



FOR-HIRE VEHICLES REGISTRATION REQUEST

Purpose: Use this form to confirm your operating authority certificate/permit status OR to request verification of operating authority certificate/permit status when: **(1)** as a passenger carrying you are applying for for-hire vehicle registration and license plates registered under another person's operating authority or the vehicle is used in operations exempt from operating authority, or **(2)** as a property carrier you are declaring that the use of the vehicle is for hire and the vehicle is registered under another person's operating authority or used in operations exempt from operating authority.

Instructions: Submit this form to the Motor Carrier Services work center at the above address or fax to (804) 367-1058. The form will be reviewed to confirm leased or exempt status. Motor Carrier staff will advise you of the necessary next steps required in order to obtain for-hire vehicle registration.

NOTE: You are not required to complete this form if you are transporting property for compensation exclusively by passenger cars, motorcycles, autocycles, mopeds, and vehicles with a gross vehicle weight rating of 10,000 pounds or less.

VEHICLE OWNER INFORMATION

If the vehicle being registered is owned by a business enter the information below.

BUSINESS NAME OR DOING BUSINESS AS		FEDERAL TAX IDENTIFICATION NUMBER	
PRIMARY CONTACT NAME	PRIMARY CONTACT PERSON TITLE	DAYTIME PHONE NUMBER	

If the vehicle being registered is owned by an individual(s) enter the information below.

OWNER'S FULL LEGAL NAME (last, first, mi, suffix)	DAYTIME PHONE NUMBER	CELL PHONE NUMBER	DMV CUSTOMER NUMBER
CO-OWNER'S FULL LEGAL NAME (last, first, mi, suffix)	DAYTIME PHONE NUMBER	CELL PHONE NUMBER	DMV CUSTOMER NUMBER

ADDITIONAL INFORMATION

OWNER EMAIL ADDRESS (if business owned enter email for primary contact)	LAST 4 DIGITS OF VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE TITLE NUMBER
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1. I currently hold an operating authority certificate/permit. (Enter number below)

2. If this vehicle is under the exclusive or sole operational control of a person that holds an operating authority certificate/permit, complete the LEASE INFORMATION/CERTIFICATION section.
3. If you believe the operations performed with this vehicle are exempt from the requirements of operating authority, provide a detailed description of the operations in the box below.

DETAILED DESCRIPTION OF OPERATIONS PERFORMED WITH VEHICLE

LEASE INFORMATION/CERTIFICATION

If the vehicle being registered is owned by OR being registered in a name other than the holder of the intrastate operating authority certificate or permit, you **MUST** complete this section.

FULL NAME - OPERATING AUTHORITY CERTIFICATE OR PERMIT HOLDER (lessee) (print)	CERTIFICATE/PERMIT NUMBER	OPERATING AUTHORITY TYPE	
STREET ADDRESS (lessee)	CITY	STATE	ZIP CODE

Mandatory legal lease requirements - the company holding the operating authority certificate or permit must maintain operational control of the vehicle to include advertising and contracting activities and insure the vehicle under the company's fleet coverage policy. A written lease agreement that complies with Motor Carrier requirements must be completed between the lessor (vehicle owner) and lessee (owner of operating authority certificate or permit). The lease agreement must be submitted with this form along with insurance confirmation.

The vehicle owner and the operating authority certificate or permit owner certify by signing below that their lease agreement complies with the mandatory legal lease requirements outlined above.

YOU MUST SUBMIT THE LEASE AGREEMENT WITH THIS FORM - DMV form MCS 116 contains the mandatory legal requirements of a VALID vehicle lease agreement. This form can be used as a reference for your existing lease OR completed and submitted with this application as your lease agreement.

