



Town of Port Royal

Established 1744

“Behold Us Rising”

Dear Town Resident:

March 15, 2018

The Town of Port Royal, by Ordinance, requires that all motor vehicles registered in the Town of Port Royal must display a Town of Port Royal vehicle decal. Decals fees are due annually on April 15th.

If you already have a permanent decal issued by the Town, please fill out the form below and return to the Town of Port Royal along with a check or money order made payable to the Town of Port Royal. Please be sure to fill out all lines on the form. **The Town has a received a current listing of all registered in your name from the Department of Motor Vehicles. You must pay for each vehicle registered in the Town.*

If this is our first time obtaining a Town of Port Royal Decal, please fill out the appropriate boxes and return your form along with a check or money order made payable to the Town of Port Royal. A vehicle decal and receipt will be mailed to you from the Town Clerk’s Office.

If you have more than one vehicle you may use the reverse side of this paper to add additional vehicle information, or you may copy this form for additional vehicles.

- **Annual fee for each Vehicle: \$25.00 up to 4,000 pounds, \$30.00 in excess of 4000 pounds.**
- **Annual fee for each Motorcycle: \$18.00**

If you have any questions, please feel free to call me at 804-572-0194, or e-mail me at townofportroyal1744@gmail.com and I will be able to assist you. As always if you have already made remittance, please disregard this notice.

Thank you in advance for your payment!

Terri Harrison, Town Clerk

Vehicle Registered to: _____
 Address: _____
 Year of Vehicle: _____
 Vehicle Make _____ Model: _____
 Gross Weight: _____
 *Vehicle Decal Number _____

Vehicle Decal Number applies only to existing decal holders.

419 King Street Post Office Box 29, Port Royal, Virginia 22535 804-742-5331