the **License Plate State** and **License Plate Number**, then click **Next**.

Note:

If the vehicle is registered in Virginia, you will also need the title number (unless you previously marked it is not available).

The screenshot shows a multi-step registration process. At the top, a progress bar has six steps: Registration, Vehicle ID, Letter, Vehicle List, Vehicle Information, and Vehicle Title. The 'Vehicle Information' step is currently active. The main form area is titled 'Title & Plate Information' and contains three input fields: 'License Plate State' (a dropdown menu showing 'VIRGINIA'), 'License Plate Number' (containing 'COR1234'), and 'Title Number (for vehicles registered in Virginia only)' (containing '12345678'). Below these fields is a section titled 'Out of State Registrants' with explanatory text and links. At the bottom of the form, there are 'Cancel' and 'Next' buttons. A large blue arrow points from the 'Next' button towards the bottom right of the page.

Registration ✓ Vehicle ID ✓ Letter ✓ Vehicle List ✓ Vehicle Information ✓ Vehicle Title

Title & Plate Information

License Plate State
VIRGINIA

License Plate Number
COR1234

Title Number (for vehicles registered in Virginia only)
12345678

Out of State Registrants

Under Arlington County Code §27-11.2, the Commissioner of Revenue is required to impose an annual license tax of \$100 on vehicles located in Arlington that do not display current Virginia license plates, and which are not legally exempt from doing so. (Possible exemptions include vehicles titled in the name of some full-time students attending school in Virginia, vehicles owned by some military personnel and/or their spouses, vehicles owned by congressmen or diplomats, and taxi cabs.) This tax is not prorated, is not refundable, and is in addition to the annual vehicle tax and motor vehicle license fee.

If you think you may qualify for an exemption from this tax please call the Office of the Commissioner of Revenue at 703-228-3135.

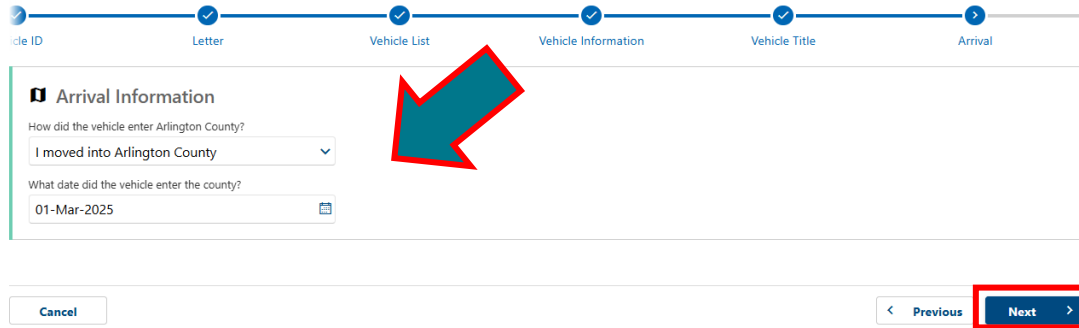
Current Virginia license plates may be obtained by visiting the DMV Select located at the Office of the Commissioner of Revenue, 2100 Clarendon Boulevard, 2nd floor, or at any Virginia DMV Customer Service location.

For more information for residents New to Virginia, please visit <https://www.dmv.virginia.gov/moving/#/moving/newva.html>.

For more information on Arlington County Vehicle Personal Property, please visit <https://www.arlingtonva.us/Government/Departments/COR>.

Cancel Previous **Next**

How to Register a Vehicle - Step 9, 10, and 11



Step 9: Arrival Information

How did the vehicle enter Arlington County?

I moved into Arlington County

What date did the vehicle enter the county?

