

Temporary Parking Permit Request

PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY

Please note Temporary permits are contingent upon approval by Virginia Tech Parking Services staff and management.

Name	Hokie Passport No.	Date
Home Address (Street)	(City, State)	(Zip Code)
Home Phone Number	Work Phone Number	Email Address

Departmental Loading Permits must be requested by the Department.

Department	Department Mail Code
Contact Person	Contact Phone Number
Starting or Hire Date	Signature of Department Head

Your permit will be ready to be picked up in 4 business days. All Permits that are not picked up within 30 days will be destroyed.

Please Check the Kind of Permit Requested	<input type="checkbox"/> Departmental Loading	<input type="checkbox"/> New Employee	<input type="checkbox"/> Special Use	<input type="checkbox"/> Temporary Medical Disability	<input type="checkbox"/> Replacement (\$5)
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Reason and Length of Time the Permit is Needed (Include the exact times and dates needed when requesting a Departmental Loading or Special Use permit.)

A Virginia Tech Parking Permit needs to be displayed along with all of these permits except the New Employee.

Vehicle Information	License Plate	State	Vehicle Make	Vehicle Model	Color	Year

I certify that the information provided on this form is correct to the best of my knowledge. I also understand that the misuse, resale, fabrication, alteration, and unauthorized transfer of this permit is illegal and may result in a \$110 fine. There will be a \$5 charge on all replacements. For any information or status changes, I will contact Parking Services so that they can make any corrections to my permit or file.

Signature _____
Date

For Parking Services' Office Use Only

Permit Number

Date Received	Taken By	Banner Checked?	Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Faculty/Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved			Denied			
Expiration Date	Lot Restrictions		Time Restrictions		Date Issued	
Replacement \$5	Check #	Cash	Hokie Passport	Visa	MasterCard	
Picked Up By			Date			