



**COUNTY OF HANOVER  
VOLUNTEER FIRE DEPARTMENT &  
RESCUE SQUAD SPECIAL  
CLASSIFICATION OF VEHICLES OWNED  
BY MEMBERS**



**BASIC GUIDELINES AND INSTRUCTIONS**

- The volunteer must complete the “**Certification Form For Special Classification Of Vehicles Owned By Members Of Volunteer Rescue Squads & Fire Departments**” and have the form signed by their volunteer district chief or the head of the volunteer rescue squad.
- The volunteer must return the form to the Commissioner of the Revenue by **January 31 of each year**. Forms may be returned in the following manner:

In person      Office of the Commissioner of the Revenue  
Wickham Building, Room 122

By mail          Commissioner of the Revenue  
P.O. Box 129  
Hanover, VA, 23069

By fax            (804) 365-6101

- Certification forms are available from the fire companies and rescue squads, from the Office of the Commissioner of the Revenue, or online at [www.co.hanover.va.us/comrevnu/default.htm](http://www.co.hanover.va.us/comrevnu/default.htm).
- Volunteer must be a member of the volunteer company or squad as of January 1 preceding December 31 when the certification is completed.
- The volunteer must be the registered owner or co-owner of the vehicle.
- One vehicle per volunteer is eligible. The vehicle must be used regularly by the volunteer to respond to calls and other duties as required by the volunteer organization.
- If the certified vehicle is traded in on a new vehicle during the year of certification, the volunteer must file a new certification form for the new vehicle in order to receive the special classification for that vehicle. The special classification will be removed from the original vehicle and placed on the new vehicle.
- The volunteer must notify the Commissioner of the Revenue if the decal is transferred during the year.

**Questions? Contact Carol Kaplan in the Office of the Commissioner of the Revenue at (804) 365-6129 or by email at [commissioner@co.hanover.va.us](mailto:commissioner@co.hanover.va.us).**

# COMMISSIONER OF THE REVENUE

POST OFFICE BOX 129  
HANOVER, VIRGINIA 23069  
www.co.hanover.va.us



OFFICE OF  
T. SCOTT HARRIS  
Commissioner

## CERTIFICATION FORM FOR SPECIAL CLASSIFICATION OF VEHICLES OWNED BY MEMBERS OF VOLUNTEER RESCUE SQUADS & FIRE DEPARTMENTS

### OWNER INFORMATION

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Owner \_\_\_\_\_

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Social Security Number \_\_\_\_\_

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Address \_\_\_\_\_

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Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### VEHICLE INFORMATION

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Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

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VIN \_\_\_\_\_

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Title # \_\_\_\_\_ License # \_\_\_\_\_

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Name of Co-owner \_\_\_\_\_

I hereby certify that I am a member of a volunteer rescue squad or volunteer fire department and that I routinely use the vehicle listed above to respond to calls.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CERTIFICATION OF SQUAD PRESIDENT/FIRE CHIEF

I certify that the above is a member of this organization in good standing and the vehicle listed was regularly used to respond to such calls or to perform other duties associated with their volunteer membership. I attest that the above individual meets the requirements of Section 22-71 of the Hanover County Code and is entitled to the special taxation privileges therein. I further affirm that this information is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Volunteer Organization \_\_\_\_\_

#### *For Office Use Only*

ACCOUNT #	CLASS CODE	MISC CODE	RECEIVED BY & DATE