

ROW Secured Area – SIDA/AOA Vehicle Permit Request CHECKLIST



To ensure fast and efficient processing of vehicle access permits and/or decals, please ensure that the following items are submitted:

NEW ISSUE / RENEWAL / UPGRADE / LOST OR STOLEN REPLACEMENT

- Vehicle Access Permit Request Form (fully completed and Legible)
- A valid/current copy of each vehicle's registration form
(Legible)
- A valid/current copy of the company's insurance certificate (reflecting required coverage as outlined by the City)

Please allow 2 business days to process vehicle permit deal requests. The ROW Security Office will contact you to schedule an inspection

Request forms and required documents may be submitted to ROW Security via:



E-mail



Hand Delivery
Security Office

When your permits/decals are ready for pickup, you will receive an email notification.

ROW Secured Area – SIDA/AOA Vehicle Permit Request



THIS FORM MUST BE TYPED. PLEASE DO NOT BEND OR FOLD. PLEASE ALLOW 24-HOURS FROM RECEIPT FOR PROCESSING.

SECTION 1 - COMPANY INFORMATION

Company Name

Authorized Signatory Name

Contact Name

Contact Phone

SECTION 2 - VEHICLE INFORMATION

| REQUESTED PERMIT SECURED AREA SIDA/AOA | Reason | Vehicle Make | Vehicle Model | Vehicle Tag & State | Vehicle Color | Year | Permit/Decal # (Completed by Staff) |
|--|--------|--------------|---------------|---------------------|---------------|------|--|
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| Authorized Signatory Signature | | | | | | | |

SECTION 3 - OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date Received

Date Inspected

Inspected by (Staff Name):

Vehicle Permit Date (Date of Pickup)

Released by (Staff Name):

| | | | |
|---------------------------------|-------------|---------------------|-------------|
| <input type="checkbox"/> BILLED | CREDIT CARD | CHECK / MONEY ORDER | NON-REVENUE |
| RECEIPT | AMOUNT | CHECK / MO # | |