01-Mar-2025

Cancel Previous Next

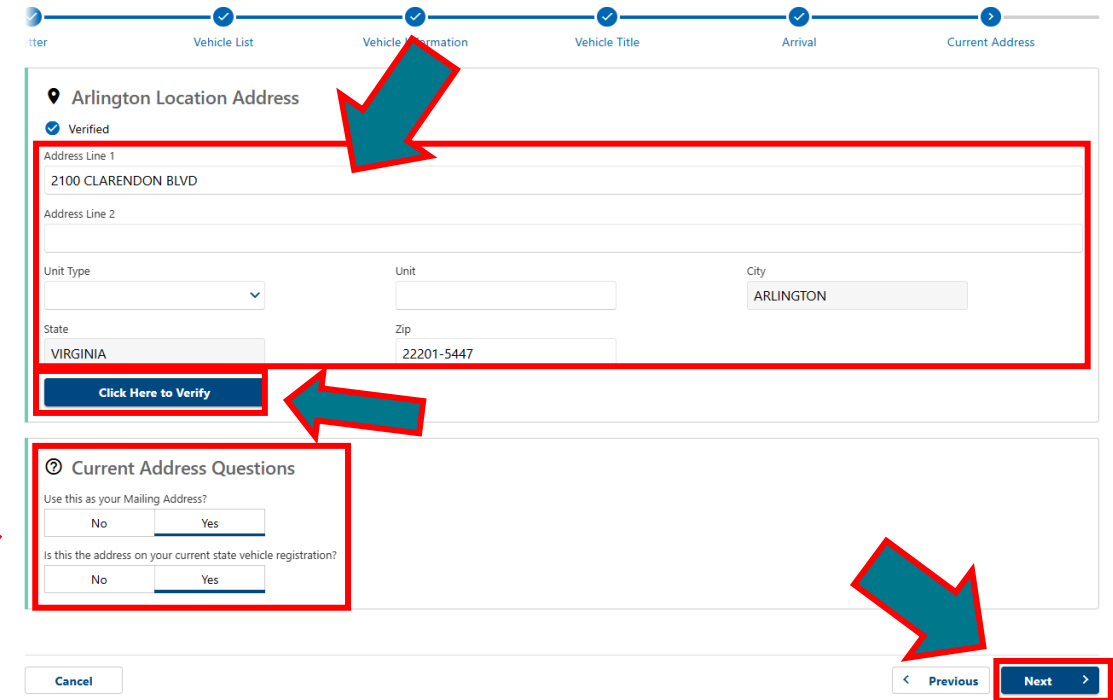
Step 9: Indicate whether you moved into Arlington or have **purchased/leased** a vehicle, and as of what date, then click **Next**.

Step 10: Enter address at which the vehicle is located and click on **Click Here to Verify**.

Step 11:

If the Arlington location address should be used as the mailing address and is the same on the vehicle registration, please click **YES**, then click **NEXT**.

If the address on the registration is different, click **No** to enter the registration address, then click **NEXT**.



Step 10: Arlington Location Address

Verified

Address Line 1

2100 CLARENDON BLVD

Address Line 2

Unit Type

Unit

City

ARLINGTON

State

VIRGINIA

Zip

22201-5447

Click Here to Verify

Current Address Questions

Use this as your Mailing Address?

No Yes

Is this the address on your current state vehicle registration?

No Yes

Cancel Previous Next

How to Register a Vehicle - Step 12



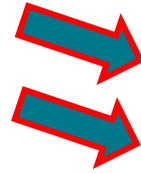
Step 12:

Indicate whether the vehicle is **owned** or **leased**, then click **Next**.

NOTE:

Leasing a vehicle is not equivalent to **financing a vehicle**.

If the vehicle is leased, you will be asked to provide the leasing company's information.



Progress bar: Vehicle List (checked), Vehicle Information (checked), Vehicle Title (checked), Arrival (checked), Current Address (checked), Vehicle Use (active).

Use of Vehicle

Is the vehicle owned or leased?

Leased	Owned
--------	-------

How are you using this vehicle?

Business Use	Personal Use
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Does my vehicle qualify for tax relief?

