

## Parking Services: Permit Replacement Request

### Requester Information:

**Permit #:** \_\_\_\_\_ **Purchase Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student ID / EMPLID:** \_\_\_\_\_  
Print Full Name

**Address:** \_\_\_\_\_  
Street City State Zip

**Telephone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Plate :** \_\_\_\_\_ **State:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**Plate :** \_\_\_\_\_ **State:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**Plate :** \_\_\_\_\_ **State:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

### Reason for Request:

A \$25 Permit Replacement Fee may be charged for all replacement permits. All permits are replaced at the discretion of NOVA Parking Services.

I understand that if this request is being submitted under false pretenses or for the purposes of deceit or fraud, it will subject me to disciplinary actions under the student conduct code, and could result in academic suspension.

Additionally, I understand the above reported permit is hereby declared void. If the voided permit is found in use, the user's automobile will be immobilized, issued a \$300 citation for the use of a stolen permit or misuse of permit, and the user will lose the ability to purchase a parking permit for one year. Should I find this permit, I will turn it in to the NOVA Parking Services Office immediately.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Office Use Only

**Reissued Permit #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Web Order Replacement:**  **Exchange:**

**Request:**  **Fee Waived**  **Fee Applied**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_