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 Plant 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 Plant Management.

3. You will be required to fill out a "Request for Replacement of Parking Identification Tag" form. See sample form below.

4. Parking identification tags:

   - May not be altered, copied, or created, even if it is not for fraudulent or malicious intent.
   - Must be displayed in every vehicle authorized to park in PMD 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.

SAMPLE

"Request for Replacement of Parking Identification Tag"

sample form below:

REQUEST FOR REPLACEMENT OF PARKING IDENTIFICATION TAG

NAME	PARKING FACILITY
DEPARTMENT/DIVISION	WORK TELEPHONE NUMBER
OLD TAG NUMBER	NEW TAG NUMBER

I request that a replacement Parking Identification Tag (I.D. Tag) be issued to me. I understand that there is a $25.00 charge for the replacement of a lost/missing I.D. Tag. In the event that I locate and return the lost I.D. Tag within the next three months, the $25.00 replacement fee will be refunded.

Upon receipt of this new I.D. tag, I agree to immediately return my lost parking I.D. Tag should I find it in the future. Any willful use of an I.D. Tag reported as lost will be treated as parking theft and may lead to:

1) suspension or cancellation of parking privileges at state parking facilities;
2) criminal charges imposed by Department of Public Safety, Capitol Security, and/or
3) employer notification of incident.

SIGNATURE	DATE

SAMPLE

Actual form is available from:

PLANT MANAGEMENT DIVISION
Sherburne Avenue, Room G-10
St. Paul, MN 55155
651.201.2300

Between the hours of 7:00 AM and 4:30 PM, Monday-Friday