



PORTLAND • GORHAM • LEWISTON • ONLINE

## Replacement 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 Replacement 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). The cost is \$22.

➔ 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](mailto:usmparkingservices@maine.edu).

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

- Student living 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).
- Student living off Campus: you will be receiving your permit to your current mailing address listed on this form by US Postal Services.
- Employee: you will be receiving your permit to your current mailing address listed on this form by US Postal Services. Or add a note asking us to mail your permit to your Campus Office by Mail Services.

***[Any outstanding fines must be paid prior to issuance of the replacement permit.]***

**Type of Permit Requested:**

**Current Credit Hours Enrolled For – check only one:**

Replacement Resident (Living on Campus)

0-3    4-11    12+

Replacement Commuter (Living off Campus)

Replacement Employee (Faculty and Staff)

**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

**1:** \_\_\_\_\_

Plate #	Plate Class	State	Make/Model	Color	Year
---------	-------------	-------	------------	-------	------

**2:** \_\_\_\_\_

Plate #	Plate Class	State	Make/Model	Color	Year
---------	-------------	-------	------------	-------	------

**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. **Replacement Permits cost is \$22** and for the academic year (September 1 – August 31) **or** calendar year (January 1 – December 31) based on your permit type.

*For Office Use Only*

**PERMIT #:** \_\_\_\_\_ **Date Entered:** \_\_\_\_\_ **BSO / CASH / CHECK / VISA / MC / DISCOVER**

Submit by Inter-Campus mail to: Parking Services  
Portland Campus

Submit by mail with payment to: University of Southern Maine  
Parking Services  
P.O. Box 9300  
Portland, Maine 04104

Questions may be directed to the Parking Services Office at (207) 780 – 4718 or email [usmparkingservices@maine.edu](mailto: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.]



# UNIVERSITY OF SOUTHERN MAINE

PORTLAND • GORHAM • LEWISTON • ONLINE

## PARKING SERVICES

### *Payment Method Form* *Replacement Permit cost is \$22.*

#### Student or Employee Information

Name: \_\_\_\_\_

USM ID#: \_\_\_\_\_

#### Information of Card Holder other than Student or Employee

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.}*

## 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.