

Residential Permit Parking Program Replacement Policy

(edited 03/07/2024)

Effective April 1, 2021

The Residential Permit Parking Program Replacement Policy is designed to help curb unlawful use and re-sale of permit parking materials. Policies and procedures are in place to ensure permit issuance is in accordance with staff review. Determinations on replacement permit materials are made on a case by case basis.

Residents and non-resident permit holders must always complete a Replacement Request (Affidavit); check appropriate boxes and sign) in order to obtain a replacement permit. Affidavits may be completed online on the [Residential Permit Parking Replacement Request website](#) or in person at 2100 Clarendon Blvd, Suite 215.

1. Replacement of Vehicle-Specific Permit (residents only):

- a. **If permit is lost in the mail and never received by the resident.** The resident must complete an Affidavit within 60 days of the application date. Parking Office Staff will issue replacement permit free of charge. If reported after 60 days of the application date, the resident is required to pay the original charge of the permit/s.
- b. **If permit/vehicle was stolen.** The resident must complete an Affidavit **and** provide a police report that permit/ vehicle was stolen. Replacement is free if documentation is submitted. If documentation is not provided, the resident is required to pay the replacement fee of \$40.
- c. **If vehicle was sold and a replacement vehicle is obtained.** The resident must complete an Affidavit **and** submit proof that the vehicle was sold. The cost of the replacement fee is \$40. The new vehicle must be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested.
- d. **If vehicle was totaled and a replacement vehicle is obtained.** The resident must complete an Affidavit **and** submit proof that the vehicle was totaled. If documentation or permit is provided, replacement will be free. If documentation is not provided, the resident must pay the \$40 replacement fee. The totaled vehicle account must be closed out with the Arlington County Commissioner of Revenue's Office. The new vehicle must be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested.
- e. **If permit was damaged/bumper was replaced.** The resident must complete an Affidavit **and** submit documented proof that the bumper/permit was damaged. This documentation may be an insurance claim, auto-body repair quote, damaged decal etc. If the resident makes repairs by themselves, they should return the damaged permit to get free replacement. If documentation or permit is provided, replacement will be free. If documentation is not provided, the resident must pay \$40 replacement fee. The totaled vehicle account must be closed out with the Arlington County Commissioner of Revenue's Office. The new vehicle must be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested.

2. Short-Term Visitor Pass-Book (residents only):

The visitor pass-book is nonreplaceable except:

- a. **If the Visitor Pass-Book was stolen.** To receive a replacement, the resident must complete a police report along with an Affidavit and present these documents to the Parking Office Staff. Replacement is free. If documentation is not provided, the resident is required to pay a \$5 replacement fee.
- b. **If Visitor Pass-Book is lost in the mail and never received by the resident.** The resident must complete and provide the Parking Office Staff with an Affidavit within 60 days of the application date. Replacement is free of charge.
- c. **If the Visitor Pass-Book is physically damaged.** The resident must return the damaged visitor pass-book to the County for a replacement and submit an Affidavit. The resident is required to pay \$5.
- d. **If the resident loses the pass-book.** The resident must pay a \$5 replacement fee. Only one replacement will be made per program year if the resident loses a short-term visitor pass-book.

3. FlexPass (residents only):

The FlexPass is nonreplaceable except:

- a. **If the FlexPass was stolen.** To receive a replacement, the resident must complete a police report along with an Affidavit and present these documents to the Parking Office Staff. Replacement is free. If documentation is not provided, the resident is required to pay a \$40 replacement fee. Only one replacement will be made per program year if no documentation is provided.

- b. **If FlexPass is lost in the mail and never received by the resident.** The resident must complete and provide the Parking Office Staff with an Affidavit within 60 days of the application date. Replacement is free of charge.
- c. **If the FlexPass is physically damaged.** The resident must return the damaged Flexpass to the County for a replacement and submits an Affidavit. The resident is required to pay \$40.
- d. **If the pass has been lost.** The resident must pay a \$40 replacement fee. Only one replacement will be made per program year.

