

How To Request A Contractor/Guest Permit

Step 1: Fill out the Fee Waiver Request (Form Number [NVCC 105-114](#))

**Note: To avoid citations, license plates must be entered correctly*

Field Descriptions:

Name: Person who is requesting the permit

Division/Department: NOVA Department who requestor works for

Email: To receive confirmation of issued permit

Individual/Event Name: The name of the person(s) or event the permit(s) will be used for

Requested Dates: The date(s) the permit will need to be valid

Reason for Visit to Campus: The purpose for guest/contractor's visit to campus. Will determine if request is approved

Total Number of Permits Requested: How many total permits will be needed for all Contractors/Guests

License Plate: Must be entered correctly for permit assignment

State: State that issued the vehicle's license plate

Step 2: Email or drop off the completed form to a Campus Parking Office

- 1. Alexandria: alparking@nvcc.edu
- 2. Annandale: anparking@nvcc.edu
- 3. Loudoun: loparking@nvcc.edu
- 4. Manassas: maparking@nvcc.edu
- 5. Woodbridge: woparking@nvcc.edu
- 6. Medical Education: mecparking@nvcc.edu

<p>NOVA Northern Virginia Community College <small>Form 109-114 Rev. 1/21</small></p> <p>Parking Services: Parking Fee Waiver Request</p> <p>Requestor Information: Name: <u>Jane Smith</u> <small>Print Name</small> Date Submitted: <u>1-7-21</u> Division/Department: <u>Student Services</u> Requesting Campus: <u>Annandale</u> Contact #: <u>703-323-3123</u> Email: _____</p> <p><small>***To Receive Parking At No Charge, A NOVA Employee From The Requesting Department Must Submit A Completed Form To The Campus Parking Services Office***</small></p> <p>Individual/Event Information: Individual/Event Name: <u>John Doe</u> Requested Dates: <u>1-21-21</u> <small>To ensure time for processing, please submit the parking fee waiver request at least two weeks in advance of the requested dates</small> Total Number of Permits Requested: <u>1</u> Reason for Visit to Campus: <u>Interview</u></p> <p>_____ _____ _____</p> <p>For Office Use Only: Approved By: _____ Date: _____ Permit Information: _____ Processed By: _____ Date: _____</p> <p style="text-align: center;"><small>Page 1 of 2</small></p>	<p>Vehicle Information: License Plate: <u>ABC-1234</u> State: <u>VA</u> Make: <u>Honda</u> Model: <u>Civic</u> Color: <u>Black</u></p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p>Vehicle Information: License Plate: _____ State: _____ Make: _____ Model: _____ Color: _____</p> <p><small>***All Permits Will Be Issued Virtually. Vehicle Information MUST Be Included In The Request For Parking Privileges To Be Assigned. No Physical Pass Will Be Provided.***</small></p> <p style="text-align: center;"><small>Page 2 of 2</small></p>
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Step 3: Wait for confirmation

**Note: Your request will be reviewed and if approved, you will receive a confirmation email when the permit has been issued*