

SPECIAL ORDER



Subject
Visitor Parking Permits

Series / Number
SO – 07 – 08

Effective Date
December 17, 2007

Replaces:
Circular 03-13 (Visitor Parking Permits), Effective Date August 15, 2003
Special order 76-21 (Residential Permit Parking Program), Effective Date March 29, 1976

Related to:
General Order-303.01 (Traffic Enforcement), Effective Date April 30, 1992
General Order-303.08 (Reciprocity concerning Non-Commercial Motor Vehicle Registration and Identification), Effective Date February 7, 1983

DISTRICT OF COLUMBIA

I. Background.....	Page 1	IV. Duties	Page 5
II. Definitions.....	Page 1	V. Cross References.....	Page 6
III. Procedural Guidelines.....	Page 3	VI. Attachments.....	Page 6

I. BACKGROUND

The purpose of this Special Order is to inform Metropolitan Police Department (MPD) members of the procedures for complying with the provisions of Title 18 District of Columbia Municipal Regulations (Vehicles and Traffic), Chapter 24, Section 2414 (Visitor or Temporary Permits) in order to ensure that the issuance of visitor parking permits is handled uniformly throughout the Department.

The Special Order also provides information for referring persons when appropriate to the D.C. Department of Motor Vehicles for a visitor parking permit.

II. DEFINITIONS

For the purpose of issuing a visitor parking permit, and as used in this directive, the following terms shall have the meaning designated:

1. Eligible Resident – Resident of the District of Columbia (D.C.) whose address is located on a residential permit parking block [See General Order 303.08 (Reciprocity Concerning Non-Commercial Motor Vehicle Registration and Identification Title of General Order)].
2. Visitor – Any person who is a guest at an address of an eligible resident for more than two hours between 0700 and 1830 hours, Monday through Friday, excluding holidays.

III. PROCEDURAL GUIDELINES

A. Visitor Parking Permit

1. An eligible resident may obtain a visitor parking permit (See Attachment A.) from the Metropolitan Police Department (MPD) except in those circumstances described in Section III.B below.
2. There is no limit on the number of parking permits issued to an eligible resident or for a residential permit parking block.
3. There is no fee for a visitor parking permit.
4. A visitor parking permit shall be valid for a period of up to fifteen (15) days from the date of issuance.

Note: If a visitor is staying at a D.C. address for more than thirty (30) days, the visitor must apply for a reciprocity sticker or a special parking permit at a Department of Motor Vehicles (DMV) Service Center (See Attachment B.).

5. A visitor parking permit may be issued for a zone (i.e., Ward) even though the motor vehicle displays a residential parking sticker for another zone.
6. An eligible resident may obtain a visitor parking permit by applying in person at any Department district station, district substation, or satellite facility (i.e., Asian Liaison Unit and Special Operations Division).
7. An eligible resident who wishes a visitor parking permit for a visitor shall:
 - a. Provide one of the following as proof of D.C. residency:
 - (1) Valid D.C. operator's permit;
 - (2) Valid D.C. vehicle registration card;
 - (3) Current utility bill (i.e., water, gas, electric, cable, or telephone) or rent receipt and a credit card or other generally acceptable form of identification; or
 - (4) Other legal document showing D.C. residency that is acceptable to the member issuing the visitor parking permit; and

- b. Provide the following information:
 - (1) His/her full name and address;
 - (2) Full name and address of the visitor who will be using the permit; and
 - (3) License plate number, including the issuing state, of the visitor's motor vehicle.

- 8. To be valid, a visitor parking permit must display the following:
 - a. License plate number and state of the visitor's motor vehicle;
 - b. Ward number of the eligible resident who has requested the permit;
 - c. Date of issuance and expiration of the permit; and
 - d. Permit number (e.g., bar code in the left bottom corner).

- 9. A visitor parking permit is valid only in the Ward listed on the permit.

- 10. An eligible resident who must rent a motor vehicle due to the temporary loss of his/her vehicle may be issued a visitor parking permit for up to fifteen (15) days. The resident shall, in addition to the document(s) and information listed in section III.A.7.a and III.A.7.b above, present at the time of application:
 - a. Rental agreement listing his/her name, the motor vehicle identification number, and the make and model of the motor vehicle;
 - b. D.C. driver's license; and
 - c. If the rental agreement states that insurance has been declined, proof of D.C. motor vehicle insurance for a vehicle which he/she owns and which is registered in D.C.

