



Do not write in this box – OFFICE USE ONLY

Date _____

Permit No. _____

Lot Assignment: _____

DEPARTMENT OF SAFETY

Employee Vehicle Registration

All information contained in the gray box MUST be filled in prior to submission or it will be returned.

The below information is:

- Updated Vehicle Information (Currently HAVE hang tag/sticker and assignment)
- New Vehicle Information (I NEED a hang tag/sticker and parking assignment)

Please check one:

- Full Time Employee Full Time Faculty
- Part Time Employee Part Time Faculty

Name: _____

Department: _____ Mail Box #: _____ I.D. Number: _____

Driver's License Number: _____ State: _____

Vehicle #1

License Plate: _____ State: _____ Insurance Co.: _____ Policy #: _____

Vehicle Make: _____ Model: _____ Year: _____ Color: _____

Vehicle #2

License Plate: _____ State: _____ Insurance Co.: _____ Policy #: _____

Vehicle Make: _____ Model: _____ Year: _____ Color: _____

Vehicle #3

License Plate: _____ State: _____ Insurance Co.: _____ Policy #: _____

Vehicle Make: _____ Model: _____ Year: _____ Color: _____

Please complete the above information on all vehicles that you will be registering with the College. We will issue only one hanging permit per employee. This permit is interchangeable among all the vehicles listed above. Subsequently, you will need to hang this permit from the rear view mirror of the vehicle you drive on a given day. In the event you bring a vehicle without your permit, you need to park in your assigned lot and call Dispatch Services, ext. 6005 to inform Safety that you forgot your permit.

If you have any questions or concerns, please call Dispatch at ext. 6005.

By signing below, I certify that the above information is correct. I understand that if I discontinue employment with Messiah College, I must return the permit or I will be assessed the appropriate charges.

Please forward this form to parking@messiah.edu or print and return to Dept. of Safety at Suite 3026.

Signature: _____ Date: _____

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