



PARKING APPLICATION

INACCURATE OR INCOMPLETE INFORMATION COULD DELAY THE ISSUANCE OF YOUR PERMIT
(PLEASE PRINT LEGIBLY)

EMPLOYEE ID NUMBER _____ NAME _____
LAST FIRST MI

HOME ADDRESS _____
NO. STREET CITY STATE ZIP

DEPARTMENT _____ CAMPUS ADDRESS _____

CAMPUS EXTENSION _____ UC POSITION _____

BARGAINING UNIT (IF ANY) _____ HOME PHONE _____

MAKE & MODEL OF CAR _____ YEAR _____ COLOR _____ LIC. PLATE _____ STATE _____

ALTERNATIVE CAR 1 _____ YEAR _____ COLOR _____ LIC. PLATE _____ STATE _____

ALTERNATIVE CAR 2 _____ YEAR _____ COLOR _____ LIC. PLATE _____ STATE _____

PARKING POLICIES - READ AND INITIAL EACH ITEM

_____ 1. **PARK AT YOUR OWN RISK.** The Regents of The University of California shall not be responsible for any loss or damage to bicycles or motor vehicles or to any property contained therein for any cause whatsoever, while such bicycles or vehicles are parked on University property.

_____ 2. **PERMIT OR PROXIMITY CARD REPLACEMENT:** A \$20.00 fee is assessed for proximity cards that must be replaced due to loss, damage (including defacement), or are not returned. There is also a \$20.00 fee for permit replacement.

_____ 3. **PERMIT FEES and CHARGES:** Permit charges are based upon your possession of a permit and/or access card, **even if it is not being used.**

_____ 4. **REFUNDS for parking fees can be made only from the date the permit is returned to the Parking Office** (in person or via postmarked mail to the Parking Office).

_____ 5. You may temporarily cancel your parking permit if you will be on leave (excluding vacation) over 30 “working” days. Your access card and permit must be returned for the duration of your leave.

_____ 6. A permit holder may not “store” their vehicle in any UCSF parking facility. **VEHICLES PARKED IN EXCESS OF 72 HOURS WILL BE CITED AND TOWED.**

_____ 7. **If you forget your permit for a day or if it is lost or stolen, you must complete an online permit exception form when parking.** The online form is available here: myparking.ucsf.edu (mobile device friendly). Notify us immediately of a lost or stolen permit.

_____ 8. **PARKING PERMITS ARE NON-TRANSFERABLE**, including family members, such as, but not limited to spouse, sibling, or children. Carpooling is allowed, so long as the permit customer is in the vehicle when the vehicle is parked and retrieved.

By submission of this application, I agree to abide by all UCSF Parking Policies.

Signature _____ Date _____

APPROVED PERMIT TYPE:	RECHARGE INFORMATION:
APPROVAL SIGNATURE:	FUND _____ DEPT ID _____ PROJ ID _____ FUNCTION _____ FLEXFIELD _____