4. **Landlord Pass (non-resident landlords only):**

The Landlord Pass is nonreplaceable except:

- a. **If the Landlord Pass was stolen.** To receive a replacement, the landlord must complete a police report along with an Affidavit and present these documents to the Parking Office Staff. Replacement is free. If documentation is not provided, the landlord is required to pay a \$40 replacement fee. Only one replacement will be made per program year if no documentation is provided.
- b. **If Landlord Pass is lost in the mail and never received by the landlord.** The landlord must complete and provide the Parking Office Staff with an Affidavit within 60 days of the application date. Replacement is free of charge.
- c. **If the Landlord Pass is physically damaged.** The landlord must return the damaged Landlord Pass to the County for a replacement and submits an Affidavit. The landlord is required to pay \$40.
- d. **If the pass has been lost.** The landlord must pay a \$40 replacement fee. Only one replacement will be made per program year.

5. **Replacement of School Staff, Group Home Staff, or Good-In-All-Zones Permit (non-residents only):**

- a. **If permit is lost in the mail and never received by the applicant.** The applicant must complete an Affidavit within 60 days of the application date. Parking Office Staff will issue a replacement permit free of charge. If reported after 60 days of the application date, the applicant is required to pay the original charge of the permit/s.
- b. **If permit/vehicle was stolen.** The permit holder must complete an Affidavit and provide a police report that the permit/ vehicle was stolen. Replacement is free if documentation is submitted. If documentation is not provided, the permit holder is required to pay the replacement fee of \$40.
- c. **If vehicle was sold and a replacement vehicle is obtained.** The permit holder must complete an Affidavit and submit proof that vehicle was sold. The cost of the replacement fee is \$40.
- d. **If vehicle was totaled and a replacement vehicle is obtained.** The permit holder must complete an Affidavit and submit proof that the vehicle was totaled. If documentation or permit is provided, replacement will be free. If documentation is not provided, the permit holder must pay a \$40 replacement fee.
- e. **If permit was damaged/bumper was replaced.** The permit holder must complete an Affidavit and submit documented proof that the bumper/permit was damaged. This documentation may be an insurance claim, auto- body repair quote, damaged decal etc. If the permit holder makes repairs by themselves, they should return damaged permit to get free replacement. If documentation or permit is provided, replacement will be free. If documentation is not provided, permit holders must pay a \$40 replacement fee.

6. **Replacement of Temporary (3-month) Contractor Permit (resident and non-resident permit holder):**

- a. **If the Contractor Permit was stolen.** To receive a replacement, the permit holder must complete a police report along with an Affidavit and present these documents to the Parking Office Staff. Replacement is free. If documentation is not provided, the customer is required to pay a \$10 replacement fee.
- b. **If the Contractor Permit is lost in the mail and never received by the resident.** The permit holder must complete and provide the Parking Office Staff with an Affidavit within 60 days of the application date. Replacement is free of charge.
- c. **If the Contractor Permit is physically damaged.** The permit holder must return the damaged visitor pass-book to the County for a replacement and submit an Affidavit. The resident is required to pay \$10.
- d. **If the permit holder loses the Contractor Permit.** The permit holder must pay a \$10 replacement fee.

7. **New homeowner/tenant:**

- a. **If one homeowner/tenant moves out and a new homeowner/tenant moves in.** The new homeowner/tenant is encouraged to obtain the household FlexPass and/or Short Term-Visitor Booklets from previous residents. Once obtained new homeowner/tenant is required to report this information to Parking Office Staff by emailing Park@arlingtonva.us or calling 703-228-3344.
- b. **If new homeowner/tenant is unable to obtain permits from previous resident.** The new resident must complete an Affidavit. Proof of residency such as purchase/settlement documentation or a fully executed lease must be provided. Previous resident/s will be removed from the system and a new application will be processed. The new homeowner/tenant's vehicle should be registered with the Arlington County Commissioner

of Revenue's Office at the address for which the permit is being requested. FlexPass is only issued once per year (limit one per household). The resident must pay current rates of the permits requested.

8. Transferring within a Residential Permit Parking Zone:

If a resident moves from one household address to another within the same Residential Permit Parking Zone, the resident should inform the Parking Office Staff by emailing Park@arlingtonva.us or calling 703-228-3344. Parking Office Staff will verify and transfer the vehicle permit/s issued to this resident to the new address. The vehicle should be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested. FlexPass and Short-term Visitor Booklet may be requested at the new household address.

9. Transferring between Residential Permit Parking Zones:

If a resident moves from one household address to another household address located in a different Residential Permit Parking Zone, the resident must inform the Parking Office Staff by emailing park@arlingtonva.us or calling 703-228-3344. Parking Office Staff will deactivate the permit/s issued to this resident and allow the resident to apply for the new household address. The vehicle must be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested. Residents must pay current rates of the permits requested.