

<b>SHAWNEE STATE UNIVERSITY</b> <b>SECURITY DEPARTMENT</b> <b>Vehicle Registration Card</b>			
Last Name	First Name	Middle/Maiden	Student/Staff ID #
Street Address	City	State	Zip Code
Vehicle Make / Year	Type (Model)	Color	License Tag No. / State
Student/Staff Signature			Date
Permit Number	Type of Permit	Officer Signature	

**Instructions for requesting a Parking Permit Tag:**

- 1) Print the form and complete the information requested. Sign and date.
- 2) Read the University Vehicle Parking Policy on the web at [\\www.shawnee.edu\off\sec](http://www.shawnee.edu/off/sec).
- 3) View the campus map for parking areas. Parking lots have signs indicating permitted parking.
- 4) Bring the completed form and your SSU Picture ID card to the Security Office (rear of ATC Bldg).

Parking Permits are issued at no charge and are required for all staff, faculty and students parking a vehicle on University property. Complete a registration card for each separate vehicle. Permits are not transferrable to other persons or vehicles.

- Staff - Permits are valid for the duration of employment.
- Commuter Students - Permits are valid for the student's enrollment period.
- Student Housing Residents - Permits are valid for the academic year enrolled.  
 Example: Fall 2010 thru Spring 2011, including Summer 2011, if enrolled.  
 New permit required beginning Fall 2011.