



Department of Tax Administration (DTA)
Personal Property & Business License Division
Requirements for Letters of Authorization
Personal Property (vehicle) Taxes

Any person or firm acting as an agent for a vehicle owner in Fairfax County must have a letter of authorization from the owner. No confidential information can be discussed or released to that person or firm without a letter of authorization. ([Va. Code § 58.1-3](#))

All letters of authorization must include the following:

1. The name of the person signing the letter must be printed below the signature. Owner contact information must be included.
2. The person signing the letter must be the owner of the vehicle.
3. All the properties to be represented must be listed and clearly identified:
 - a. Vehicle year, make and model
 - b. VIN
 - c. License plate number and State
4. The tax year(s) for which the authorization is to be granted needs to be specified.
5. Letters of authorization must be dated and notarized. Date cannot be more than 6 months old. Blanket letters of authorization, emailed or faxed copies will not be accepted; must be an original document mailed to:

Department of Tax Administration
Personal Property and Business License Division
12000 Government Center Parkway, Suite 261
Fairfax, Virginia 22035-0029

Please contact our office by email at dtappd@fairfaxcounty.gov, or by phone at 703-222-8234 with any questions.