



**Division of Motor Vehicles
State of West Virginia
Charleston, WV 25317**

**Application for Parking for Agency or Organization
that Transports Persons with Disabilities**

ORGANIZATION INFORMATION

Please print in ink or type all of the following information:

Name of the Organization or Agency		Name of Representative (Must be CEO or Designee)	
Mailing Address			
City		State	Zip Code
FEIN Number		Title of Representative	
If requesting a plate or placard duplicate, please indicate if the original was: <input type="checkbox"/> Lost <input type="checkbox"/> Stolen		Lost or stolen plate number	Lost or stolen placard number

The following information is used to determine if the agency or organization meets the requirements for issuance of parking plates or placards for persons with disabilities.

_____ Number of Plates Requested

_____ Number of Placards Requested

The clients transported by the agency or organization:

- Cannot walk 200 feet without stopping to rest
- Cannot walk without the use of or assistance from a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistive device
- Are restricted by lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60mm/hg on room air at rest
- Uses portable oxygen
- Have a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association
- Are severely limited in their ability to walk due to an arthritic, neurological or orthopedic condition

I certify and affirm that the above described agency or organization whose primary function includes the transportation of persons with disabilities meets the requirements for issuance of placards or license plates for parking for people with disabilities.

I understand that any false statement may result in legal penalties pursuant to West Virginia Motor Vehicle Law §17C-13-6.

Signature	Date	Telephone Number
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FOR DMV USE ONLY

Issued By:	Issue Date	Expiration Date	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen
Placard/Plate Number Series		Previous Placard/Plate Number Series		

APPLICATION FOR PARKING PERMIT FOR ORGANIZATIONS
TRANSPORTING PERSONS WITH DISABILITIES

INSTRUCTIONS

- 1) Complete the front of the application.
 - 2) In the space provided below, list all vehicles registered in the agency or organization's name in which you are applying for a plate or placard.
 - 3) Send the completed (front and back) application and fees (if applicable) to:
Division of Motor Vehicles, Building 3, Capitol Complex, Charleston, WV 25317
- If you have any questions, please call the Driver Services Section at 558-5356.

REMOVABLE WINDSHIELD PLACARDS

Removable windshield placards are issued to organizations who regularly transport persons with disabilities. Please indicate the number of placards needed on the front of the application. The intent is to ensure these parking spaces are reserved for persons with disabilities. Placards are to be used only when transporting persons with disabilities. They are not to be used when the person with the disability is not in the vehicle. There is no charge for removable placards, however, a replacement fee of \$5.00 will be charged for lost or stolen placards. Organizations must recertify every two years to maintain parking placards.

DISPLAY OF PLACARD

The placard shall be displayed on the front rear view mirror of the vehicle, in a manner clearly visible from the outside. When there is no rear view mirror, the placard shall be displayed on the dashboard of the vehicle, clearly visible from the outside. The placard shall be removed from the dashboard when the vehicle is in motion.

SPECIAL LICENSE PLATES

Special license plates are issued to organization class A vehicles registered in West Virginia. All special plates will expire July 1 of each year. Organizations must recertify every two years to maintain special license plate parking privileges.

PENALTIES

A fine of up to \$100.00 may be assessed for filing fraudulent applications for a disabled parking permit. This fine also applies to the misuse of a parking space reserved for persons with disabilities.

PLEASE LIST ALL VEHICLES FOR WHICH YOU ARE APPLYING FOR A PLACARD OR PLATE:

YEAR	MAKE	PLATE NUMBER	TITLE NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)

If you need more space, please attach additional pages.