- 11. An eligible resident who is applying for the renewal of a visitor parking permit shall re-submit the appropriate information as required above.

- 12. An eligible resident may be issued a non-renewable visitor parking permit for up to forty-five (45) days for a newly purchased vehicle. The resident shall, in addition to the document(s) and information listed in section III.A.7.a and III.A.7.b above, present at the time of application:

- a. Valid temporary tag registration;
 - b. Proof of D.C. insurance for the motor vehicle; and
 - c. Copy of his/her D.C. driver's license.
- B. A visitor parking permit may be obtained at a D.C. Department of Motor Vehicles (DMV) Service Center in the following circumstances and according to the following procedures:
- 1. Home Renovation
 - a. A visitor parking permit may be obtained for up to fifteen (15) days for use by the operator of a commercial vehicle while the operator of the vehicle is actually involved in the performance of construction, maintenance, repair, or reconstruction work at an address of an eligible resident.
 - b. The motor vehicle of the contractor must display commercial tags in the company's name.
 - c. The person applying for the visitor parking permit shall, at the time of application, present:
 - (1) Valid tag registration for the vehicle;
 - (2) Proof of motor vehicle insurance for the vehicle that complies with the requirements of the state of registration;
 - (3) Statement from the eligible resident certifying that work (i.e., construction, plumbing, painting) is being performed at the address and the estimated duration of the work; and
 - (4) A copy of the eligible resident's D.C. driver's license or identification card.
 - 2. Health Care
 - a. A health care worker who provides long-term at-home care for an eligible resident may obtain a visitor parking permit for up to sixty (60) days when warranted by an eligible resident's medical necessity.
 - b. The person applying for the visitor parking permit shall, at the time of application, present:

- (1) Valid tag registration for the health care provider's motor vehicle;
- (2) Proof of insurance for the health care provider's motor that complies with the requirements of the state of registration;
- (3) Proof of residency of the eligible resident requiring medical attention consistent with section III.A.7.a above; and
- (4) A statement, on a physician's letterhead, certifying the resident's medical needs and the name(s) of the person(s) providing care.

IV. DUTIES AND RESPONSIBILITIES

A. Commanders shall:

1. Ensure that all stations, sub-stations, and satellite offices (i.e., Asian Liaison Unit, Latino Liaison Unit, Special Operations Division) maintain a sufficient supply of visitor parking permits, for all Wards, at all times;

Note: Visitor parking permits may be obtained from the D.C. Department of Motor Vehicles Traffic Adjudication, Support Services, 95 M Street, S.W., by calling 202-729-7085. (See Attachment B).

2. Ensure that all personnel are informed that the only authorized visitor parking permit is the permit with the bar code (See Attachment A.) and, under no circumstances, shall an original permit be photocopied for subsequent issuance.

B. The member issuing a visitor parking permit shall:

1. Record in the appropriate log the following information:
 - a. Visitor parking permit number (bar code);
 - b. Eligible resident's name, address, and telephone number;
 - c. Visitor's motor vehicle tag number;
 - d. Ward in which the residential parking street is located;
 - e. Visitor parking permit issuance and expiration dates; and
 - f. His/her initials; and

2. Exercise sound judgment in issuing visitor parking permits in exceptional circumstances.

IV. CROSS REFERENCES

- A. General Order 303.08 (Reciprocity Concerning Non-Commercial Motor Vehicle Registration and Identification), dated February 7, 1983
- B. Title 18, D.C. Municipal Regulations (Vehicles and Traffic), Chapter 24, Sections 2414.1 through 2414.4 (2006)

V. ATTACHMENTS

1. Attachment A: Sample Visitor Parking Permit
2. Attachment B: List of D.C. Department of Motor Vehicle Locations
3. Attachment C: District and Ward Map

//SIGNED//
Cathy L. Lanier
Chief of Police

CLL:JAE:JGW:CWS:DEP:tb



GOVERNMENT OF THE DISTRICT OF COLUMBIA



VISITOR PARKING PERMIT

STATE:

VISITOR'S TAG NUMBER:

RESIDENTIAL PARKING AREA

Date of Issuance:

Expiration Date:

This visitor's parking permit is issued for residential parking by the _____ District of the DC Metropolitan Police Department.

District No. _____

Permit Number

Q7-



(Display in the lower left windshield)

MPD AUTHORIZING OFFICER

THIS VISITOR'S PARKING PERMIT IS VALID ONLY IN DESIGNATED RESIDENTIAL PERMIT PARKING AREAS IN THE ZONE NUMBER SHOWN ON THE FRONT.

THIS VEHICLE IS EXEMPT FROM THE TWO(S) HOUR PARKING RESTRICTIONS IN DESIGNATED AREAS. ALL OTHER POSTED PARKING REGULATIONS MUST BE OBSERVED.

THE TRANSFER, SALE OR MISUSE OF THIS PERMIT IS A VIOLATION SUBJECT TO A MAXIMUM OF \$300 FINE AND/OR 10 DAY IMPRISONMENT.

PLACE THIS PERMIT IN THE LOWER LEFT HAND CORNER (DRIVER'S SIDE) OF FRONT WINDSHIELD. FOR ADDITIONAL INFORMATION, CALL (202) 727-5000 or visit our website: "www.dmv.dc.gov."

To report waste, fraud, or abuse by any D.C. Government Office or Official, Call the D.C. Inspector General at 1-800-521-1639

(This is the reverse side of this Visitor's Parking Permit)

Rev. 07/06

Department of Motor Vehicles Service Locations

1. **301 C Street, N.W. Adjudication Services** (walk –in and scheduled hearings, ticket payments, boot and tow payments) and the Driver Improvement Office (driver license reinstatements and certified driver records) Hours of operation: Tuesday-Saturday 8:15 am-4:00 pm
2. **95 M Street, SW Motor Vehicle Services** (driver services, dealer services, temporary tags, driver license applications/duplicates, learner permit applications, identification card applications, medical review, disability placard & tags, vehicle titles/registration & tags, and reciprocity and temporary permits) Hours of Operation: Tuesday-Saturday 8:15 am-4:00 pm
3. **Penn Branch 3214 Pennsylvania Avenue, S.E.** Services available (vehicle titles/registration and tags, driver's license, learner permit and identification cards, medical, driver record, disability placards and tags and insurance) Hours of operation: Monday-Friday 8:15 am - 4:00 pm
4. **Brentwood Square 1233 Brentwood Road, N.E.** Services available (driver license, learner permit and identification card, medical, driver record, disability placards & tags, vehicle titles/registration & tags, insurance) Hours of operation: Monday-Friday 10:00 am-6:00 pm closed Saturday
5. **Brentwood Road test lot 1205 Brentwood Road, N.E.** Services available (non-commercial road test skills test {by appointment only}, international registration program, commercial driver's license services and transactions, commercial driver's license knowledge testing {CDL 8:15 am-2:00 pm only}, non-peak hours for CDL knowledge testing expedited service 8:15-10:00 am only) Hours of operation: Monday-Friday 8:15 am-4:00 pm call 202-727-5000 for an appointment
6. **Shops at Georgetown Park 3222 M Street, N.W.** Services available (driver license, learner permit and identification card, medical, driver record, disability placards & tags, vehicle titles/registration & tags, reciprocity and temporary permits, and insurance Hours of operation: Monday-Friday 8:15 am-4:00 pm closed Saturday
7. **2930 South Capitol Street, S.E.** Services available-commercial road test/ Skills test by appointment only Hours of Operation: Monday-Friday 8:15 am - 4:00 pm
8. **1001 Half Street, S.W.** Services available (vehicle inspection) Hours of operation: Monday-Friday 6:00 am-6:00 pm Saturday 7:00 am-3:00 pm 202-645-4300



District and Ward Boundaries

Metropolitan Police Department
Washington, DC
February 23, 2007



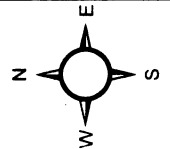
Research & Resource Development Division
Office of Organizational Development
Metropolitan Police Department
300 Indiana Avenue, Room 4152
Washington, DC 20001
202.727.4174 (p)
202.727.0826 (f)

