



University of Missouri – St. Louis

Parking Permit and/or \$25 Metro Pass Request Form

Parking permits are year-long / Metro Passes are good for one semester

\$5 Shipping Charge & \$25 Metro Pass Charge (if ordered) will be placed on student account

Please type to fill out form and send to us from your **UMSL email account** or via **Secure File Upload**. No telephone requests accepted. This top portion will be used for mailing purposes - please ensure the **address is accurate and legible**.

Name _____	Please indicate requested Item(s):
Address _____	_____ Parking Permit
City/State/Zip _____	_____ \$25 Metro Pass

Student ID: _____ Phone Number: _____

**If you have not already done so, please register your vehicle at the following site:
<http://www.umsl.edu/~transportation/parking/studentparking.html>**

Terms and Conditions

- 1) When you drive a vehicle other than the one you registered, you may print a daily pass from the Parking and Transportation website. You may also go to the Parking & Transportation Office at 7700 Florissant Road to get a temporary permit. There is no charge for either of these services.
- 2) We make no guarantee that you will receive the parking permit/metro pass prior to the start of classes if request is not received 14 days before the semester starts.
- 3) I understand that by making this request, I am responsible for all violations incurred on the parking permit issued regardless of the person driving the vehicle.
- 4) I agree to obey campus regulations concerning parking and the use of motor vehicle(s) driven on campus.
- 5) If a third parking permit is required, there is a \$25 fee.
- 6) Metro Passes are available for \$25 for all student registered in the semester. The pass allows for unlimited access to Metro services during the semester. The Cashier's Office is not responsible for lost or stolen Metro Passes. Replacement of lost or stolen Metro passes are limited to one per term at a cost of \$25.00. The charge will be added to your student account.
- 7) Loaning Metro Passes to others is an inappropriate use of the pass. Students caught loaning their passes to others risk losing their pass and the ability to obtain a pass in the future.
- 8) A \$5.00 shipping charge will be placed onto your student account.

BY SIGNING THIS, I AGREE TO ALL OF THE ABOVE TERMS AND CONDITIONS.

Student's Signature: _____
(No Signature required if using UMSL email or Secure File Upload as delivery method.)