

Departmental Visitor Parking Permit Request Form

UCF Parking and Transportation Services offers departments an option to purchase parking permits for visitors at an exclusive rate of \$3.00. This rate helps facilitate parking accommodations for special guests of the university, as permits are required to park on campus.

- An employee from the requesting department on the Departmental Authorization List (DAL) must fill out the request form to purchase visitor parking permits, as well as an assigned designee. Please note that with each request for permits, a form must be completed. Forms may be submitted to Tracie Saunders via email, fax or intercampus mail.
- Students, staff and faculty are not eligible to use these visitor permits, nor can these permits be used for events such as UCF Athletic events and arena events. Misuse of these permits will subject violators to a citation and vehicle immobilization as well the ineligibility of the discounted rate for the department to receive on future purchases.
- Visitor permits are only valid when they are clearly displayed on the vehicle’s rearview mirror or dashboard with the corresponding month, date and year scratched off matching the current date of use. Displaying the permit in any alternate manner outside of these guidelines will subject the user to a citation.
- Sponsored parking permits are only valid in green (D) student spaces in designated lots and garages. After 5:30PM, these permits may be used in red (B) and blue (C) permit spaces.
- It is the sponsoring department’s responsibility to share parking information and instructions on using the issued parking permits to visitors and guests
- Discounted parking permits cannot be resold by a department under any circumstances.
- UCF Parking and Transportation Services reserves the right to limit the quantity of permits that the department is requesting to purchase.
- Please note that there are no refunds or exchanges for unused or expired permits.

(above) Name: Departmental Authorization List Name of Designee and Contact Phone #

Sponsoring Dept Name: Department Account #:

Date Requested: Date Needed:

of Permits: Reason/Intended Use:



I have reviewed the above and agree to the established guidelines; furthermore, I confirm that I am on my department’s DAL list.

Name/Signature in Acknowledgement: Date:

**For any questions, please contact Tracie Saunders – E: Tracie.Saunders@ucf.edu P: 407.823.0428 F: 407.823.6715*