

## Residential Permit Parking Program Replacement Policy

The Parking Office Staff within the Department of Environmental Services (DES), has developed a Residential Permit Parking Program Replacement Policy in order to help residents obtain replacement parking materials. When a permit is damaged, stolen, lost in the mail, or if a vehicle is traded in etc., this policy provides guidance on the documentation needed to request replacement parking materials.

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.

### 1. **Affidavit:**

- a. Residents should always complete an [Affidavit](#) (check appropriate boxes and sign) in order to obtain a replacement permit. Affidavits may be completed online on the [Residential Permit Park Program website](#) or in person at 2100 Clarendon Blvd, Suite 215.

### 2. **FlexPass:**

- a. **FlexPass is nonreplaceable except in instances of theft.** To receive a replacement, resident should complete a police report along with an [Affidavit](#) and present these documents to the Parking Office Staff.
- b. **If FlexPass is lost in the mail and never received by the resident.** Resident should complete and provide the Parking Office Staff with an [Affidavit](#) within 60 days of the application date.

### 3. **Replacement of Vehicle-Specific Permit/s:**

- a. **If permit is lost in the mail and never received by the resident.** Resident should 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, resident is required to pay the original charge of the permit/s.
- b. **If permit/vehicle was stolen.** Resident should complete an [Affidavit](#) and provide police report that permit/ vehicle was stolen. Replacement is free if documentation is submitted. If documentation is not provided, resident is required to pay the replacement fee of \$20.
- c. **If vehicle was sold and a replacement vehicle is obtained.** Resident should complete an [Affidavit](#) and submit proof that vehicle was sold. The new vehicle should be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested. The cost of the replacement fee is \$20.
- d. **If vehicle was totaled and a replacement vehicle is obtained.** Resident should complete an [Affidavit](#) and submit proof that vehicle was totaled. Totaled vehicle account should be closed out with the Arlington County Commissioner of Revenue's Office. The new vehicle should 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.** Resident should complete an [Affidavit](#) and submit documented proof that bumper/permit was damaged. This documentation may be an insurance claim, auto-body repair quote, damaged decal etc. If resident makes repairs by him/herself, he/she should return damaged permit to get free replacement. If documentation is provided, replacement will be free. If documentation is **not** provided, resident should pay the original charge of the permit.
  - i. Households with 1 Vehicle Specific Permit  
If documentation is provided, replacement will be free. If documentation is not provided, replacement will be entered as 2nd vehicle permit (\$20).
  - ii. Households with 2 Vehicle Specific Permit  
If documentation is provided, replacement will be free. If documentation is not provided, replacement will be charged as 3rd vehicle permit (\$50).
  - iii. Households with 3 Vehicle Specific Permit  
If documentation is provided, replacement will be free. If documentation is not provided, replacement will be charged as 3rd vehicle permit (\$50).

**4. New homeowner/tenant:**

- a. **If one homeowner/tenant moves out and a new homeowner/tenant moves in.** 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](mailto:Park@arlingtonva.us) or calling 703-228-3344.
- b. If new homeowner/tenant is unable to obtain permits from previous resident, new resident should complete an [Affidavit](#) and list, the name/s of resident/s who no longer reside at the zoned address. Proof of residency such as purchase/settlement documentation or a fully executed lease should 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. Same rates apply (1<sup>st</sup> and 2<sup>nd</sup> household vehicle permits are \$20 each, 3<sup>rd</sup> vehicle permit is \$50). FlexPass is only issued once per year (limit one per household). A maximum of five books of Short-term Visitor Passes are available for the household. The first book of Short-term Visitor Passes is free and each additional book of visitor passes will charge \$5. If occupants are co-sharing permits may be requested upon availability.

**5. Transferring within a Residential Permit Parking Zone:**

If a resident moves from one household address to another within the same Residential Permit Parking Zone resident should inform the Parking Office Staff by emailing [Park@arlingtonva.us](mailto: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. If occupants are co-sharing permits may be requested upon availability.

**6. 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 should inform the Parking Office Staff by emailing [Park@arlingtonva.us](mailto: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 should be registered with the Arlington County Commissioner of Revenue's Office at the address for which the permit is being requested. Same rates apply (1<sup>st</sup> and 2<sup>nd</sup> household Vehicle Specific Permits are \$20 each, 3<sup>rd</sup> permit is \$50). FlexPass and Short-term Visitor Booklet may be requested at the new household address. If occupants are co-sharing permits may be requested upon availability.