

The University of Georgia  
 Parking Services Department  
**Departmental Permit Application Form**

Section 1 – Customer Information

Department \_\_\_\_\_

3 Digit Department Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Section 2 – Permit Request

*For office use only*

	Quantity	Unit Cost	Total Cost	Number on Permit(s) Issued	
Departmental Pass <ul style="list-style-type: none"> <li>• Must be displayed with current UGA permit.</li> </ul>					
Off Campus Permit					
Replacement Fee				Lost Permit Number:	

Total Fee: \_\_\_\_\_

Section 3 – Payment

Cash  Check  Charge
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Charge To Department

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Departmental permits allow short-term parking for authorized personnel on official university business when they need to use a lot that is outside of their permit zone. The DP is only valid when used in conjunction with a regular UGA permit. The DP is only valid in regular spaces that are available to a permit holder for that lot. Up to two permits per department may be purchased with a Departmental Permit Application Form using a departmental account number. A request for additional DP's must be addressed to the Parking Services manager.

The DP is not valid in the following:

- |                            |                                     |
|----------------------------|-------------------------------------|
| a) N04, N05, E09, E20, E21 | f) Pay-by-Space                     |
| b) Tate Center Deck        | g) Designated Patient/Client Spaces |
| c) Fire Lanes              | h) Customer Parking Spaces          |
| d) Reserved Spaces         | i) Visitor Spaces                   |
| e) State Vehicle Spaces    |                                     |

I have read the guidelines for the permit(s) I am purchasing. I understand that as the caretaker of the permit(s) for my department, I am responsible for ensuring the permit(s) is/are used correctly and that fraudulent use of the permit(s) may result in revocation and/or suspension or parking privileges. I have been granted the authority to charge the permit(s) to the account listed.

Signature (Ordered By) \_\_\_\_\_

_____ Signature of Courier	_____ Rec Number	_____ Bulk	_____ Cust #
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