



County of Fairfax
Residential Cut-Through Permit Program
Permit and Temporary Pass Application

To apply for a RCTP permit, you must be a resident of a permit-eligible address within a Permit Zone, and the legally registered owner or lessee of the vehicle. The vehicle must be properly registered with the Virginia Department of Motor Vehicle (DMV) at the permit-eligible address unless an exception (listed on Page 2) applies.

Payment: Fee of \$24 per permit is required with this form. Payment must be made my check, payable to County of Fairfax, and mailed or delivered in person to the Fairfax County Department of Transportation, 4050 Legato Road, Suite 400, Fairfax, VA 22033. To apply and pay online, visit <https://www.tocite.net/fairfaxcounty/portal/permit>.

Required Resident Information:

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

City/State/Zip _____

Driver's License # _____ State _____ Telephone # _____

Email Address _____

Exceptions (Check any that apply to your application (See Page 2 for more information):

____ Military ____ Full-Time Student ____ New Resident (moved from out of state) ____ New Car or Plate* ____ Diplomat

Permit for Vehicle 1: Is this vehicle leased? Y/N _____

VIN # _____ Plate # _____ State _____

Make _____ Model _____ Year _____

Permit for Vehicle 2: Is this vehicle leased? Y/N _____

VIN # _____ Plate # _____ State _____

Make _____ Model _____ Year _____

Permit for Vehicle 3: Is this vehicle leased? Y/N _____

VIN # _____ Plate # _____ State _____

Make _____ Model _____ Year _____

Total Number of Permits Requested: _____ x \$24 fee per permit = Total Application Fee _____

Resident Signature (Required): _____ **Date:** _____

Questions? 703-877-5600; DOTCTPermits@fairfaxcounty.gov

STAFF USE ONLY:

1: _____

2: _____

3: _____

Exp Date: _____

Exception Conditions: All categories require additional document to be submitted before a permit can be issued. FCDOT staff will follow-up by email for required document if not provided.

Active Duty Military:

Additional documentation is required:

- Copy of resident's current driver's license (out of state)
- Copy of current vehicle registration (out of state) to include VIN and plate number
- Verification of active duty and/or relocation (military orders)
- Copy of resident lease (only pages showing tenant names, move-in date and lease duration, landlord information, and contract signature (required) or mortgage/closing document (showing date address acquired) to confirm address

Full-Time Student:

Additional documentation is required:

- Copy of resident's current driver's license (out of state)
- Copy of current vehicle registration (out of state) to include VIN and plate number
- Verification of full-time enrollment during the **CURRENT** semester (document must show applicant's name, name of college or university, semester, and number of credit hours enrolled)
- Copy of resident's **CURRENT** lease (only pages showing occupant names and lease duration),
- Landlord contact information (email and phone)
- Any additional required documentation (e.g., Driver's Other's Vehicle form, etc.)

**New Resident Moved
from Outside of Virginia:**

Additional documentation is required:

- New Resident Temporary Permits are valid for 60 days and provided free of charge
- Copy of current driver's license (out of state)
- Copy of current vehicle registration (out of state) to include VIN and plate number
- Copy of resident's **CURRENT** lease (only pages showing occupant names and lease duration)
- Copy of lease (only pages showing tenant names, move-in date and lease duration, landlord information [email and phone], and contract signatures required) or mortgage/closing document (showing date address acquired) to confirm RCTP address

**Resident with New Vehicle/
New Plate:**

If resident has an existing permit and online account, they can update license plate information online. If there is no online account, resident must provide paper application and new vehicle registration.

- Fee is waived as no new permit is required for new license plates.
- If new vehicle, applicant must provide vehicle registration or temporary registration if vehicle has temporary plates.
- Permit fee is waived for vehicles with temporary plates and existing permit holders who have sold/traded permitted vehicle prior to October 31 of any calendar year.

**Resident Driving Company/
Government Vehicle:**

Additional documentation is required:

- Resident Driving Company or Government Vehicle Form
- Copy of the vehicle registration to include VIN and plate (if out of state)

Diplomat:

Additional documentation is required:

- Copy of driver's license issued by the U.S. Department of State
- Copy of current vehicle registration issued by the U.S. Department of State
- Copy of lease (only pages showing tenant names, move-in date and lease duration, landlord information, and contract signatures required) or mortgage/closing document (showing date address was acquired) to confirm address if different than address on driver's license and/or vehicle registration.