

PERMIT REQUEST WILL BE RETURNED IF DOCUMENTATION IS NOT PROVIDED

To purchase a decal by mail you **must** provide:

1. Copy of valid vehicle registration
2. Copy of valid Driver’s license
3. Copy of Tech ID
4. Completed vehicle registration form (latech.edu vehicle registration form)
5. Check, or money order for \$100 payable to La Tech
6. Credit card payments will have a 2% surcharge add to the \$100 for a total of \$102
7. Self-addressed, stamped envelope

Mail the above information to:

Louisiana Tech Traffic Office
PO Box 3003
Ruston, LA 71272

All payments will be processed with paperwork. Please allow several weeks for payments to be processed.

Decals are sold based on the students’ living arrangements at the time of decal purchase. If living on campus, but, no room has been assigned, the student will be issued a zone C decal. If a student is later assigned to a dorm or apartment, **the zone C decal will need to be returned to the traffic office for exchange**, at no charge, for the appropriate zone for their room assignment.

To exchange a decal, you **must** return the decal; we **must** be able to read the numbers (ex. 20-01235) from the bottom left side of the decal. You will also need to complete another vehicle registration form. (For every decal sold or exchanged, our office must have completed vehicle registration form)

It is the responsibility of the student to familiarize themselves with the complete vehicle regulation manual that is found online at latech.edu/parking. If there are any questions, please call the traffic office at (318)257-2921.

The traffic office does not replace lost decals!!!

IF PAYING BY MASTERCARD, DISCOVER, VISA OR AMERICAN EXPRESS, FILL OUT BELOW

CARD NUMBER _____

EXP. DATE _____

PAY THIS AMOUNT \$102.00

SIGNATURE _____

Credit card payments will have a 2% surcharge add to the \$100 for a total of \$102

LOUISIANA TECH UNIVERSITY VEHICLE REGISTRATION INFORMATION

You **MUST** provide:

1. Valid Driver's license
2. Valid vehicle registration
3. Tech ID

Tech ID Number	Driver's License Number	State
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email (WHERE YOU CAN BE REACHED)

Cell (Area Code) Phone Number	Home (Area Code) Phone Number
<input type="text"/>	<input type="text"/>

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Home Address (NOT Tech Apt. or Dorm)

CITY	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vehicle License Number	State	Check if Standard	Special Plate Type
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Vehicle Make	Model	2D	4D	PU	VN
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIN (Vehicle Identification Number)	Year	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>

Registered Owner of Vehicle		
Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that the information above is true and correct and that I am purchasing this parking permit for my own personal use; it is not to be given, traded, sold or used by any other person. I agree to abide by the Louisiana Tech University Traffic Regulations that I received upon purchasing my permit and understand that a current version of these regulation, including all updates or changes, can also be found at latech.edu/parking for my reference.

Signature: _____ Date: _____

Permit Number: _____ Permit type: _____ Zone: _____

Expiration Date: _____ Amount Paid: _____ Entered By: _____