



City of Richmond  
Department of Public Works  
Parking Division

**Dear Jackson Ward Resident,**

**Your current decal will expire on August 31, 2025.** It is now time to complete the 2025 Jackson Ward Parking application. Once completed, please allow 10 business days for the processing of your application. The following options are available:

**Mail:**

Completed applications with payments should be addressed to City of Richmond, Parking Division, 900 E. Broad Street, Room 102, Richmond, VA 23219. All checks should be made payable to the City of Richmond.

**Online:**

Apply for your permits online at <https://www.rva.gov/public-works/randolph-district>.

**City Hall:**

Applications and payments will be accepted at City Hall, Parking Division (Room 102); Monday through Friday from 8:00 a.m. to 5:00 p.m.

**Documents needed to process your application:**

1. Completed application
2. Driver's License (copy)
3. Homeowner's proof of ownership will be verified with the City Assessors records. If property is in a trust, proof of ownership will be required.
4. Renters must have a copy of their **signed lease and the permit application must be signed by the property owner or landlord. ON THE FRONT PAGE WITH PROPERTY ADDRESS AND LAST PAGE WITH SIGNATURE IS NECESSARY.**
5. Citizens and vehicles are required to be living and garaged at the address for which they are seeking a decal. Students using an address other than one in the City of Richmond must provide a copy of their full-time (12 credits or more) student schedule.

If you have additional questions regarding Randolph decals or the Restricted Parking Districts, please visit our website at <https://www.rva.gov/public-works/parking-enterprise>. Applications can also be downloaded at this location.