



**1. TERMS AND CONDITIONS**

This form is to be used by a permanent Capitol Mall employee who has already been issued a Capitol Mall parking permit, but who has lost that permit. A replacement fee of **\$8** will be charged for a replacement tag, and this fee must be delivered, with this completed application, before a replacement permit will be issued. This fee, the equivalent of one month of parking fees, is mandated by IDAPA 38.04.04, available at <http://adminrules.idaho.gov/rules/current/38/0404.pdf>. This fee must be paid at the time the replacement permit is issued -- we cannot bill your agency or schedule an additional paycheck deduction. Cash and checks made payable to "Facilities Services" are acceptable; we are not equipped to accept credit or debit cards.

**IMPORTANT NOTES:**

- ◆ If you find your lost tag after a replacement has been issued, you are required to return the old tag to Capitol Mall Parking. Failure to do so may result in your expulsion from the parking program.
- ◆ We cannot refund your replacement fee for any reason. If you think you may find your lost tag, then you should request a one-week temporary replacement permit while you search for it. Call 208-332-1932 for more information.

**2. APPLICATION**

Complete the following and submit with payment to Capitol Mall Parking in the basement of the State Parking Garage, **550 W. State Street**. Incomplete or inaccurate information will result in a delayed or rejected application. Please make sure your vehicle license plate information is **complete** and **correct**.

Name (Last, First)																				
Office Phone Number																				
State Agency where you are working	Department										Division									
Signature																Date:				

**By using a permit issued to you, you affirm that you understand and agree to abide by the rules and regulations of IDAPA 38.04.04, available at <http://adminrules.idaho.gov/rules/current/38/0404.pdf>.**

**3. PERMIT REPLACEMENT PICKUP**

Print and bring this completed form with you to the office of Capitol Mall Parking in the basement of the State Parking Garage, **550 W. State Street**. It is wise to call 208-332-1932 before coming, to be sure someone is in the office to help you when you arrive. Have cash or check (payable to "Facilities Services") ready.

**QUESTIONS? CALL 208-332-1932**