The vehicle must be owned or leased by an individual and NOT used for business purposes. Qualifying vehicles include passenger vehicles, motorcycles and pickup and panel trucks with a gross weight of 7,500 pounds or less that are predominantly used for personal use and are either privately owned or leased where the lessee pays the personal property tax. A vehicle is considered to be used for business purposes if:

1. More than 50% of the mileage for the year is used as a business expense for Federal Income Tax purposes OR reimbursed by an employer;
2. More than 50% of the depreciation associated with the vehicle is deducted as a business expense for Federal Income Tax;
3. The cost of the vehicle is expensed pursuant to Section 179 of the Internal Revenue Service Code; or
4. The vehicle is leased by an individual and the leasing company pays the tax without reimbursement from the individual.

Buttons: Cancel, Previous, Next (highlighted).

How to Register a Vehicle - Steps 13 & 14



Step 13:

Enter a Social Security Number (SSN) if available, then click **Next**.

Progress bar: Information (1), Vehicle Title (2), Arrival (3), Current Address (4), Vehicle Use (5), SSN (6)

☒ Owner SSN

Do you have an SSN?

☐ No ☐ Yes

Cancel

< Previous **Next** >

Owner Information

First Name
TEST

Middle Initial
M

Last Name
NAME

Suffix

Email
EMAIL@DOMAIN.COM

Phone
(222) 222-2222

Social Security Number
***-**-6789

Tax Id/TIN Number

Driver's License State
VIRGINIA

Driver's License Number
T12345678

Is there a Secondary Owner?
☐ No ☐ Yes

* Note: The Arlington County Commissioner of Revenue requires your Social Security Number for local tax administration purposes pursuant to Virginia Code sec. 58.1-3017. Social Security Numbers are used as a means of identification, to facilitate tax collection and to provide tax refunds to taxpayers. Social Security Numbers are regarded and protected as confidential tax information and will not be disclosed for any purpose, except as required by law.

Step 14: Provide the registered owner's information. (This is the information of the individual who is the legal owner, not the individual driving the vehicle in Arlington.) Then click **Next**.

If necessary, also provide the secondary owner's information.

Cancel

< Previous **Next** >

How to Register a Vehicle - Step 15



Step 15:

To upload supporting documentation, such as a Virginia registration, an out-of-state registration, or a temporary registration, click on **Add Attachment**, select **Choose File**, and then hit **OK**.



For multiple documents, click on **Add Attachment** and click on **Next**.





How to Register a Vehicle - Step 16 and 17

Step 16:
Verify the information provided.

Address

Vehicle Use

SSN

Driver Information

Attachments

Review

Owner Information

First Name : TEST

Middle Initial : M

Last Name : NAME

Suffix :

Social Security Number : ***-**-6789

Federal ID Number :

Tax ID/TIN Number :

Contact Information

First Name : TEST

Middle Initial : M

Last Name : NAME

Suffix :

Email Address : EMAIL@DOMAIN.COM

Phone : (222) 222-2222

Arrival Information

How did the vehicle enter Arlington County? : I moved into Arlington County

What date did the vehicle enter the county? : 01-Mar-2025

Use of Vehicle

Is the vehicle owned or leased? : Owned

How are you using this vehicle? : Personal Use

Vehicle Personal Property Record

Vehicle Identification Number : 1C6RR7NT2D5670353

Make : RAM

Model : RAM 1500

Year : 2013

Vehicle Type : Automobile

Vehicle Use

SSN

Driver Information

Attachments

Review

Confirm Submission

Confirm Submission

By submitting this information, I declare that the statements and figures herein are true, complete and correct to the best of my knowledge and belief. I understand that it is a misdemeanor in the Commonwealth of Virginia for any person to submit information that he or she does not believe to be true and correct as to every material matter.

Cancel

Previous

Submit

Step 17:
Confirm the submission by clicking **Submit**.
You will receive a confirmation email.

