**Vehicle, Pet, and Weapons Registration:**

On 3 January 2012, MCB Quantico Vehicle Registration was relocated to the Welcome Center located in front of the new Russell Knox Building off Telegraph Road (just before the TBS Russell Road Gate). Registration Services will no longer be offered at the PMO on Main Side MCB Quantico.

**Directions:**

From interstate 95 southbound take exit 148 and bare right onto Russell Road. Take Russell Road for about 1.5 miles then turn left onto Tallmadge Road. Proceed through the next light to the Visitor Control Center (VCC) on the right-hand side, building # 27130A. If travelling North bound on 95, take exit 148 and vere left onto Russell Road. Follow to next traffic light and turn left onto Tallmadge Road. Proceed through the next light to the VCC on the right hand side.

Hours of Operation: 0700 - 1530.

The address is:

27130a Telegraph Road

MCB Quantico, VA 22485

The phone number is: 703-432-7375

**Vehicle Registration:**

To obtain Department of Defense (DD Form 2220) individuals will be required to provide the following items:

1. Identification. A valid form of identification

2. Driver’s License. Not necessary for vehicles owned, rented, or leased by businesses, partnerships, or corporations when the person registering the vehicle is a business owner as described above.

3. Registration. The owner must provide the registration for the vehicle(s) in the name of the owner or the company registering the vehicle. For rented/leased vehicles, the rental/lease agreement will be used for this purpose.

4. Insurance. The owner must provide proof of insurance by use of an insurance card or policy that states the name of the company and the policy number. The owner must sign a certification to the continuing possession of motor vehicle liability insurance coverage that conforms, at least, to the minimum limits prescribed by the laws of the Commonwealth of Virginia for the type vehicle/business being conducted.

5. Driver Improvement Completion. Military personnel under the age of 26 must provide evidence of completion of the Driver Improvement Course. Second lieutenants under the age of 26 attending The Basic School must complete the Driver Improvement Course within 90 days from graduating Officer Candidates School. Evidence consists of either a course completion card/certificate or a letter from their commanding officer or designated "By direction" representative verifying that the individual’s service record indicates completion of the Driver Improvement Course.

6. Vehicle Safety Inspection. The owner must provide a certificate of completion of a safety and mechanical vehicle inspection within the previous 12 months by the state in which the vehicle is registered. If the state or jurisdiction of registry does not require a motor vehicle safety and mechanical inspection, this provision shall not apply. Unit commanders shall retain the right to require vehicle inspections for those Marines preparing to travel out-of-bounds.

**Registration of Motorcycle.** All registration requirements in paragraph 2003 apply. In order to register a motorcycle, the owner must comply with the following additional requirements:

1. Permanent Registration. This type of registration must be affixed to the left front fork of the motorcycle.

2. Temporary Registration. This type of registration can be affixed to the left front fork of the motorcycle, or carried in the possession of the owner.

3. Operator’s Permit/License. Possess a valid motorcycle operator’s permit or a driver’s license indicating that they are authorized to operate a two-wheeled cycle. If licensed by a state that does not require either a motorcycle operator’s license or an endorsement on the motor vehicle driver’s license, the registrant and/or operator must obtain a Commonwealth of Virginia driver’s permit annotated as approved and licensed to drive a motorcycle.

4. Safety Course. All military personnel, retirees, civilians, and contractors will provide evidence of completion of a Motorcycle Safety Foundation Training, by either presenting a course completion certificate/card or letter from their commanding officer certifying that the service record contains proof of completion of an approved Motorcycle Defensive Driving Course per reference (b).

**ALL ABOVE DESCRIBED REQUIRED DOCUMENTS WILL BE PRESENT AND VERIFIED PRIOR TO ISSUANCE OF A PERMANENT DOD DECAL THERE ARE “NO EXCEPTIONS”**



Guest Pass. A paper pass is taped to the inside of the windshield at the top and centered behind the rear view mirror. It is issued to bona fide houseguests of MCB residents. The authorized dates will coincide with the period that the bona fide guest will reside in the quarters, but will not exceed the period authorized under the terms of the lease entered into with Lincoln Military Housing.

