



### Parking Permit Application

DOA/DFTS Data Entry	
Initials	Date (mm/dd/ccyy)

*Agency Parking Coordinator	
Effective Date mm/dd/ccyy	Pay Period #

**Submit completed and signed form to your Agency Parking Coordinator.** Incomplete or illegible applications will be returned.

**\*Parking coordinator use only**

Subscriber Name Print Clearly		Last 4 Digits of SS # <small>Required</small>	*Parking Lot/Ramp	*Lot Code
Agency / Division		Badge # for MT and HF		*Permit Number
Work Address		Work Phone #	*# of Stickers Received	
Employment Status	<input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term / Seasonal <input type="checkbox"/> Night <input type="checkbox"/> Contract <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Type of Permit	<input type="checkbox"/> Individual <input type="checkbox"/> Car Pool <input type="checkbox"/> Disabled <input type="checkbox"/> Agency Pool Vehicle <input type="checkbox"/> Motorcycle <input type="checkbox"/> Management <input type="checkbox"/> Stall Share <small>select days stall is needed</small> <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F			
Parking Fees	<input type="checkbox"/> Individual Subscriber <input type="checkbox"/> Payroll Deduction (all state employees) <input type="checkbox"/> Check or Money Order (motorcycle or contractors) <input type="checkbox"/> Agency Billed			
*Valid Drivers License Confirmed By Coordinator <input type="checkbox"/> Yes				

**Notice to Applicants / Subscribers**

- Management is not responsible for loss of articles, damage, or theft of vehicles. Subscribers park at their own risk.
- The parking fee is \$ \_\_\_\_\_ each  14 day period  month  season
- Management reserves the right to terminate parking privileges for violation of parking rules (Admin. Code 1.09).
- For car pools, each car pool member will be required to prepare a Car Pool Member Information Verification (DOA-8126). Subscriber verification of car pool members will be required on a quarterly basis.
- Original subscriber is responsible for following Capitol Police Rules & Regulations. You as the subscriber are also responsible for making sure payments on your pay stub are correct. Contact coordinator with problems or changes.

**By signing below I hereby signify that I have read, understand and agree to adhere to all parking rules and procedures. I also understand that falsification of any information on this application will result in the cancellation of all parking privileges.**

Subscriber Signature	Agency Parking Coordinator Signature	Date mm/dd/ccyy
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Only the last 4 digits of your social security number are required for direct payroll deduction of parking fees.

This form may be made available in alternate formats to individuals with disabilities upon request.

Agency Parking Coordinator – distribute copies to:	<input type="checkbox"/> DOA Parking Administrator	<input type="checkbox"/> Agency Payroll	<input type="checkbox"/> Subscriber
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## THE PERMIT SYSTEM

The original permit holder is responsible for parking violations by any alternates.

Permit numbers must be fully visible from outside the vehicle to be legal.

**Sticker and daily permits must be located in the lower corner of the driver side of the front windshield.**

Hanging tag permits must be hung from the rear view mirror. Expired permits whether original, alternate or daily must be removed before displaying a new valid permit. All vehicles **must display** a valid permit number or may be subject to enforcement action.

Only one vehicle per permit number may park at any one time in a lot. Additional vehicles with that permit number may park only if they display a valid daily parking permit. If an original and an alternate park at the same time, **the illegally parked vehicle will be cited.**

### ***Permit Cancellations***

Upon cancellation of your parking permit, payroll deductions will continue until all original, duplicate and alternate permits have been returned to the parking coordinator. This money is non-refundable.

### ***Parking Regulations***

Operators are encouraged not to back into stalls.

All vehicles must park within designated stall lines. Owners of vehicles that infringe on a second parking stall will subject themselves to a citation.

Permit holders are required to obey the regulations posted in lots, in addition to these permit rules.

Speed limits within parking lots will be enforced. The limits are 5 miles per hour in "assigned" lots (such as the GEF Complex) and 10 miles per hour in "open" lots (such as Hygiene or Agriculture).

Public Disabled Stalls are for physically disabled visitors only. No state employee assigned to the building is permitted to use these stalls.

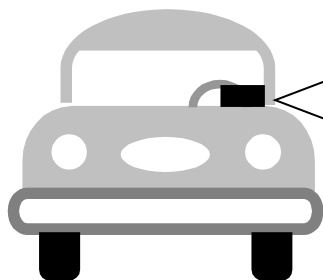
Use of a cancelled permit is prohibited.

Subleasing of vehicle permit is strictly prohibited per Admin. Code 1.07. Violation may result in revocation of parking privileges.

### ***Penalties***

Violation of the above regulations will result in a citation being issued and may result in a vehicle being towed at the owner's expense.

Falsification of any information on this application will result in cancellation of all parking privileges.



Proper placement for permits

Emergency Information  
CAPPD 608-266-8797

Tax Exempt #12345

Send to:  
State Capitol Police  
17 W Main St. #301  
Madison, WI 53703

ABC123ABCD12345

Badge # (5 or 6 digits)

123456

12345678912-0