

New APP _____ Update _____ Renewal _____ Enter ICTS _____ File _____ Other _____



Fleet Permit Confirmation Form

Permit Year _____

Fill in and print out this form. Submit this form with your original signature.

(Please print)

DEPARTMENT _____ BUREAU/DIVISION/SECTION _____

I have received a copy of the Parking Rules issued by the Commute Options and Parking Section (COPS) and understand that I must abide by these rules. My parking permit/keycard and all parking privileges may be revoked or suspended for a minimum of one year if I fail to follow these rules, or fail to inform COPS of any of the following changes:

- a. Work Location (includes transfer to DWP)
- b. Work Schedule or Telephone Number
- c. Employment Status: Leaves of Absence (e.g. personal, family, maternity or IOD)
- d. Vehicle(s) added or deleted and License Plate(s) or Number(s)

Note: Changes may require the permit/keycard to be returned to COPS.

I understand that I am responsible for all permit(s)/keycard(s) for each fleet car listed on this confirmation form. Any parking permit/keycard may not be transferred or used in a vehicle not listed on this form. When a parking permit/keycard is lost or stolen, I am responsible for notifying the Commute Options and Parking Section (COPS) office immediately. I must file a lost or stolen report. I understand that there is a fee involved to replace the permit/keycard.

Signature _____ Date _____

For Office Use Only

LOT# _____ EXPIRES _____ COPS STAFF INITIALS _____

please complete the reverse side

FLEET PARKING PERMIT/KEYCARD RENEWAL

Permit Year _____

Please provide the following information:

1. Name of Parking Coordinator _____

2. Telephone Number _____

3. Alternate Telephone Number _____

4. List all fleet vehicle(s).

License No.	Make/Year	Shop Number	Permit/Decal	Flt ID # (for COPS use only)

Attach a separate form for additional vehicles.

5. Name of Department or Payroll Fund No. _____

6. Work Address _____

7. Room No. _____ Mail Stop No. _____

8. Groupwise email address _____