Visitor Pass. A paper pass may occasionally be issued by military police at an entrance gate upon presentation of a driver’s license and vehicle registration. It is valid only on the day issued and for the purpose requested. This pass is displayed on the vehicle dashboard in front of the driver, throughout the time that the vehicle is on MCB. It is surrendered upon exit from the base. Motor vehicle owners/operators may not use repetitive visitor passes to avoid

the registration requirement of their vehicles.

Contractor Pass. A paper pass is issued for contractors, their business vehicles, and privately-owned vehicles of their employees in the performance of a contract on this base (e.g., construction and repairs) when the duration is expected to be less than 1 year and the employees are not issued government identification cards. This pass is displayed on the vehicle dashboard in front of the driver.

Special Events Pass. A paper pass issued to visitors that may take any shape or form to best suit a special event. It is displayed on the vehicle dashboard in front of the driver. This type of pass is intended for official events of short duration where registration of vehicles, or delay at gates to issue a standard visitor’s pass would present an undue or unnecessary administrative burden (e.g., parades, ceremonies, and conferences 1-5 days in length). Any organization or activity on the base planning special events should coordinate in advance with the Provost Marshal Office to obtain special passes.

For further information on Vehicle Registration, please refer to:

**[](../Marine%20Corps%20Base%20Orders/MOTOR_VEHICLE_TRAFFIC_SUPERVISION_05560_2D.pdf)**

**Personal Weapons Registration:**

All privately owned weapons stored aboard MCBQ must be registered with the Provost Marshal’s Office (PMO). Registration of privately owned weapons shall be completed within 10 working days of initially bringing them on to Base. Registration shall be completed using Enclosure 2 (Refer to MARINE CORPS BASE ORDER 8000.1B), and then submitted to the PMO Vehicle, Pet and Weapons Registration Office located at the Russell Know Building, Visitors Control Center (23170A Tallmadge Rd). Personnel of the rank of Sergeant (E-5) and below must have their registration form, enclosure (2) signed by their commanding officer. Weapons requiring registration include all firearms, bows, crossbows, and BB and pellet guns. As Part of the weapons registration process, PMO shall require that all individuals registering weapons, sign the Privately Owned Weapons Acknowledgement Form (enclosure 3). Individuals who purchase a weapon at the Marine Corps Exchange (MCX) on MCBQ, are required to review the MCBQ Regulations for Privately Owned Weapons (enclose 2), prior to being allowed to complete the weapons transaction. Individuals applying for a MCBQ hunting license are required to review the MCBQ regulation for Privately Owned Weapons (enclosure 2), prior to being issued a hunting license.

For further information on Weapons Registration, please refer to:

[](../Marine%20Corps%20Base%20Orders/MCBO_8000.1B_-_CONTROL_AND_USE_OF_PRIVATELY_OWNED_WEAPONS_FIREARMS_AMMUNITION_EXPLOSIVES_FIREWORKS_AND_PYROTECHNICS.pdf)

**Pet Registration:**

All dogs and cats must be registered at the Vehicle Registration Office, Provost Marshal's Office (PMO), Bldg 2043,

Barnett Ave, Quantico, VA. Proof of registration must be submitted to the local Family Housing Office, prior to entry into family housing units. Proof of current required rabies vaccination pursuant to Virginia state law and evidence of the animal’s breed from a licensed civilian veterinarian or formal breed identification (e.g., certification by a civilian organization such as the American Kennel Club) are required in order to register the animal. The Base Veterinarian Clinic will not perform Breed Determinations. In the case of pets that are less than 4 months of age, the pet will be registered contingent upon vaccination information being provided to the Vehicle Registration Office, PMO, before the animal reaches the age of 5 months. The Vehicle Registration Office will not register any animal that does not meet the guidelines of this Order.

For further information on Pet Registration, please refer to:

[](../Marine%20Corps%20Base%20Orders/CONTROL_OF_PETS_10570.pdf)

[**Prohibited Breeds**- These breeds are identified as Pit Bulls, Rottweiler, canine/wolf hybrids, or any canine breed with a dominant trait of aggression that are not permitted aboard Marine Corps Base Quantico. If there are any questions please refer to MCBQ Order 10570.2D Ch1.](http://www.quantico.marines.mil/Portals/147/Docs/Resources/MOTOR%20VEHICLE%20TRAFFIC%20SUPERVISION_05560_2D.pdf)