



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



PARKING PROGRAM BULLETIN

BULLETIN #: TSB-2016-10_R

DATE: July 23, 2016

SUBJECT: Annual Parking Recertification (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.**

New DOT garage hang tags will be available at the Parking and Transit office beginning August 1, 2016. Previously issued hangtags will not be valid after August 31, 2016. Customers must display a valid hang tag to enter the garage. Customers not displaying a valid hang-tag 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:

- 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, go to the PTRAN office to pick up your hang tag beginning August 1, 2016. The PTRAN office is located at W12-101. The hours of operation are Monday through Friday, 9:00 AM – 1:00 PM.

EXPIRATION DATE: This Bulletin will remain in effect until cancelled.

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