



DEPARTMENT OF SAFETY

Do not write in this box - OFFICE USE ONLY

Date
Permit No.
Lot Assignment:

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:

Please list all vehicles when updating information.

Vehicle #1

License Plate: State:
Vehicle Make: Model: Year: Color:

Vehicle #2

License Plate: State:
Vehicle Make: Model: Year: Color:

Vehicle #3

License Plate: State:
Vehicle Make: Model: Year: Color:

Vehicle to be removed/replaced

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 return this form to the Department of Safety at Suite 3026.

Signature: Date: