

REPORT OF LOST OR STOLEN PARKING CONTROL DEVICE

NSA BETHESDA (NSAB)

My signature on this form indicates that the information contained herein is true and correct to the best of my knowledge.

LOST PARKING PERMIT

1. I hereby officially report that the following parking permit (hanger tag) and/or parking control device:

Hanger Tag Color: _____ Tag Number: _____

Device Number: _____ Used to Access Location: _____

Was (circle one): **LOST** **STOLEN** **NOT TURNED IN BY STAFF MEMBER WHO DEPARTED**

2. I understand the following:

- Prior to taking this form to my command Parking Champion, I must submit a Voluntary Statement to NSAB Base Police (Security Department).
- If I request to be issued a new parking permit or parking control device, I will take this form to my command Parking Champion and receive approval or disapproval AT THEIR DISCRETION to receive another permit or device.
- I may be placed at the bottom of the waiting list, at the discretion of my command Parking Champion and based on my command's current parking business rules.
- Replacement permits and devices are issued based on availability of permits.
-

NAME (print)

Signature

Date Signed

Command

Work Phone #

ENDORSEMENT BY COMMAND PARKING CHAMPION

As my command's Parking Champion, I (circle one) **APPROVE** **DISAPPROVE** issuing of another parking permit hanger at the following time (circle one) **NOW IF one is available in MY COMMAND's CORRECT color-code** or **PLACED ON WAITING LIST.**

If placed on the waiting list, I the Parking Champion will notify the Transportation Program Manager when the above named person is cleared to report to Pass and ID for a new parking permit hangar.

As my command's Parking Champion, I (circle one) **APPROVE** **DISAPPROVE** issuing of another parking control device AND HEREBY VERIFY the above named person PAID FOR a new device through the proper channels and provided me with a receipt of payment.

PARKING CHAMPION'S NAME (print)

Signature

Date Signed

Command

Work Phone #