

# Local Vehicle Registration Fee Exemption



**Issue Date:** 7/14/2023

**Revised Date:**

**Section:** Administration

## 1. Purpose

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The purpose of this standard operating procedure is to outline the process and business rules for the local vehicle registration fee exemption provided by the City of Virginia Beach Commissioner of the Revenue.

## 2. Applicability

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This standard operating procedure shall apply to all active volunteer EMS members under the Department of EMS and life members of the Department of EMS.

## 3. Policy Statement

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Per City of Virginia Beach Code of Ordinances / Chapter 35 / Article XV. / Sec 35-284, *“For members of the various volunteer fire companies and emergency medical services agencies in the City, auxiliary police officers serving the City, volunteer police chaplains of the City, auxiliary deputy sheriffs serving the City, disabled veterans as exempted by Code of Virginia, § 46.2-756(B) there shall be no charge for local vehicle licenses...”*

## 4. Definitions

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Active Member – Current volunteer membership including those in a temporary leave status.

Life member – Current or prior volunteer member who has completed 10 years or more of active volunteer service.

## 5. Standard Operating Procedure

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5.1. Commonwealth of Virginia and City of Virginia Beach code authorizes the exemption of a local vehicle registration fee for active VBEMS volunteers and/or prior VBEMS life member status volunteers for one motor vehicle owned (or

leased) and personally used by the individual. The member must reside in the City of Virginia Beach.

## 5.2. Member Responsibilities

- 5.2.1. Active volunteer VBEMS members and prior volunteers who achieve life member status shall obtain the Declaration for Local Vehicle Registration Fee Exemption form from the City of Virginia Beach, Commissioner of the Revenue website.
- 5.2.2. Per the Commissioner of the Revenue, members may use their DMV customer number in lieu of their social security number.
- 5.2.3. This form must be completed in its entirety including written signatures.
- 5.2.4. If advising the Commissioner of the Revenue of resignation, please submit the form directly to [persprop@vbgov.com](mailto:persprop@vbgov.com).
- 5.2.5. If requesting the fee exemption, the completed form shall be submitted to the Deputy Chief of Support Services or designee to obtain EMS Chief signature and verification
  - 5.2.5.1. Form may be mailed, faxed, emailed to [ems@vbgov.com](mailto:ems@vbgov.com) or dropped off in person
  - 5.2.5.2. Once signed by the EMS Chief, the form will be returned to the member for submission to the Commissioner of the Revenue.
  - 5.2.5.3. Please allow 15-30 days for Chief signatures.
- 5.2.6. Ensure the form is completed and submitted to the Commissioner of the Revenue with enough time to process by all parties.
  - 5.2.6.1. May and June submissions may incur delays in processing at the Commissioner of the Revenue office.
  - 5.2.6.2. Form may be mailed, faxed, emailed or dropped off in person.
- 5.2.7. Members must submit updated/new forms to EMS / Commissioner of the Revenue when conditions change such as home address, new vehicle, new title, etc.

## 5.3. Department of EMS responsibilities

- 5.3.1. The Deputy Chief responsible for Support Services directly oversees this program.
- 5.3.2. Member submits form
  - 5.3.2.1. VBEMS verifies member years of service, active/inactive, etc.
  - 5.3.2.2. VBEMS obtains signature of EMS Chief or designee.
  - 5.3.2.3. Form is returned to member via method submitted within 30 days.
- 5.3.3. Exits
  - 5.3.3.1. Provide a list of members who exited system, not including life members, to the Commissioner of the Revenue at least quarterly at [persprop@vbgov.com](mailto:persprop@vbgov.com).

**6. References and Related Policies/Procedures/Guidelines**

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- 6.1. Virginia Beach Code of Ordinances / Chapter 35 / Article XV. / Sec 35-284
- 6.2. Code of Virginia §46.2-752
- 6.3. VBEMS Policy – EMS Duty

This standard operating procedure shall become effective upon the approval of the Deputy Chief of Emergency Medical Services.



07/14/2023

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**EMS Deputy Chief**

**Date Signed**

Standard Operating Procedure Change Log		
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