














## **Departmental Hang Tag Permit Request Form**

### **Guidelines for the Issuance and Use of Departmental Permits**

Departments are eligible to apply for and purchase hang tag permits to be used for departmental purposes only. Further, the following guidelines are applicable to the purchase and use of such permits:

-  An employee from your department on the departmental authorization list (DAL) must be included on the request form for permits, as well as an assigned designee. The request form must be completed and submitted to UCF Parking and Transportation Services by the employee on the DAL each time a request for a permit is made. Please forward this completed form to Tracie Saunders via email, fax, or intercampus mail.
-  *The assigned designee is the individual with your department that arranges the permit request(s), processing, and pick-up, as well as serve as the main point-of-contact regarding any issues with the use of said permit(s).*
-  The Parking Permit Application (page 2) must be completed and submitted with these guidelines.
-  It is your department's responsibility to disseminate any relevant parking information to all constituents utilizing a departmental permit to park on UCF's campus. Departmental permit holders must comply with all parking regulations as set forth in UCF Parking and Transportation Services' regulations - <http://parking.ucf.edu/regulations/>. (Please contact Parking and Transportation Services if you need any assistance with parking information.)
-  To be valid, permits must be properly and clearly displayed when parking on UCF's campus, as well as be parked in the appropriate, assigned parking designation. Any vehicle not properly displaying a valid permit is subject to receiving a citation.
-  *Reserved (AT) hang tags are only valid in the department's approved reserved space, or any other faculty, staff or student lot, unless otherwise specified. Reserved spaces are approved by the UCF Parking and Transportation Advisory Committee.*
-  *Staff (CT) hang tags are only valid in staff 'C' parking lots, unless otherwise specified.*
-  *Vendor (V) hang tags are only valid in service spaces, as well as staff and student lots.*
-  *Some of these other lots contain other reserved spaces, service spaces, and other restricted spaces, which require the appropriate parking credentials.*
-  Departmental permits purchased by departments may not be purchased for the sole use of any specified UCF students, staff, and/or faculty member.
-  UCF Parking and Transportation Services reserves the right to limit the quantity of permits that a department may purchase, and may deny any request due to departmental abuse of these established guidelines.
-  Any lost or stolen permit should be reported to UCF Parking and Transportation Services immediately.
-  Permits are not available for a mail-out option – pick-up only, please.

### **Permit Options & Prices**

Permit Type	One Semester Price	Multi-Semester Price
Reserved – AT	\$514.79	\$1,029.58
Staff – CT	\$95.03	\$190.06
	<b>Monthly</b>	<b>Annual</b>
Vendor - V	\$47.89	\$478.87

*\*For any questions, please contact Tracie Saunders – E: [Tracie.Saunders@ucf.edu](mailto:Tracie.Saunders@ucf.edu) P: 407.823.0428 F: 407.823.6715*

# UCF Parking Permit Application

Name on Department Authorization List			Designee/Contact Phone Number	
Department and +4			Department Email	PID/EMPLID
License Plate	State	Year	Make	Vehicle Color
Permit Requested, w/ total number of permits & how many semesters				
Reserved (AT) – 1-Semester		Price: \$514.79	Quantity:	Total Price:
Reserved (AT) – Multi-Semester		Price: \$1,029.58	Quantity:	Total Price:
Staff (CT) – 1-Semester		Price: \$95.03	Quantity:	Total Price:
Staff (CT) – Multi-Semester		Price: \$190.06	Quantity:	Total Price:
Vendor – One Month		Price: \$47.89	Quantity:	Total Price:
Vendor - Annual		Price: \$478.87	Quantity:	Total Price:
Other, approved permit		Price: \$	Quantity:	Total Price:
				<b>Grand Total:</b>
Date Requested			Date Needed	
Department # to be charged		Amount	Department # to be charged	
			*Above fields only need to be filled out if paying with multiple department #'s	
Office Use Only				
Order #:				
Permit #(s):				
JID/Receipt #:				

**I have read and understand the “Guidelines for the Issuance and Use of Departmental Permits” and agree to abide by the contents therein; furthermore, I confirm that I am on my department’s authorization list.**

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Name/Signature in Acknowledgement:

