

|                  |            |                       |                        |
|------------------|------------|-----------------------|------------------------|
| Last Name        | First Name | Middle Initial        | Social Security Number |
| Department Name  | Division   | Business Phone Number | Business Email         |
| Business Address | City       | State                 | Zip Code               |

| Parking Agreement Type   | Application Type | Zero Emission Vehicle Only |
|--------------------------|------------------|----------------------------|
| New Parking Agreement    | Individual       | Battery Electric           |
| Update Parking Agreement | Carpool          | Fuel Cell                  |
| Cancel Parking Agreement | Motor Cycle      | Plug-In Hybrid Electric    |
|                          | Bike Locker      |                            |
|                          | Bicycle          |                            |

**Vehicle Information**

| Year | Make | Model | License Plate Number |
|------|------|-------|----------------------|
|      |      |       |                      |
|      |      |       |                      |

**Personal Vehicle Payment Authorization**

| Form of Payment                    | Amount Authorized | Start Date |
|------------------------------------|-------------------|------------|
| Payroll Deduction      Credit Card | \$                |            |

**State-Owned Vehicle Payment Authorization**

| Form of Payment | Billing Code | Date |
|-----------------|--------------|------|
| Agency Billing  |              |      |

By checking this box, I certify that I agree to the terms and conditions in [Parking Policy](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management) located on DGS OFAM website (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management).

I also certify that I understand that any and all of the above authorizations will continue to be in effect until I submit to the Department of General Services, Employee Parking Unit, an updated Parking Agreement (DGS OFAM 112) cancelling the agreement, which must be submitted 30 days in advance.

I understand that I will be charged \$25.00 for lost or unreturned cardkeys and hangers and \$5.00 for lost or unreturned bike keys.

|                             |      |
|-----------------------------|------|
| Parking Applicant Signature | Date |
|-----------------------------|------|

Parking Item Returned:      Cardkey      Bike Key

**PARKING ADMINISTRATION UNIT USE ONLY**

|                |                 |              |                  |                    |
|----------------|-----------------|--------------|------------------|--------------------|
| Effective Date | Payment Type    | Amount<br>\$ | SCO Processed By | Date SCO Processed |
| Lot Code       | Hang Tag Number |              | Cardkey Number   |                    |

## DEPARTMENT OF GENERAL SERVICES PRIVACY NOTICE ON INFORMATION COLLECTION

This notice is provided pursuant to the Information Practices Act of 1977, California Civil Code Sections 1798.17 & 1798.24 and the Federal Privacy Act (Public Law 93-579).

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), is requesting the information specified on this form pursuant to Government Codes 14677 & 14678.

The principal purpose for requesting this data is to provide parking services to State employees and approved parkers. The information provided will/may be disclosed to a person, or to another agency where the transfer is necessary for the transferee agency to perform its constitutional or statutory duties, and the use is compatible with a purpose for which the information was collected and the use or transfer is accounted for in accordance with California Civil Code Section 1798.25.

Individuals should not provide personal information that is not requested.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested to DGS, or if the information provided is deemed incomplete or unreadable, it will result in your parking request being delayed or denied.

### Department Privacy Policy

The information collected by DGS is subject to the limitations in the Information Practices Act of 1977 and state policy (see [State Administrative Manual 5310-5310.7](https://www.dgsapps.dgs.ca.gov/dgs/sam/DocumentsDetail/DetailByChapter/5300) at <https://www.dgsapps.dgs.ca.gov/dgs/sam/DocumentsDetail/DetailByChapter/5300>).

For more information on how we care for your personal information, please read the [DGS Privacy Policy](https://www.dgs.ca.gov/Privacy) (<https://www.dgs.ca.gov/Privacy>).

### Access to Your Information

OFAM is responsible for maintaining collected records and retaining them for 7 years. You have a right to access records containing personal information maintained by the state entity. To request access, contact:

#### Office of Fleet and Asset Management

Parking Administration Office  
1416 10th Street  
Sacramento CA 95814  
1 (844) 832-5423