



# COMMONWEALTH of VIRGINIA

Department of Motor Vehicles  
2300 West Broad Street

Richard D. Holcomb  
Commissioner

Post Office Box 27412  
Richmond, VA 23269-0001

September 11, 2019

Larry Mendoza, Virginia State Director  
American Atheists, Inc.  
Via email: lmedoza@atheists.org

Dear Mr. Mendoza:

This letter is in response to your request to use areas outside of certain Department of Motor Vehicles' (DMV) Customer Service Centers (CSCs). DMV currently permits the circulation of petitions, the dissemination of information, and voter registration activities on the sidewalks outside of its CSCs provided that individuals and organizations do not hinder the agency's business or service delivery to DMV customers. I understand you wish to set up an informational table at the CSCs listed below on Saturday, September 21, 2019, during normal operating hours.

## Hampton CSC

## West Henrico CSC

I hereby grant your request to set up an informational table at the **listed CSCs on Saturday, September 21, 2019, during normal operating hours**. Normal operating hours for these CSCs 8:00 a.m. to 12:00 p.m. on Saturday. This letter does not authorize activities by your group when these offices are closed. Closures may be the result of scheduled state or federal holidays, which may include additional days granted by the Governor, or emergency closures.

While I approve your request to set up an informational table outside the specified CSCs, I request that your organization and any individuals assisting your organization in this endeavor follow these guidelines:

- (i) Do not obstruct or in any way block entrances and exits to the DMV CSC;
- (ii) Do not impede DMV customers from transacting business or obtaining government services;
- (iii) Do not harass or intimidate DMV customers; and
- (iv) Clean up after yourselves—your organization and any individuals assisting your organization are responsible for picking up and disposing of any discarded information or materials you distributed from the DMV parking lot and grounds.

Failure to follow any of these guidelines may result in termination of your access to DMV facilities and/or refusal to grant a new permit in the future.

American Atheists, Inc.

Approval for the Hampton and West Henrico CSC

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At least one day in advance, please advise the managers at the CSCs of your planned activities. Bring a copy of this letter with you; and, upon arrival at the CSCs, please coordinate your presence and location with the manager to ensure that our customers have safe and unhindered access to DMV facilities. Following are the names of the managers and the addresses of the CSCs where you have indicated you would like to set up an informational table. The phone number for all CSCs is (804) 497-7100.

Hampton CSC:  
Pamela Autry, Manager  
8109 Roanoke Avenue  
Hampton, Virginia 23605

West Henrico CSC:  
Tiara Carlisle, Manager  
9237 Quioccasin Road  
Richmond, Virginia 23229

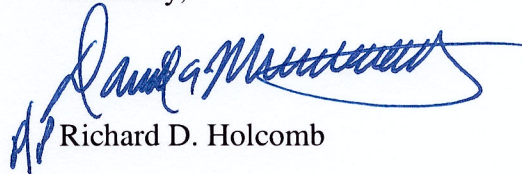
Please note that DMV does not control the properties on which DMV Select offices are operated and cannot grant permission to use areas outside of those offices, which may be privately owned and operated. Should you wish to conduct your activities outside of a DMV Select office, you will be required to contact the applicable DMV Select Agent directly. Location and contact information for all DMV Selects is available on our website, [www.dmvNow.com](http://www.dmvNow.com).

Since DMV is a government agency, our approval of this and other similar requests does not constitute an endorsement, approval or recommendation by DMV, the agency's employees or the Commonwealth of Virginia, of any candidate, political issue, or organizational activity. Please note that this approval is limited to the dates, times, and locations listed above. You must submit a separate request for access to DMV facilities outside the date, time, and location above.

While this approval is only for one day and expires on September 21, 2019, you may request to renew or extend the approval. Subsequent approvals will be based upon compliance with state law as well as guidelines set out by DMV.

Thank you for your cooperation in this matter.

Sincerely,



Richard D. Holcomb

RDH:mdm