

## POLICE DEPARTMENT

## TEMPORARY PARKING PERMIT REQUEST FORM

Temporary employees (e.g., provisionals, professional experts, contractors, etc.) must be issued virtual parking permits by the Police Department. Guest speakers may be issued temporary permits only for the day(s) they are to be present on campus. Student workers are not eligible for staff parking and are required to purchase student parking permits

Department supervisors may use this form for their convenience in requesting virtual parking permits for their temporary employees and visitors. Complete this form with the required information and submit it via email to the appropriate police station supervisor listed below. If additional lines are needed, feel free to use an additional form or include the names and information within your email.

This form m ay only be submitted by department supervisors.