



DEPARTMENTAL PLACARD REQUEST FORM

New Mexico State University
Parking Department

Instructions

- 1. Please complete the following form. All fields required. Incomplete forms will not be processed.
2. Print form
3. Signature required
4. Submit the Departmental Placard Request Form:
a. Campus Mail: Parking Department MSC 3PAR
b. As a PDF attachment to e-mail address: placard@nmsu.edu
c. Fax to 646-7814

DEPARTMENT INFORMATION

Date Full Department Name:
Address
Requested by Phone E-mail
Index Number

PLACARD INFORMATION

PLEASE PROVIDE ONE PREVIOUS YEAR PLACARD NUMBER:
UID # (located on your placard under department name):

Placards are \$30 each:

Departmental Loading/Unloading Placard: Quantity
Departmental Visitor Placard: Quantity
Special Designation Placard: Quantity

(ex: Pete Placards, Speech & Hearing)

Purpose for Special Designation Placard:

Dept. Head Signature Date

Contact the Parking Department at 646-1839 with questions

FOR OFFICIAL USE ONLY
Request Approved By: Date Received Request: Date Completed
Date Customer Notified: Notified by: Notification Method: E-mail: Phone:
Processed By: Receipt #: Date:

Signature: Date of Pickup: