

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 Tag

There is a \$25.00 fee for a lost/stolen parking tag.

Contract Holder Name (Last, First, MI)	Employee ID Number (8-Digit State Employee ID)
Email Address	Telephone Number
Lost/Stolen Parking Tag Number	New Parking Tag Number (if applicable)

In the event I locate the lost/stolen parking tag, I agree to immediately return to FMD Parking. If parking tag is found within 3 months, the \$25.00 will be refunded.

I understand that if this parking tag that I am reporting 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 the Department of Public Safety and Capitol Security.
- Employer notification of the incident.

Contract Holder Signature	Date
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To Be Completed by FMD
Date: _____
Received by: (FMD Initials) _____
Employee ID #: _____
PATs Account #: _____
Paid (Check or Cash): _____