Replacement Parking Permit Application Packet

Note:
This application is for a replacement permit only for any USM student or employee. This means you lost your previous permit and need a new one. The cost is a non-negotiable fee of $22. Students, this is not covered in your Comprehensive Fee. You must read and fill out this application completely, then sign the application where indicated and included payment information. 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.

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.

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 via Mail Services.
- Student living off Campus: you will be receiving your permit to your current mailing address listed on this application by US Postal Services.
- Employee: you will be receiving your permit to your current mailing address listed on this application by US Postal Services. Or your Campus Office by Mail Services if you checked marked that option.
REPLACEMENT PARKING PERMIT APPLICATION
$22 (non-negotiable)

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

**Type of Permit Requested:**

- Replacement Resident (Living on Campus)
- Replacement Commuter (Living off Campus)
- Replacement Employee (Faculty and Staff)

**Current Credit Hours Enrolled For Student:**

- 0-3
- 4-11
- 12+

**Check Mark for Employee Office Delivery**

Clearly print current information requested below:

Name: __________________________________________ D.O.B. ________________

Student ID #: __________________________ Cellphone #: __________________

Email Address: ____________________________________________@maine.edu

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

Address: __________________________________________ Dorm/Unit#: __________

City: ___________________________ State: ________ Zip: _________

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

**Vehicle 1:** Is this vehicle registered in your name? _____ Yes _____ No

Plate # ___________________ Make __________________________

Plate Class ___________ Model __________________________

State ___________ Color ___________ Year ___________

V1: Is this vehicle considered: Gas/Diesel _____, Hybrid No-Plug _____, Hybrid Plug-In _____, Electric Plug-In _____.

**Vehicle 2:** Is this vehicle registered in your name? _____ Yes _____ No

Plate # ___________________ Make __________________________

Plate Class ___________ Model __________________________

State ___________ Color ___________ Year ___________

V2: Is this vehicle considered: Gas/Diesel _____, Hybrid No-Plug _____, Hybrid Plug-In _____, Electric Plug-In ____.
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/parking-services/rules-regulations](https://usm.maine.edu/parking-services/rules-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](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 stored.

Signature: __________________________________________  Date: ______________________

[Signature must be in Pen and **NOT** in pencil.]

For Office Use Only

Paid by:

PERMIT #: _______________  Date Entered: _______________  CASH / CHECK / VISA / MC / DISCOVER / IDO
Payment Method Form
Replacement Permit cost is $22.

Student or Employee Information

Name: ________________________________________________________________________

USM ID#: ____ ____ ____ ____ ____ ____

Information of Card Holder

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: _____ _____ / _____ _____

Card Security Code: _____ _____

{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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