My parking identification tag is lost or missing...

What do I do?

1. Replace it to avoid being ticketed or towed.
2. Pick up a new parking identification tag at Facilities Management, Admin Building.
   - There is a $25.00 charge for issuing a new parking permit.
   - If, within three months of obtaining your new Parking Identification Tag, you find the original tag, your $25.00 will be refunded upon your return of the original tag to Facilities Management.
3. You will be required to fill out a “Report of Lost or Stolen Parking Hang Tag” form. See sample form below.
4. Parking identification tags:
   - May not be altered, copied, or created.
   - Must be displayed in every vehicle authorized to park in FMD facilities.
5. 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.
# Report of Lost or Stolen Parking Hang Tag

<table>
<thead>
<tr>
<th>Contract Holder Name</th>
<th>Parking Facility</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Lost/Stolen Parking Hang Tag Number</th>
<th>New Parking Hang Tag Number (if applicable)</th>
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In the event that I locate the lost/stolen parking hang tag, I agree to immediately return it to FMD Parking.

I understand that if this parking hang tag that I am reporting as lost/stolen is later found in use, it will be considered fraud and parking theft and may lead to:

- Suspension or cancellation of FMD parking and transit privileges;
- Criminal charges imposed by Department of Public Safety, Capitol Security; and
- Employer notification of the incident.

There is a $25.00 charge for a lost/stolen parking hang tag; if found within three (3) months of payment, the $25.00 will be refunded.

<table>
<thead>
<tr>
<th>Contract Holder Signature</th>
<th>Date</th>
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To Be Completed By FMD:

Parking hang tag received by FMD initials: __________

Date Received: _________________________________

Account #: _________________________________

REV. 11/18

50 Sherburne Ave, Room G10 | St. Paul, MN 55155 | 651-201-3062 | mn.gov/admin