

Top Line For Office Use Only:	Department Name	Bureau/Division/Section/Unit	ICTS Status Code	Staff Initials	Staff Processing Date
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# FLEET VEHICLE PARKING APPLICATION

Fill in and print out this form.



**For information, please call  
(213) 978-1655.**

**FAILURE TO COMPLETE ALL ITEMS WILL RESULT IN DELAYS.**

Application Date		Department Name	Bureau/Division/Section/Unit		
Fleet Car(s) Coordinator		Class Title	Work Shift (4/10, 5/40, 9/80, etc)		
Start Time	End Time	Work Address: Building Name or Street Address	Room Number	Mail Stop	

Work Telephone Number	Alternate Telephone Number	Groupwise E-mail Address
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**Vehicle(s)**

Car #1	Vehicle License Number	Year/Make/Model			Shop Number	
	This Line Is For Office Use Only	Fleet ID Number	Permit/Keycard #	Decal #	Lot #	Expiration Date
Car #2	Vehicle License Number	Year/Make/Model			Shop Number	
	This Line Is For Office Use Only	Fleet ID Number	Permit/Keycard #	Decal #	Lot #	Expiration Date
Car #3	Vehicle License Number	Year/Make/Model			Shop Number	
	This Line Is For Office Use Only	Fleet ID Number	Permit/Keycard #	Decal #	Lot #	Expiration Date
Car #4	Vehicle License Number	Year/Make/Model			Shop Number	
	This Line Is For Office Use Only	Fleet ID Number	Permit/Keycard #	Decal #	Lot #	Expiration Date

All fleet vehicle information must be renewed with Commute Options and Parking Section (COPS) annually. However, any changes (i.e. deletion of a vehicle, exchange of a vehicle with another vehicle, etc.) which occurs prior to the renewal period must be reported to COPS in a timely manner.

Fleet Car(s) Coordinator Signature	Date
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