

INSTRUCTIONS: Parking Application for a Mobility Impaired Person

ALL APPLICANTS MUST BE WEST VIRGINIA RESIDENTS

1. The mobility impaired person MUST enter their Social Security Number in the light gray box on the upper right corner of the page. **DO NOT** write in the black box below the SSN field, it is for DMV use only.
2. The mobility impaired person completes **Section 1** and signs the application.
3. A licensed physician completes **Section 2**. (Licensed physician includes MD., DO., Chiropractor, Advanced Nurse Practitioner, and Physician's Assistant)
4. Applicants requesting a mobility impaired license plate must be listed on the registration of the vehicle listed in **Sub-Section C**.
5. The completed application can be processed at any DMV Regional Office or submitted by mail to the address listed below:

Division of Motor Vehicles Mobility Impaired Placards and Plates

PO Box 17030
Charleston, WV 25317

Placard Information

1. When parked in a mobility impaired parking space, display the placard by hanging it on the rearview mirror, or, in the absence of a mirror post, on the dashboard.
2. If a parking placard or special license plate has been lost, stolen, mutilated or destroyed, a replacement may be requested at any DMV Regional Office or by mail to the DMV in Charleston. The cost of a replacement placard is \$5.00 per. The customer must complete a new application but a doctor's recertification is not required.
3. Permanent mobility impaired license plates expire each year or every other year. Renewal reminders will be mailed prior to expiration to the address you provided.

Situations that Warrant Returning Placards & Plates

1. The person to whom the permit has been issued is deceased or has moved out of state.
2. The person has found or has in his/her possession a permit that was not issued to that person.
3. The permit was reported lost or stolen and is later found after a duplicate has been issued.

**Special plates shall be surrendered to your local DMV Regional Office.

**A fine of up to \$500.00 may be assessed for filing fraudulent applications for a mobility impaired parking permit. This fine also applies to the misuse of a parking space reserved for persons with a walking mobility impairment.

Important Information

****It is unlawful to loan this placard to any person for any reason, regardless of whether that person is mobility impaired. The mobility impaired person does not have to own or drive the vehicle to use the placard.**

****Placard should be hung from the rearview mirror when parked but should be removed from the mirror when driving.**

****Local governments designate parking spaces for persons with mobility impairments by local law or ordinance. Contact your local government if you have a question about designated parking for the mobility impaired.**