



U.S. Department of
Transportation
Office of the Secretary
of Transportation



PARKING PROGRAM BULLETIN

BULLETIN #: TSB-2016-10_R2

DATE: August 29, 2016

SUBJECT: Annual Parking Recertification Deadlines Extended (Excluding FAA)

PURPOSE: This Bulletin provides updated guidance on the Department of Transportation Headquarters (DOT) parking recertification.

Background: In accordance with the Department of Transportation Headquarters Parking Policy, section 7.0, Procedures for Applying for a Parking Permit, all daily weekly, monthly and off-hour applicants for parking spaces must register and annually submit a recertification for a parking permit. Parking permit approvals are for a one-year period.

INFORMATION: The Annual Parking Recertification period is July 29, 2016 to August 29, 2016. Parking customers must re-certify during this period to satisfy the registration requirement and to park in the DOT garage. **Proof of registration is a valid DOT hang-tag issued from the Parking and Transit office. Beginning September 1, 2016, a hang tag is required for all parking customers including daily, monthly, off-hours and bicycle customers.** However, during this transition, there will be a 30 day grace period to ensure all applicants are registered and old tags are replaced with the new required hang tags.

New DOT garage hang tags will be available at the Parking and Transit office beginning August 29, 2016, and once replaced, previously issued hangtags will not be valid. Effective October 1, 2016, all customers must possess and display a valid hang tag to enter the garage. Customers not displaying a valid hang-tag as of October 1, 2016, may be directed out of the garage.

Registration is separate from parking payment. Payment for monthly or daily parking rates remains in effect per Bulletin TSB-2016-03 located at [Parking-Payments-for-2016](#).

ACTION Required to Register Vehicles:

- 1) Go to your account or establish an account by using the following link: [Parking Application](#).
 - a. If you experience issues using Internet Explorer, please copy and paste “https://parkingapp.ost.dot.gov” into an alternate browser (i.e. Chrome or Firefox).
 - b. **If you already have an account in the Transit Benefit System your login and password are valid for the Parking System. Do not set up a new account just for the Parking system.**
 - c. Please note that logon and passwords must be FISMA compliant. For more information refer to the bulletin issued December 18, 2013 TSB 2014-01R, [DOT Headquarters Parking Program Application New Log On Requirements](#).
- 2) Pick the Recertify/Enroll option and complete the on-line parking application.
- 3) After receiving confirmation of your successful parking re-certification, you will receive an email with instructions on when to go to the PTRAN office, located at W12-101, to pick up your hang tag.

EXPIRATION DATE: This Bulletin replaces #TSB-2016-10_R and will remain in effect until cancelled.

CONTACT: If you have additional questions please contact your modal POC or parking.transitoffice@dot.gov.