

Non-Department Permit Request Form

With this form, **Non-Departments** may purchase an advanced supply of parking permits *for guest use only*.

1. **Type One Permits** (one day only).
2. **Type Three Permits** (weekly); group or organization must provide dates of the event and attach written justification for request.
3. **"No Cite"** Requests in lieu of permits (35 cars minimum).

Permits purchased through this process are for guest use only, allowing visitors of SDSU to park in "Faculty Staff" lots. These permits cannot be used by faculty, staff or students. Violations may result in the suspension of authorization to purchase these permits.

All purchases are final; no refunds or replacements.

# of Type One (daily) permits requested: _____	@ \$6.00	Total: _____	
# of Type Three (weekly) permits requested:*	@\$13.00/wk	Total: _____	
# of Vehicles for "no cite" requested: (Mon.-Sun.) _____	@\$6.00	Total: _____	

* **Type Three requests must be accompanied by a detailed written justification.**

Total amount to be paid: _____

Payment method: Check Cash Credit Card

Date of Event: _____ Suggested Area for a "No Cite." _____

Purpose of Event: _____

Beginning and Ending Time of Event: _____

Phone #: _____ E-mail: _____

Signature: _____ Date: _____

Submit completed form (and attached justification for Type Three permits) to the Parking Services, Mail Code 4390
Requests may be faxed to 619-594-1015 or emailed to parking@mail.sdsu.edu.

FOR PUBLIC SAFETY USE ONLY

Type One permits Issued: # _____ through # _____

Type Three permits Issued # _____ through # _____

Authorized By: _____

Cash: \$ _____

Date: _____

Check: \$ _____

Cashier: _____

Credit: \$ _____

Received by: _____ Sign _____ Print _____ Date _____