

How To Sign Up For The Carpool Program

Carpool spots are located close to academic buildings to provide a benefit for those agreeing to carpool. Registration for the carpool program can be completed by agreeing to pay for parking in one of two ways: through the purchase of a semester permit (or ordering a Faculty/Staff permit) or an agreement to pay through the Passport Parking App while parked.



Signing Up With A Permit

Step 1: After ordering a permit, email parking@nvcc.edu to request a carpool permit. Be sure to include the permit number or license plate information as well as verification that there will be at least two passengers in the car.

Step 2: Receive confirmation email from Parking Services verifying your registration

Step 3: When parking in the Carpool spot throughout the semester, you must arrive at the spot each day with at least two passengers in the car

Signing Up By Paying Through Passport Parking App



Step 1: Email a request for a carpool permit to parking@nvcc.edu. In the email, you must provide verification that you will pay through Passport while parked in the carpool spot as well as arrive with at least two passengers. You must provide your EMPLID to verify your registration for the semester as well as the vehicle information for the car(s) you would like to use. If you have not previously registered your car with Parking Services, you will be asked to complete a [Vehicle Registration Form \(105-066\)](#).

NOVA		Northern Virginia Community College	
Parking Services: Vehicle Registration			
EMPLID/Student ID: _____ <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> P-14 <input type="checkbox"/> Student <input type="checkbox"/> Other			
Name: _____			
<small>LAST</small>		<small>FIRST</small>	
Address: _____			
<small>Street</small>			
<small>City</small>		<small>State</small>	<small>Zip</small>
Plate : _____	State: _____	Make: _____	Model: _____ Color: _____
Plate : _____	State: _____	Make: _____	Model: _____ Color: _____
Plate : _____	State: _____	Make: _____	Model: _____ Color: _____
<small>I understand that the issuance of this parking permit entitles me to park my vehicle at Northern Virginia Community College in accordance with the College parking and traffic regulations as stated on the College's parking website https://www.nvcc.edu/parking. I understand that it is my responsibility to promptly notify the Parking Services Office of any change to the information provided on this form.</small>			
Signature: _____			Date: _____
For Office Use Only:		Payment Method	
Permit #: _____	<input type="checkbox"/> CA	<input type="checkbox"/> Exchange/Account	<input type="checkbox"/> Update Only
Issued by: _____	<input type="checkbox"/> CK	<input type="checkbox"/> Senior Citizen	<input type="checkbox"/> Contractor
	<input type="checkbox"/> CC	<input type="checkbox"/> Fee Waiver	<input type="checkbox"/> Other: _____

Step 2: Receive confirmation email from Parking Services verifying your registration.

Step 3: When parking in the Carpool spot throughout the semester, you must arrive at the spot each day with at least two passengers in the car and have active paid time through the Passport Parking App.

Contact Parking Services
NOVA Parking Customer Support

Phone: 703.323.3123

parking@nvcc.edu