LESSEE SIGNATURE (owner of operating authority certificate or permit)	LESSEE TITLE (if applicable)	DATE (mm/dd/yyyy)
LESSOR SIGNATURE (vehicle owner)	LESSOR TITLE (if applicable)	DATE (mm/dd/yyyy)

REGISTRATION INFORMATION

REGISTRATION PERIOD (check one): QUARTERLY TWO YEARS (\$2 discount applies)
 ONE YEAR THREE YEARS (\$3 discount applies)

PASSENGER PLATE INFORMATION

Select appropriate plate type and enter transfer plate information if applicable: Transfer Plate (enter plate number) _____

Taxi Clean Special Fuel Taxi Passenger For-Hire
 Non-Emergency Medical Transportation E-Plate

NOTE: Clean special fuel vehicle must meet guidelines, visit www.dmvNOW.com for details. E Plates are only available for common carriers operating over regular routes.

OPTIONAL: You may select one of the following plate designs:

Mountain to Seashore Great Seal
 I would like a Permanent Plate (may be issued to taxicabs and common carriers)

I would like Personalized Plates - Indicate your choices in order of preference. The maximum number of characters allowed on standard and scenic plates is 7½ (blank space and dash characters are ½ space). Six characters are allowed for all other plates bearing logos.

First Choice

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Second Choice

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DMV USE ONLY

Enter Available Choice: _____

Fee: \$ _____

PROPERTY PLATE INFORMATION

Select appropriate plate type and enter transfer plate information if applicable Transfer Plate (enter plate number) _____

Truck Tractor Truck Passenger

OPTIONAL:

I would like a Permanent Plate - (may be issued to trucks or tractor trucks with a GVWR or GCWR of more than 26,000 lbs.; trucks and tractor trucks with GVWR or GCWR of 7,501 to 26,000 lbs. if used for business only.)

I would like Personalized Plates - Indicate your choices in order of preference. The maximum number of characters allowed on standard and scenic plates is 7½ (blank space and dash characters are ½ space). Six characters are allowed for all other plates bearing logos.

First Choice

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Second Choice

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DMV USE ONLY

Enter Available Choice: _____

Fee: \$ _____

POWER OF ATTORNEY FOR NON-RESIDENT(S) AND CORPORATION(S) NOT DOMICILED IN VIRGINIA

Pursuant to the provisions of Virginia Code §46.2-601, I/we appoint the Commissioner of the Department of Motor Vehicles of the Commonwealth of Virginia, to be my/our true and legal agent upon whom all legal processes against me/us may be served in any legal proceeding arising from the operation and/or use of any motor vehicle registered in my/our name(s) in the Commonwealth of Virginia. I/we agree that any lawful process or notice to me/us which is served on the Commissioner shall have the same legal effect as if served on me/us within the Commonwealth of Virginia.

INSURANCE CERTIFICATION

I/We certify that (check one):

This vehicle is insured by a liability policy issued through an insurance company licensed to do business in Virginia and it will remain insured while registered, whether or not it is operated. Penalties are severe for violation of this requirement.

This vehicle is not insured; therefore, I am remitting the applicable uninsured motor vehicle fee. (This fee provides no insurance coverage.) A vehicle must be insured with liability coverage when it is registered, and it must remain insured while registered, whether or not it is operated, or the uninsured motor vehicle fee must be paid. Penalties are severe for violation of this requirement. **NOTE:** This option is not available for passenger or property carrier operations requiring a certificate or permit.

CERTIFICATION/SIGNATURES

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

APPLICANT OR AUTHORIZED REPRESENTATIVE NAME (print)	APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)
CO-APPLICANT FULL NAME (print)	CO-APPLICANT SIGNATURE	DATE (mm/dd/yyyy)

PAYMENT METHODS

(check one)

CHECK / MONEY ORDER -- Made payable to DMV CREDIT CARD / E-Check -- provide contact number →

TELEPHONE NUMBER

NOTE: In our continuing effort to safeguard customer information, DMV does not accept credit card payments by mail or email. You may pay with a credit card by having a Motor Carrier Services Representative contact you. We accept checks and money orders via mail.