

**STUDENT
 PARKING HANG TAG
 APPLICATION**

<p>TAG NUMBER</p> <p>For Administrative use only</p>

All motor vehicles parked on SUNY Schenectady County Community College campus grounds and remote parking lots by students, faculty or staff (full and part-time) must be registered with Campus Security and have the appropriate hang tag displayed from the rear view mirror.

Failure to register your vehicle or properly displaying your College hang tag will result in the ticketing and/or towing of your vehicle (at owner's expense).

Please bring your **Student Identification Card** along with this completed form to the Security Office in Elston Hall, Room 341 to receive your new hang tag.

1. Personal Information: (Please Print Clearly)

Last Name	First Name	Middle Initial
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Student ID#	<u>Emergency Contact Number (cell phone)</u>
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2. Vehicle Information:

License Plate #	Make	Model	Color	Year	Hang Tag #

Tickets are issued for violations of parking regulations. An **appeal** of a parking ticket must be forwarded **in writing** to the Director of Campus Safety **within five (5) class days of when the ticket was issued**; the appeal should include a copy of the ticket and the reason(s) the student believes the ticket is invalid. The student will receive a written response via the email address provided on the appeal form regarding the disposition of the appeal within five (5) class days of when the appeal was received.

3. Requester's Signature _____ Date _____

4. Issuing Official's Signature: _____ Date _____