

Qualifying for a Virginia Address Requirement Exception or Re-Establishing Your Virginia Residency

If you hold a Virginia driver's license or photo identification (ID) card, you must maintain a Virginia residence/home and mailing address (Virginia Code §46.2-324). Virginia law, however, does provide for exceptions to this requirement in the limited situations outlined in this document.

Qualifying for an Exception to the Virginia Address Requirement

If you have a non-Virginia address and want to request an exception, you must show proof to support the exception. To prove that you qualify for an exception, you may visit a Virginia Department of Motor Vehicles (DMV) customer service center (CSC). If you are currently out-of-state and unable to visit a CSC, you may submit the required documentation using the following contact information:

Virginia Department of Motor Vehicles
DL/ID Card Work Center, Room 419
P.O. Box 27412
Richmond, VA 23269
Fax: (804) 367-1112

Be sure to include your full name, driver's license or ID card number, and date of birth.

The ONLY exceptions to the Virginia address requirement are listed in this document. If you do not meet one of these exceptions, you are not eligible to renew or obtain a replacement driver's license or ID card unless you visit a CSC, change your address to a Virginia address and prove Virginia residency.

Exceptions:

1. Active Members of the U.S. Armed Forces and their Spouse and Dependents

Active members must provide DMV with copies of one of the following:

- ▶ Valid military ID card AND current military orders assigning you outside of Virginia
- ▶ Valid military ID card AND current (issued within 60 days) military leave and earnings statement showing active duty service outside of Virginia.

Military spouse/dependents must provide copies of:

- ▶ Your unexpired U.S. military dependent ID card displaying your sponsor's name AND one of the items below:
 - ▶ Sponsor's active duty military orders showing a current assignment outside of Virginia

- ▶ Sponsor's current leave and earnings statement showing active duty outside of Virginia.

2. U.S. Citizen Employed Outside of the United States and their Spouse and Dependents

You must prove that you are a U.S. citizen AND that you or your sponsor (for spouse and dependents) is employed outside of the U.S.

▶ Proof of U.S. Citizenship

(submit a copy of one of the following)

- ▶ Birth certificate issued by a U.S. state, jurisdiction or territory
- ▶ Unexpired U.S. passport / passport card
- ▶ Consular Report of Birth Abroad of a Citizen of the U.S. (FS-240)
- ▶ Certificate of Birth Abroad (FS-545)
- ▶ Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder's parent(s)' U.S. citizenship at the time of the birth
- ▶ U.S. Certificate of Citizenship or Naturalization

▶ Proof of Employment Outside of the U.S.

(submit one of the following)

- ▶ Letter from employer on letterhead that includes the employee's full name, date of birth and non-U.S. address. For spouse and dependents, letter must include name of spouse or dependent.
- ▶ U.S. government travel orders of the employed. For spouse and dependents, travel orders must include name of spouse or dependent.
- ▶ For the employed US citizen only: preprinted pay stub showing a residence address outside of the United States.

3. Enrolled as a Student

- ▶ Proof of Virginia residency AND one of the following:
 - ▶ Current non-Virginia school record
 - ▶ Correspondence from non-Virginia school including the student's name and out-of-state address.

4. Employed Outside of Virginia

- ▶ Proof of Virginia residency (see list on Page 2) and one of the documents following:
 - ▶ Letter from non-Virginia employer that shows

employee's non-Virginia address, full name and date of birth.

- ▶ Preprinted pay stub or employee ID card showing employee's non-Virginia address.

5. Family Reasons

If you are temporarily located outside of Virginia for family reasons and wish to retain your non-Virginia address, write to DMV and provide proof of Virginia residency (see "Re-Establishing Your Virginia Residency" below) and detailed information explaining your situation. You must include supporting documentation from an authority (e.g., doctor, lawyer, etc.) along with a contact number for verification. Each situation will be reviewed on a case-by-case basis.

6. Postal Irregularities

If you live on the Virginia side of the border with a neighboring state and are required by the U.S. Postal Service to use a non-Virginia mailing address, you must provide proof of Virginia residency and detailed information explaining your situation. Each situation will be reviewed on a case-by-case basis.

Re-Establishing Your Virginia Residency

If you have a non-Virginia address and want to change back to a Virginia address, you must visit a Virginia DMV CSC and show two proofs of Virginia residency (two from the primary list OR one from the primary list and one from the secondary list).

Virginia now issues optional REAL ID compliant licenses and ID cards. To determine whether you need one and to learn what is required to obtain one, see dmvNOW.com/REALID.

Primary Proof of Virginia Residency Documents

- ▶ Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- ▶ U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- ▶ Virginia voter registration card mailed to you by your local registrar
- ▶ Cancelled check not more than two months old displaying the applicant's name and address (voided checks are not acceptable)
- ▶ Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory
- ▶ Virginia Department of Education Certificate of Enrollment form
- ▶ Utility bill, not more than two months old, issued to applicant. Examples include gas, electric, sewer, water, cable or phone bill. (Cellular phone bills are not accepted)

- ▶ Monthly bank or credit card statement not more than two months old
- ▶ Payroll check stub issued by an employer within the last two months
- ▶ Current homeowner's insurance policy or bill
- ▶ Current automobile or life insurance bill (cards or policies are not accepted)
- ▶ Medical or dental bill issued within the last two months

Active duty military member assigned to a unit based in Virginia may present one of the following:

- ▶ Letter from commanding officer on official letterhead, with an original signature, stating that you reside onboard a ship docked in Virginia or in a barracks located in Virginia
- ▶ Orders from the U.S. military assigning you to a military unit with a Virginia address
- ▶ Leave and Earnings Statement (LES) displaying Virginia as your home of record

Secondary Proof of Virginia Residency Documents (must show name and current address)

- ▶ Postmarked mail
- ▶ Official correspondence from a federal, state, or local government agency
- ▶ Billing statement or other official document from a recognizable business or government agency



Virginia Department of Motor Vehicles
P. O. Box 27412
Richmond, Virginia 23269-0001
(804) 497-7100