Scale: 1:129,675

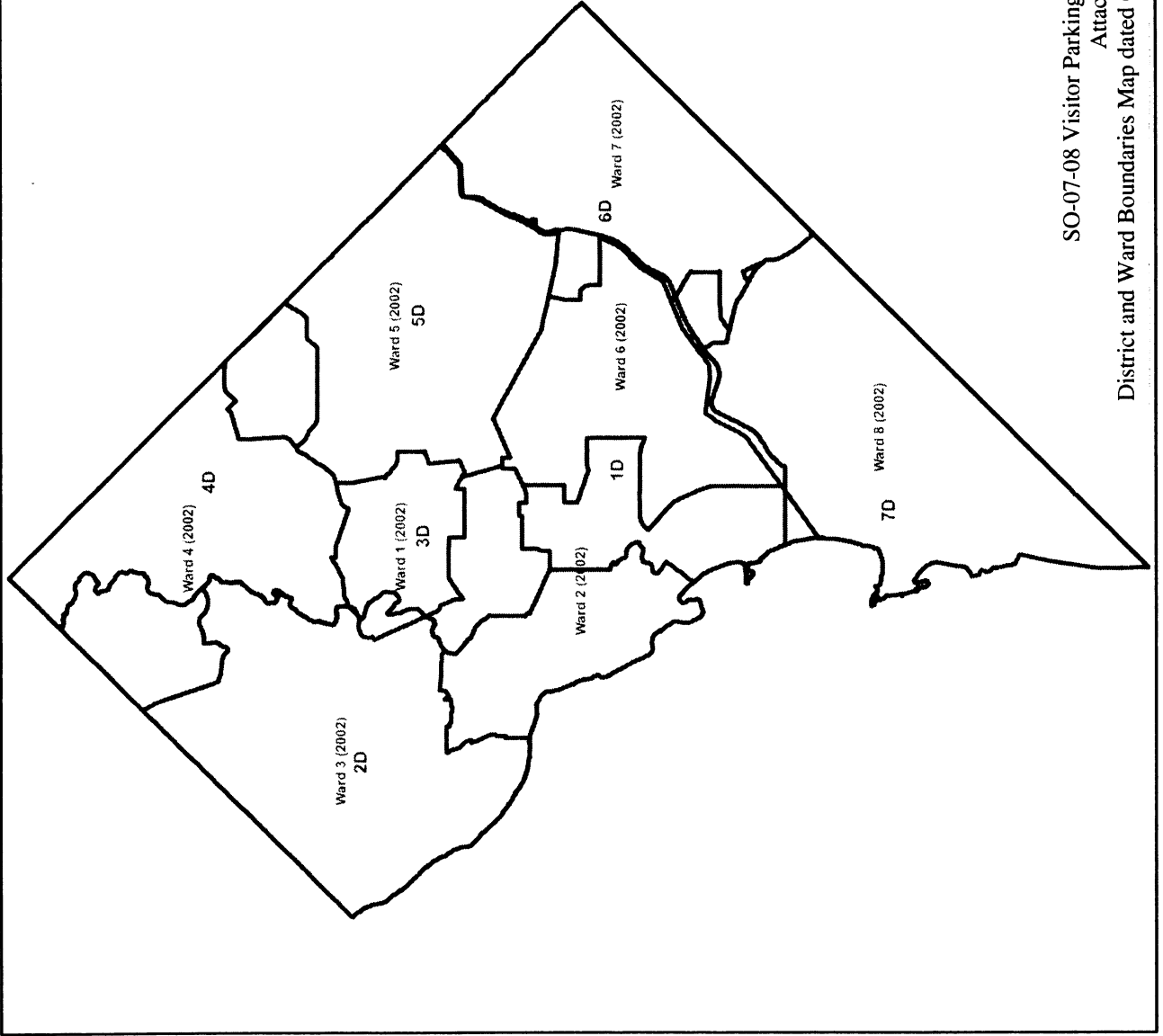


MAP ID: District & Ward Boundaries
Spatial Data Source: Office of the Chief Technology Officer (OCTO)
Crime Analyst: Sarah E. Hoyos, M.A.
Unit: Research & Resource Development Division
Date: February 23, 2007

Coord. System:
NAD_1983_StatePlane_Maryland_FIPS_1900



Information on this map is for illustration only. The user acknowledges and agrees that the use of this information is at the sole risk of the user. No endorsement, liability, or responsibility for information or opinions expressed are assumed or accepted by any agency of the District of Columbia Government.



LEGEND
□ Districts
□ Wards

SO-07-08 Visitor Parking Permits
Attachment C
District and Ward Boundaries Map dated 02/23/07