



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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## ISSUANCE OF NEW DOT PARKING PERMITS

Beginning Thursday morning, May 25th, issuance of the new DOT parking permits will begin in each of the DOT headquarters buildings at the following locations from 9:00 a.m. to 4:00 p.m. each day:

	<u>May 25/May 26</u>	<u>May 30/May 31</u>
Employees whose last name begins with:	A - L	M - Z
DOT Headquarters Building	Room 4340	
Trans Point Building	Room 6308	
FOB-10A	Room 114A	

Issuance will continue at these locations until May 31. After this date permits must be picked up from the Parking Management Office in the DOT Headquarters Building, Room 2322.

To facilitate the issuance process, employees should have:

- a. Their ID card.
- b. If the individual is not the prime permit holder, he should have written authorization from the prime permit holder to receive the permit.
- c. Since the reissuance includes new payment books from Monument Parking Company, you may want to have a check for the June payment ready. They will be accepted by the issuing personnel.

Employees are reminded that these permits are not valid before June 1 and that the old permits may not be used after May 31.



**THE  
U.S. SAVINGS BONDS  
CAMPAIGN  
FOR FEDERAL  
EMPLOYEES**