

SHAWNEE STATE UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
 Vehicle Registration Card

Last Name	First Name	Middle/Maiden	Student/Staff ID #
Street Address	City	State	Zip Code
Vehicle Make/Year	Type (Model)	Color	License Plate 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
<http://www.shawnee.edu/offices/public-safety/media/Vehicle-Parking-Policy.pdf>.
- 3) View the campus for parking areas. Parking lots have signs indicating permitted parking.
- 4) Bring the completed form and your SSU Picture ID card to the Department of Public Safety (Smoke Stack building).

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 2012 thru Spring 2013, including Summer of 2013, if enrolled.
 New permit required beginning Fall 2013.