



TEMPORARY PARKING PERMIT REQUEST

Temporary permits are contingent upon approval of Virginia Tech Parking and Transportation staff and management.

PERSONAL INFORMATION (please print)

Hokie Passport No.	Name	Date	
Home Address	City	State	Zip Code
Email	Work Phone	Home Phone	Cell Phone
Department Loading Permits must be requested by the department.			
Department	Starting Date	Contact Person	Contact Person Phone No.

Signature of Department Head

Your permit will be ready to be picked up in five business days. All permits that are not picked up within 30 days will be destroyed.

PLEASE CHECK THE KIND OF PERMIT REQUESTED

☐ Departmental Loading ☐ Special Use ☐ Temporary Medical Disability ☐ Replacement (\$5)

REASON AND LENGTH OF TIME THE PERMIT IS NEEDED

(Include the class, lab, and office hours that this permit is needed for. No more than three days)

VEHICLE INFORMATION

A Virginia Tech parking permit needs to be displayed in addition to this permit, except the new employee permit.

	License Plate	State	Make	Model	Color	Year
Vehicle 1						
Vehicle 2						
Vehicle 3						

I certify that the information provided on this form is correct to the best of my knowledge. I also understand that the misuse, resale, fabrication, alteration, and unauthorized transfer of this permit is illegal and may result in an unauthorized use fine. For any information or status changes, I will contact Parking and Transportation so that they can make any corrections to my permit or file.

I understand that I am responsible for obtaining and familiarizing myself with Virginia Tech's Parking Rules & Regulations, and by my signature below agree to abide by them. I also understand that I am responsible for any fines or fees associated with this permit or the vehicle to which it is attached, and that non-payment of any fines or fees could result in the immobilization or towing of my vehicle and/or deactivation of my permit.

Signature

Date

FOR OFFICE USE ONLY

☐ Student ☐ Faculty/Staff

Permit Number	Date Received	Taken By	
Banner Checked	Expiration Date	Lot Restrictions	Time Restrictions
Date Issued	Picked Up By	Date	