



U.S. Department of Transportation Headquarters Garage TRANServe Parking Management

Daily Parking

Daily parking should be paid in advance whenever possible. For multiple daily parking permits, completion of a separate form is required. Changes to the date can be made by highlighting the current date and typing over. The date selected will print on the receipt. Stop at the garage attendant, show receipt, pickup the hang tag. If not paid in advance, fill out the pay.gov form the **same morning** or visit the PTRAN office the **same morning** and pay for the daily parking permit.

Monthly Parking

Select the months requested to purchase. The months will print out on the receipt. Present the receipt to the garage attendant to obtain the decal(s). The decal must be placed on the front of the vinyl hang-tag for display in your vehicle while parked in the garage.

Monthly parking decals may be purchased anytime throughout the current quarter with a maximum of three monthly decals purchased at a time. Decals may be purchased up to ten business days prior to the first month of a new quarter. Fiscal quarters are: October - December, January - March, April - June, and July - September. To purchase quarterly decals, enter the quarter in the Quarterly Monthly Permit Purchase box. To purchase one month, enter the month and year of the permit in the Single Monthly Permit Month/Year boxes. To purchase two months, completion of two separate forms is required. Follow directions for one month.

Permits and decals are the responsibility of the purchaser and are non-refundable.

Permits are non-transferable with the following exceptions:

1. Vehicle permits may only be shared by registered members of a carpool or vanpool.
2. Vehicle permits may be used for motorcycles.

Operators of all vehicles entering or on the parking garage premises must:

1. Present a valid DOT issued ID-card for each person to enter the garage.
2. Not exceed the posted speed limit of five (5) mph.
3. Turn headlights on.
4. Drive in a careful and safe manner at all times.
5. Ensure that their vehicles display current district or state issued tags.
6. Comply with signals and directions of security officers, parking attendants or other authorized individuals, and all posted traffic signs.

Hazardous materials such as propane tanks, fireworks, etc., are not permitted in the garage.

Smoking is prohibited in the parking garage. This includes smoking inside vehicles.

Littering is prohibited in the parking garage. This includes tossing cigarette or cigar butts and emptying ashtray contents onto the garage floor.

Permit users (holders) are responsible for (1) payment of permit fees; (2) any fines that may be assessed; (3) any unauthorized use of the permit

All vehicles authorized to use parking spaces in the DOT parking facility are required to be insured for property damage and personal liability.

* Required for purchase of Monthly passes.

Required for purchase of Daily passes.

* Parking Permit Number:	_____	* # Permit Type:	<input type="text"/>
* # Primary Phone Number:	_____	# Daily Permit Date:	_____
Secondary Phone Number:	_____	Quarterly Monthly Permit Purchase:	<input type="text"/>
* # Email Address:	_____	Single Monthly Permit Month:	<input type="text"/>
# Make of Vehicle:	_____	Single Monthly Permit Year:	<input type="text"/>
# State:	_____		
# Vehicle Tag Number	_____		
Payment Type:	<input type="radio"/> Electronic checking/savings debit <input type="radio"/> Credit Card		
	<u>Price</u>	<u>Quantity</u>	
Monthly Parking Permit:	\$132.60	X	_____
Daily Parking Permit:	\$10.00	X	_____
* Total Payment Amount:	\$		_____

Submit Data

Reset