First Year Student Parking Permit Application Packet

**Directions:**

**Step 1)** Print out this form and find an envelope to mail if necessary.

**Step 2)** Please fill out completely the Student Parking Permit Application page (page 2).

**Step 3)** Please sign and date on the Responsibility Acknowledgement page (page 3).

**Step 4)** Fill out the USM Parking Services Payment Form page (page 4).

⇒ Last page (page 5) is for your records on your Responsibility Acknowledgement, we do not need it.

**Step 5)** Please place pages 2, 3, and 4 into an envelope to be mailed to us, intercampus mail via USM Mailing Services, or bring to the Portland Office.

**Step 6)** Address the envelope per top of page 3 says or see us in the Portland Office, you may also email pages 2, 3, and 4 to usmparkingservices@maine.edu.

Please know we will get your permit processed as soon as possible. Please note the following:

- If you live on Campus: you will be receiving your permit in your Campus mail box located at Mail Services (bottom of Upton Hastings, door facing Brooks Dining Hall).
- If you live off Campus: you will be receiving your permit to your current mailing address listed on this form by US Postal Services.
First Year Student Parking Permit Application (Parking Permit Fee of $25)

(Attention: If Student Bill does not show a Transportation Fee with assigned price then the $25 Fee stands.)

Type of Permit Requested:

<table>
<thead>
<tr>
<th>Current Credit Hours Enrolled For – check only one:</th>
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<tbody>
<tr>
<td>First Year Resident (Living on Campus)</td>
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<tr>
<td>First Year Commuter (Living off Campus)</td>
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Clearly print current information requested below:

Name: __________________________________________ D.O.B. ________________

Student ID #: __________________________ Cellphone #: _____________________

Email Address: ____________________________________________@maine.edu

Home/Local Address/Dorm Information (Your Current Address):

Address/Dorm: __________________________________________ Phone: ____________

City: ___________________________ State: ________ Zip: _________

Vehicle Information: Is this vehicle registered in your name?  

Vehicle 1: ____ Yes ____ No  

(For out-of-State plates please use PC for the plate class)  

Vehicle 2: ____ Yes ____ No  

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<tbody>
<tr>
<td>Plate #</td>
<td>Plate Class</td>
<td>State</td>
<td>Make/Model</td>
<td>Color</td>
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</table>

IMPORTANT: READ AND FILL OUT THIS APPLICATION COMPLETELY. SIGN THE FORM WHERE INDICATED AND INCLUDE PAYMENT. Any information not completed will result in non-issuing of Parking Permit. Parking for students is $25 for the academic year (September 1 – August 31).

For Office Use Only

PERMIT #: ___________________ Date Entered: ________________ BSO / CASH / CHECK / VISA / MC / DISCOVER
Questions may be directed to the Parking Services Office at (207) 780 – 4718 or email usmparkingservices@maine.edu or in person at Level 1 Lobby in the Parking Garage on the Portland campus. Office hours are typically 7:30 AM to 10:30 PM and open Monday through Friday, closed on weekends.

Responsibility Acknowledgement

I understand that:

● It is my responsibility to keep Parking Services updated on my contact and vehicle information each time there is a change.

● Knowledge of parking guidelines is my responsibility and I agree to observe all of the University of Southern Maine Motor Vehicle guidelines located at https://usm.maine.edu/maps-parking-transportation/rules-and-regulations

● If any of these rules are unclear to me, I should contact the Parking Services Office for clarification prior to parking in a questionable place or manner.

● The permit issued to me is for my personal use and it is my obligation to see that it is properly displayed at all times.

● The permit remains the property of the University of Southern Maine and that I am paying for the opportunity to park on campus.

● Possession of the parking permit does not ensure there will be a spot available.

● Any alteration to, or unauthorized use of, the permit is a violation that will be referred to the USM Police Department.

● Any vehicle connected to me by being listed on this form, displaying a permit assigned to me, registered with a state in my name, or that I drive to campus is subject to being cited and possibly impounded, towed, and stored or immobilized at my expense when found in violation.

● Lack of convenient parking space is not a valid reason for parking in violation of the guidelines as stated on our website located at https://usm.maine.edu/parking-services

I agree to promptly pay fees for all citations without further notice. I understand that an appeals process is available and I must file my first appeal within ten days of receiving the citation. Seeking exemption or exclusion for the established parking rules will not be considered.

I further acknowledge that the University of Southern Maine neither assumes nor had any responsibility for damage to any vehicle parked on the University property or any vehicle that is damaged while being towed, immobilized or store.

Signature: ___________________________________________   Date: _______________________

[Signature must be in Pen and NOT in pencil.]
Payment Method Form

Student Information

Name: ________________________________________________________________

USM ID#: ____________ ______ ______ ______ ______

Information of Card Holder other than Student

Name: ________________________________________________________________

Street Address: _________________________________________________________

City: ___________________________ State: _________ Zip Code: ________________

Payment Information (check mark one payment method)

☐ Check

Checks should be made out to USM or University of Southern Maine.

☐ Credit Card (select what kind of card you are using)

   _____ DISCOVER    _____ MASTERCARD    _____ VISA

Card Number:

   ______ ______ ______ ______ ______ ______ ______ ______

Card Expiration Date: ________ / ______

[Please know all information will be handled confidentially and securely to the best of our ability.]

{Once approved for permit sale, this form will be shredded.}
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