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*

![Image of the fee waiver request form]

**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

**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*