



# PARKING TAG REQUEST FORM

## Office of Institutional Facilities and Public Safety

450 North Avenue • Battle Creek, MI 49017-3397  
(269) 965-3931, ext. 2570

Date of Request \_\_\_\_\_

**TO BE ISSUED TO** (print or type name) \_\_\_\_\_  
Last First Middle Initial

K ID Number \_\_\_\_\_ Phone / Extension \_\_\_\_\_

Department / Organization \_\_\_\_\_

Full-time Staff / Faculty OR  Part-time Staff / Faculty *Part-time Staff / Faculty Only*  
 Please check campus location(s):  MAIN  EAC  GC  FC  RMTC

To ensure prompt processing and notification of completion, fill out this form completely. It normally takes six (6) days to process requests.

**VEHICLE ONE**

Make/Model \_\_\_\_\_

Year \_\_\_\_\_ License Plate # \_\_\_\_\_

**KCC Parking Tag #** \_\_\_\_\_

**VEHICLE TWO**

Make/Model \_\_\_\_\_

Year \_\_\_\_\_ License Plate # \_\_\_\_\_

**KCC Parking Tag #** \_\_\_\_\_

College parking tags are not to be loaned, transferred, or duplicated. When specified period of issue has expired or upon termination of position, all tags must be returned to the Office of Institutional Facilities. If lost, promptly notify the Office of Institutional Facilities (ext. 2570).

Foward all requests to the Office of Institutional Facilities and Public Safety