

**SJSU PARKING SERVICES
GUEST PERMIT REQUEST FORM**

Guest Permits are available for purchase individually and in bulk quantities to SJSU affiliated departments, offices, and organizations. **Guest Permits are to be issued to and used only by University guests** (including, but not limited to, visitors, vendors, and new employees on their start date); **they are not to be used by students.** Guest Permits are valid for parking in General and Employee spaces in all University parking facilities, but are not valid in on-street parking spaces.

INSTRUCTIONS

Submit completed form via e-mail to Parking Services (parking@sjsu.edu), via fax to 408-924-6566, via mail to SJSU Parking Services, One Washington Square, San Jose, CA 95192-0166, or in-person to the Parking Services office (located in the University Police Building). Parking Services will contact you when your request has been processed. Hangtag permits must be picked up and signed for in person. **Please allow at least 2 business days for your Guest Permit request to be processed.** For an electronic blanket code use the Event Parking Request form.

REQUESTER INFORMATION

Name (first and last)		Phone Number	
Address			
Email		Fax	
Department (spell out)			
College/Division or Organization			

GUEST PERMIT REQUEST

Purchase only as many hangtag permits as needed; hangtag permits expire 1 to 3 years after purchase. An administrative fee may be assessed to exchange expired hangtag permits

Number of single day hangtag at \$8.00	X		Total =	
Number of 25 single day hangtag at \$100.00 per set	X		Total =	

BILLING INFORMATION

SJSU Chart field (Account, Fund, Dept. ID, Class)	
Foundation Project Type and Number	Tower Research
Project Number (i.e. SUXXX, SSXXX, ASXXX)	
Other (cash, check, etc....)	

FOR OFFICE USE ONLY

Date Received		Date Logged	
Date Fulfilled and Contacted		Dept. UID	
Guest Permit(s) Issued:			

Pick Up Signature: _____ **Date:** _____