



**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: *“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.”*

--IDAPA 38.04.04, <https://adminrules.idaho.gov/rules/current/38/380404.pdf>

**IMPORTANT NOTES:**

- ◆ Possession of a permit DOES NOT guarantee availability of a parking space.
- ◆ Payment must be received before a permit will be issued.
  - Payment can be made in cash (exact change) or checks made out to "Facilities Services"
- ◆ Upon processing and use of a permit, there will be no refunds.
- ◆ If permits are lost or damaged a replacement cost of equal value may apply.
- ◆ You must print this form and bring it with you.

**2. APPLICATION**

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

Name (Last, First, Middle Initial)																												
Contact Phone Number																												
State Agency where you are working	Department														Division													
	Office Location														Office # or Floor													
Vehicle license, color, make, & model	License														Make, Model, Color													
	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 as linked above.**

**3. PERMIT PICKUP**

Print and bring this completed form with you to the office of Capitol Mall Parking office in the basement of the State Parking Garage, **550 W. State Street**. It is advised to call 208-332-1932 before coming to be sure someone is in the office to help you when you arrive. Have cash (exact changed) or a check ready (payable to Facilities Services). A maximum of 3 months of parking permits can be purchased at one time (\$24 for 3 months).