2018-2019 Official Visitor Permit Information

Definition of an Official Visitor
Official Visitors are individuals who are not associated with the University in an official capacity. Examples of individuals meeting this requirement are guest speakers and invited guests.

Use Limitations
Official Visitor permits are not for use by UNC-CH employees, UNC Hospital employees, or students. Use of Official Visitor permits by the aforementioned will result in cancellation of the permit(s) issued to the department and no refund will be issued. If there is a visitor lot in reasonable proximity (2 blocks or within), that lot must be used in lieu of obtaining official visitor permits. Transportation and Parking encourages individual departments to develop internal controls to assure that proper security, assignment, and return procedures are instituted.

Parking Restrictions
The Official Visitor permit authorizes parking in any unreserved, ungated space.

Procedures for Issuance
1) Each request for an Official Visitor permit must be accompanied by written justification of need (including why Pay Operations lots cannot meet this need).

2) A charge of $652.00 must be paid upon receipt of each approved permit. This charge will be pro-rated weekly.

3) Each request must be approved by the Parking Services Manager or their designee.

4) Permits will be valid from August 15, 2018 through August 14, 2019.

5) If a permit is lost or stolen, an affidavit must be filed with Transportation and Parking. A charge of $25.00 may be required for each permit re-issued.

6) Permits may not be valid during “special events operations.”
Department #

2018/2019 OFFICIAL VISITOR PERMIT APPLICATION

Name of Department ____________________________________________
Department CB # ___________________ Phone Number _________________
Department Parking Coordinator ____________________________________
Department Head/Chairman ________________________________________

1) How many permits is your department requesting for 2018-19_____
2) Please explain the need for these permits (including why the Pay
Operations Lots cannot meet this need). If more than one permit is
requested, state the reason multiple permits are required.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

I have read the guidelines and restrictions and understand that there will
be a charge of $652.00 for each permit issued. If the permit(s) is
missed, it may result in fines, penalty, or revocation. I agree to contact
Transportation and Parking if the permit(s) is lost, stolen, or destroyed
and understand that a $25.00 replacement fee may be charged.

Signature: ______________________________________
Department Parking Coordinator

FOR OFFICE USE ONLY

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<tr>
<th>Official Visitor Permit Number</th>
<th>Gate Card Number</th>
<th>Date Issued</th>
<th>Amount Paid</th>
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Number of Permits Approved _____  Authorized Signature _________________________