I don’t have my parking identification tag today...

What do I do?

1. You must obtain a temporary parking permit for the day.

2. Request a temporary parking permit at Facilities Management, Admin Building.

3. Stop by first thing in the morning to avoid having your vehicle ticketed or towed.

4. Temporary free parking is available for you in Lot Q while you obtain your temporary parking permit (see map below):

   - Enter Lot Q on the Sherburne Avenue side.
   - Turn down the first row.
   - Park in one of the first three stalls closest to Cedar Street.
   - These stalls are identified with a sign reading:

   Facilities Management Parking Customers Only 15 minute limit

   - Remember to observe the time limit.
   - The Administration Building entrance is on Sherburne Avenue.

5. When you stop by to request a temporary parking permit, be sure to say that you have a contract but forgot your tag.

6. Upon verification of your parking contract status, you will be issued a temporary parking permit at no charge.

7. Your temporary parking permit must be displayed in your vehicle to park in FMD-managed facilities. Be sure to display it on the dash – driver’s side of your vehicle. Failing to do this may result in your vehicle being ticketed or towed.

8. You no longer have to notify Capitol Security. Capitol Security no longer takes calls for parkers who forget their State Parking Identification Tag.
9. Be reminded that creating, altering, or photocopying parking identification tags or permits:

- Is considered to be a misuse/abuse of your parking benefit.
- Is in violation of your parking contract.
- May result in suspension or cancellation of your parking contract.
- May result in criminal charges of theft or fraud being filed against you by Capitol Complex Security Division of the State Patrol.
- May result in your employer taking disciplinary action against you.