



Application for Parking Permit - FACULTY/STAFF

(Please Print Clearly)

Date _____ Decal # _____ F/S Rambler ID# _____

Name _____

Address _____

City/State/Zip _____

Vehicle Make/Model _____ Year/Color _____ License Plate #/State _____

Vehicle Make/Model _____ Year/Color _____ License Plate #/State _____

**YOU MUST HAVE CURRENT DRIVER'S LICENSE AND VEHICLE REGISTRATION.
APPLICATION MUST BE COMPLETE FOR PROCESSING.**



Once again this year instead of issuing new Faculty/Staff decals we will be updating the expiration date of your current hang tag. Starting July 6th, our office ***will not be*** processing hang tags in person this year but rather through interoffice mail. We are requesting both current and new Faculty/Staff go to our website www.shepherd.edu/police for the application:

Option 1: Print out the application, make a copy of your driver's license and vehicle registration(s) and send Tavin Alatta via university mail.

Option 2: Download the application, scan your driver's license and vehicle registration(s) and email to Tavin Alatta, talatta@shepherd.edu.

For current Faculty/Staff please remember to include your current hang tag. Your information will be verified, updated and we will send back your updated hang tag.

If a new application is not submitted or information is missing you will be contacted by email before processing can be completed.

If you have any questions please call University Police at 304-876-5374. There is no charge for the hang tag and gate access will be assigned when your hang tag is updated.