

# Temporary Parking Permit Request Form

Please return completed form to SUPD via interoffice mail Attn: Karina Bordas, via email to [kbarr@shepherd.edu](mailto:kbarr@shepherd.edu), or in person during business hours.

Employee Name \_\_\_\_\_

Department \_\_\_\_\_ Extension \_\_\_\_\_

## Visitor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_

Purpose of Visit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Stay \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parking Pass Delivery Preference (check one): \_\_\_\_\_ interoffice mail \_\_\_\_\_ pick up at SUPD

*All temporary parking pass requests must be made no less than **2 business days prior** to visitor arrival. Passes can be sent via interoffice mail or picked up in office during business hours.*

*Forms must be complete for processing.*

*Passes are to be hung from the rearview mirror of the vehicle facing out and parked in the indicated area.*

*If a visitor fails to register his vehicle he may receive a parking citation.*