



**1. TERMS AND CONDITIONS**

A “**Capitol Mall Temporary Parking Permit**” is a special permit, valid for one, two, or three months, which allows the bearer to park in general Capitol Mall parking spaces. These permits **cost \$8 per month**. They are available to (a) employees of temporary service agencies (such as *ProPeople*); (b) employees of companies providing services to Capitol Mall employees; (c) temporary State employees such as Legislative attachés. **DO NOT APPLY** for a temporary permit if you receive your paycheck from the State Controller's Office!

You **may** be eligible to purchase a Capitol Mall Long-Term Temporary Parking Permit if you meet the following criteria (as per IDAPA 38.04.04, <http://adminrules.idaho.gov/rules/current/38/0404.pdf>): *“Monthly temporary parking permits are available to an individual performing work or providing services to a department tenant in the Capitol Mall, but who does not receive a state of Idaho-issued paycheck.”*

**IMPORTANT NOTES:**

- ◆ Possession of a permit DOES NOT guarantee availability of a parking space.
- ◆ Temporary permits are NOT issued while the Legislature is in session.
- ◆ Payment must be received before a permit will be issued; we cannot bill your agency or company.
- ◆ You must print this form and bring it with you -- we do not keep copies on hand.

**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												
Office Location	Building													Office # or Floor												
Vehicle license, color, make, & model	License													Make, Model, Color												
Vehicle license, color, make, & model	License													Make, Model, Color												
Signature	Date:																									
Work E-Mail Address																										

**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 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. A maximum of 3 months of parking permits can be purchased at one time (\$24 for 3 months).

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