



How to Register for CAPP Overview

In Partnership With:



ARLINGTON
VIRGINIA



How to Register for CAPP – Step 1



ARLINGTON VIRGINIA CAPP ?

To create a CAPP profile:
1. Type: <https://capp.arlingtonva.us> into your web browser
2. Select the "Sign Up" link.

Username
Password
Log in
Forgot Password/Username
Or
Sign in with a passkey
New to CAPP?
Sign Up

Search our online services

Get Started

I Want To...

- > Make a Payment
- > Register for CAPP
- > Register a New Business/Location

Vehicle Resources

I Want To...

- > Report Vehicle Changes
- > Review DMV Registration
- > Register Vehicle for Personal Property Tax

Additional Resources

I Want To...

- > Contact the Commissioner of Revenue
- > Contact the Treasurer
- > Contact the Dept. of Real Estate Assessments

How to Register for CAPP – Step 2



Register for CAPP

✓

Instructions

➔

Verify ID

⌕

Verify Your Information

ID Type

Account Number

ID

BLC-1001466776-02

ARLINGTON COUNTY COMMISSIONER OF REVENUE

BUSINESS TAX DIVISION

2100 CLARENDON BLVD., WINDOW 208

ARLINGTON, VA 22201

703-228-3060

KIM E. KLINGLER

COMMISSIONER

ANDRES LAZARIS

DEPUTY COMMISSIONER

RANDOM STUFF LLC

2100 CLARENDON BLVD

ARLINGTON VA 22201-5447

Date Issued: March 5, 2025

Letter ID: L1629380992

Account ID: BLC-1001466776-02

ASURER

GINIA

SUITE 215

Vehicle Personal Property Bill

DUE DATE: 10/5/2022

Customer Number: 1001XXXXX

DLN: L0082377344

2022 Tax Rate: 0.05

If you have sold a vehicle, moved, or have questions about the information below, please contact the Office of the Commissioner of Revenue at 703-228-3135 or vehicle@arlingtonva.us.

Account Number	Description	Co-owner Name	Status	# Months & Period	Vehicle Value	Late File Penalty (LFP) if applicable + Tax	State Tax Subsidy (PPTRA)	Credits	Amount Due by 10/5/2022
VPP-1001XXXXX-01	2011 ACURA TSX		Open	12 Months 1/1/2022 to 12/31/2022	\$7,525.00	\$331.10	-\$200.71	\$0.00	\$130.39
VPP-1001XXXXX-02	2013 INFINITI G37 J		Open	12 Months 1/1/2022 to 12/31/2022	\$6,622.00	\$520.30	-\$253.68	\$0.00	\$266.62
VPP-1001XXXXX-03	03 TOYOTA HIGHLANDER		Open	12 Months 1/1/2022 to 12/31/2022	\$10,406.00	\$158.40	-\$152.35	-\$6.05*	\$0.00

- 1. Verify using your account number which can be found on your bill or letter

How to Register for CAPP – Step 3

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Register for CAPP



Verification

Please confirm your identity by entering the following:

Last 4 digits of your FEIN:

Additionally, please enter the following:

A Document Locator Number: [What is a DLN?](#)

1. Enter Federal Employment Identification Number (FEIN)

1234

L1629380992



2. Enter Document Locator Number (DLN) which is your Letter ID

How to Register for CAPP – Step 4

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Register for CAPP

Instructions

Verify ID

Confirm Your Identity

Account List

1. Confirm relationship to account

Choose Your Relationship to Each Account

Type	Account No./Ticket No.	Description / Plate No.
Business License	BLC-1001466776-02	RANDOM STUFF LLC
Business Tangible	BTN-1001466776-03	RANDOM STUFF LLC

Relationship

*

Owner/Co-Owner

Authorized Representative

Do not add to profile

Never was my account

2. Choose desired notification frequency

Billing Option

Please select how often you would like us to remind you of unpaid bills:

Required

Cancel

Previous

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How to Register for CAPP – Step 5

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Register for CAPP

✓

Instructions

✓

Verify ID

✓

Confirm Your Identity

✓

Account List

>

Profile Info

1. Enter profile information

✓ Profile Info

Name

John Doe

Username

Representative1

Email

RandomstuffLLC@random.com

✗ Important Information

Upon completion of this request, you will receive an email. The email will contain a link to complete the setup of your profile.

Cancel

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How to Register for CAPP – Step 6

ARLINGTON VIRGINIA

CAPP

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Register for CAPP

uctions

Verify ID

Confirm Your Identity

Account List

Profile Info

Review

Profile Information

Name

: John Doe

Username

: Representative1

Email

: RandomstuffLLC@random.com

Unpaid Bill Reminder

: Every two weeks

Account Information

Type	Account No./Ticket No.	Description / Plate No.	Relationship
Business License	BLC-1001466776-02	RANDOM STUFF LLC	
Business Tangible	BTN1001466776-03	RANDOM STUFF LLC	

Cancel

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Submit

- 1. Review then click "submit"
- 2. You will receive an email to set up your password

How to Register for CAPP – Step 7

In your email, please follow the link to complete your account.

HOME

Sign Up

Account Security

Complete Your Account

Name

Thomas

Username

Thoma

Email

abrown6@arlingtonva.us

✓

Email has been verified

Password

Password *

Required

Confirm Password *

Required

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Phone Number

Country

USA

Type *

Required

Cancel

1. Set Password

2. Provide Phone Number

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How to Register for CAPP – Step 8 (Final Step)

Security Questions

To protect your account, these security questions will allow you to reset your password in the future if you forget it. Please select one or more questions and provide the answers for them. Choose questions you will remember and are difficult to guess.

Security Question *

Required

Answer *

Required

Confirm Answer *

Required

Set your Security Questions

Cancel

< Previous

Submit

Review then click "Submit"