How to Request Department Visitor Parking Permits at the Alexandria Campus

Departments located at the Alexandria campus may request up to 25 Department Visitor Parking Permits at a time. These will expire on 8/31 of each year. To obtain visitor permits for your department, follow these steps:

1. **Complete the Online Google Form**
   Access the Google Form by clicking here.
2. **Departmental Certification Form**
   - Complete the Departmental Certification Form and email it to parking@vt.edu
   - The Controller's Office, in collaboration with Parking Services, has introduced a new Departmental Parking Payment Certification Form for departmental purchases of visitor permits, event spaces, leasing, and other services acquired through Transportation Services.
   - This form replaces the previous approval process required by the Controller's Office.
   - Refer to **Procedure 90200: Departmental Parking Payment** for detailed requirements and step-by-step instructions for obtaining Transportation Services.
3. **Submit a HokieMart Transaction**
   - Process a HokieMart transaction for the amount due.
   - Each Department Visitor Permit costs $20 and allows parking for one day.
   - Payment must be received before the permit(s) can be processed and released.
4. **Allow Processing Time**
   - Allow 7-10 business days for processing after submitting all required documentation.
5. **Confirmation and Pickup**
   - Due to the large volume of requests, once payment is received we do ask for a minimum of 7-10 business days to process the permits.
   - Once permits are processed, you will receive a confirmation email from Parking Services.
   - Permits must be picked up at the Camelot office, located on Level 2, Suite 2600 of Academic Building One in Alexandria.
   - Bring a valid photo ID for pickup.

Department Visitor Parking Information

To ensure proper use of department visitor permits, follow these guidelines:

- **Eligibility Restrictions**
  Department visitor permits cannot be issued to students, faculty, staff, or businesses, vendors, or contractors performing work or providing services in the building.
- **Valid Parking Locations**
  - Permits are valid only in the two surface lots on the Alexandria Campus.
  - Permits are **not valid** in the Parking Garage.

- **Display Requirements**
  Permits must be legally displayed and visible at all times.
- **Single-Day Validity**
  Each permit is valid for a single day only. The issue and expiration dates must be the same.
- **Log Maintenance-will be attached to the confirmation email.**
  Departments must maintain a log of issued permits, including:
    - Department visitor permit number
    - Customer name
    - License plate number
    - Contact information

  Once all permits have been issued, send the completed log to Parking Services. Scanned logs can be emailed to **parking@vt.edu**.

By adhering to these procedures and guidelines, departments can efficiently manage visitor parking while maintaining compliance with university and state policies.

Current as of 1/15/2025