



San José State
UNIVERSITY
HOUSING SERVICES

PARKING PERMIT STATUS & CANCELLATION FORM

Name: _____ SJSU ID: _____

Building Room/Apt #: _____ Ext/Ph #: _____

Permit Type: Regular _____ Motorcycle _____ Disabled _____

Original Permit # _____ Replacement Permit # _____

_____ **REQUEST TO CANCEL** by resident (attach permit to top of form)

_____ **LOST** – Describe how: _____

_____ **STOLEN** – When/Where: _____

UPD Case # _____

Fees: If parking permit is reported as lost, a fee of \$25.00 will be assessed prior to a new permit being issued. If parking permit is reported as stolen, a police report must be filed and a copy must be submitted with this form. Once approved, a new parking permit will be issued and the replacement fee will be waived.

Cancellations will be charged a pro-rated amount of 30 days parking fee from the date the request is received in the UHS office.

I hereby acknowledge that the information given regarding my permit is true and correct. I further acknowledge that if original permit is received by mail or found that I will immediately return the permit to the University Housing Services main office.

I also understand that if the above mentioned permit is found displayed in another vehicle, that vehicle is subject to citation, vehicle immobilization and/or tow-away and the responsible party is subject to prosecution. Filing a false police report is a misdemeanor crime.

Print Name: _____ Date: _____

Signature: _____ SJSU ID: _____

Received by: _____ Date: _____

For Office Use Only

- _____ Change end date in booking (RAA)
- _____ Change permit expiration date (RAA)
- _____ Cancel Spring parking booking (RAA)
- _____ De-activate access (RAC)
- _____ Adjust billing (RAA)
- _____ Charge 30 days parking fee (RAA)