



Employee Name: _____
(Last) (First)

Tag #: _____ State of Registration (if other than MD): _____

Make/ Model/ Year of Vehicle: _____

Room #/ Branch: _____ Phone/ Extension: _____

Last Name: _____ First Name: _____ Sticker Number Issued: _____
Sticker Issued by: _____ Issue Date: _____ (Office Use Only)

Employee Parking Policy/ Sticker Acknowledgement

I, the undersigned, have received, read and understand Policy #12100-004: Parking Lot Management. I understand that, as an employee of the Motor Vehicle Administration, I have certain responsibilities associated with employee parking, including the responsibility of parking in accordance with the guidelines set forth in the above policy, and the responsibility to display an employee parking sticker in the upper left corner of any vehicle windshield that I park in an MVA employee parking lot.

Initials: _____

Date: _____

Important Notes:

- Employees may not transfer stickers from one vehicle to another.
- All employees must obtain a parking sticker for every car that he/ she drives and parks in an MVA parking facility.
- Remove ALL VALUABLES from your vehicle.
- DO NOT leave any GPS, iPod, computers, CD's, etc in plain view.
- Lock and secure your vehicle.
- Report suspicious activity to MdTA Police at the Duty Officers Station or call 410-768-7505.

Signature: _____

Printed Name: _____

Date: _____