



**UAF Office of the Bursar**

Signers' Hall First Floor, P.O. Box 757370  
Fairbanks, Alaska 99775-7370  
(907) 474-7384, FAX (907) 474-5898

**UAF DEPARTMENTAL PERMIT ORDER / RENEWAL FORM**

Department Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Departmental Permits will expire on October 31. The permit allows faculty and staff members conducting University business to use University or personal vehicles (with current decal) to park in Authorized/Official spaces. The permit does not authorize vehicles to park in reserved, Pay-by-Plate or metered spaces and without paying, or to utilize an A/O space near their regular place of employment.

**The departmental permit is a vinyl sustainable permit that your department will continue to use each year. Don't throw them away!! You will receive a letter each year asking to renew the permit until you decide to return it to the Bursar's Office. We no longer issue annual green laminated card.**

To renew your Departmental Permit, complete the Departmental Request form below. The annual fee is \$50.00 per permit. To replace a lost or stolen permit the cost is \$5.00. Please submit your request to UAF Parking Service, P.O. Box 757370, deliver in person to the Office of the Bursar, First Floor Signers' Hall or email your request to [uaf-bursar@alaska.edu](mailto:uaf-bursar@alaska.edu).

If you have questions, please contact the Office of the Bursar at 474-7384.

**Departmental Permit Request Form**

Department Name \_\_\_\_\_

Number of Permits \_\_\_\_\_

Account Information (Fund/Org) \_\_\_\_\_

Dean, Director or Department Head Signature \_\_\_\_\_  
(Required)

Check Delivery Option:    ☐ Mail Permit(s)  
   ☐ Pickup Permit(s)      Contact Phone No. \_\_\_\_\_