

# NIC Parking Permit Replacement Request

**Form must be submitted to:** Parking Office – Student Union Building (208) 769-5902

**PLEASE PRINT**

TODAY'S DATE: \_\_\_\_\_

NIC ID Number \_\_\_\_\_

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\_\_\_\_\_  
LAST NAME
FIRST NAME
M.I.

**DAYTIME PHONE:**

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AREA CODE

\_\_\_\_\_  
MAILING ADDRESS (PO BOX OR NUMBER & STREET)
CITY
STATE
ZIP CODE

**E-MAIL ADDRESS:** \_\_\_\_\_

**REASON FOR REQUESTING PARKING PERMIT REPLACEMENT:**

**CHECK ONE:**

- I lost my Parking Permit
- My Parking Permit was stolen (Police - Security Report Attached)

**Lost or stolen parking permits must be voided by the Parking Office. Students/Employees must pay \$20.00 for the replacement unless a Police/security - report indicates a stolen vehicle, forced entry or theft of the permit. I understand that if I locate the original parking permit after I submit this form, neither I nor anyone else can use the original; the permit must be returned to the Parking Office. I will be responsible for any fines/disciplinary actions incurred if a voided permit is used.**

Student/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS BOX- PARKING AND RECORDS USE ONLY**

Staff Initials: \_\_\_\_\_

Voided Permit # \_\_\_\_\_

Replacement Permit # \_\_\_\_\_

Date \_\_\_\_\_

# North Idaho College Parking Permit Replacement Policy

NIC, upon the request of the student/employee, will issue a replacement parking permit under the following conditions: NIC Parking Office 769-5902, NIC Security 769-3310

## 1. LOST PARKING PERMIT:

Student/Employee who lost their parking permit:

- Complete the front of this form and submit to the Parking Office in the Student Union Bldg.
- Pay \$20.00 and receive a replacement permit, lost permit will be voided and cannot be used, subject to fines and/or disciplinary action if used by yourself or another.

## 2. STOLEN PARKING PERMIT:

If a parking permit has been stolen as a result of a crime being committed (stolen vehicle, forced entry, theft); a Police & Security Report must be submitted in order to process a replacement parking permit. **Contact NIC Security at 769-3310 for permits that were stolen from an unlocked vehicle, a report must be filed.**

- Complete the front of this form and submit to the Parking Office.
- Attach a copy of the completed & filed Police - Security Report.
- If the Police Report indicates that it was a case of a stolen vehicle or forced entry, the original parking permit will be voided and new permit will be issued at no cost.