PERMIT GUIDELINES

Annual parking permits for 2026-27 are generally valid until 12:00 a.m. on September 1, 2027 unless otherwise noted by DPS.

Student parking permit fees billed to the Fall 2026 term are non-refundable after September 3, 2026. Fees for student permits billed to the Spring 2027 term are non-refundable after January 18, 2027. The 2026-27 parking permits purchased on May 1, 2027, or later will be available at one-half the regular fee amount. Fees for 2026-27 student permits purchased on May 1, 2027, or later are non-refundable after June 7, 2027.

All vehicles parked on the A-State campus must have a valid parking permit issued by DPS properly displayed except for vehicles parked by visitors and invited guests that are parked in designated visitor parking or paid metered or parking garage spaces. Faculty, staff, and students are never considered to be campus visitors or guests for any parking purpose.

Service providers, vendors, contracted employees, or other individuals who work or provide services on the A-State campus and receive compensation for the work or services they perform are never considered to be visitors or guests for any parking purpose and are required to purchase and display valid A-State parking permits when parking a vehicle on the A-State campus. Faculty, staff, and students must display a valid A-State parking permit from any vehicle they park on the A-State campus. Students who are registered at another ASU System campus but are also registered for one or more courses at A-State must purchase and display a valid A-State parking permit when parking a vehicle on the A-State campus. Students who are registered for courses at another ASU System campus and one or more of those courses are held on the A-State campus must purchase and display a valid A-State parking permit when parking a vehicle on the A-State campus.

Parking permits may not be altered in any manner. Parking permits may not be displayed in a manner or format not approved by DPS.

Repositionable sticker permits must be displayed right side up (bar code at bottom) from the inside of the vehicle windshield in the lower left (driver side) corner of the windshield. The sticker may not be displayed sideways or upside down. The VIN number of the vehicle may not be obstructed by the sticker permit. The entire front surface of the permit must be visible. The permit must be affixed to the interior surface of the windshield using the inherent adhesiveness of the front surface of the permit. Alternate methods of display are not permissible including display from the vehicle dash. No more than one repositionable permit may be displayed from a vehicle at the same time. Repositionable sticker permits may be moved from vehicle to vehicle by the permit holder without contacting DPS. However, changes in primary vehicle information should be submitted to DPS through the Parking eBiz portal.

Hang tag permits must be displayed vertically from a correctly installed rear view mirror with the front surface (surface with permit number) facing the windshield. Hang tags may not be

displayed upside down or sideways. The entire front surface of the permit must be visible with no obstructions such as air fresheners, leis, sun visors, etc. The regulations prohibit the display of a hang tag permit from any part of a vehicle other than a correctly installed rear view mirror. Vehicles equipped with windshield tinting, certain rear-view mirrors, and other objects that prohibit the normal viewing and function of a hang tag permit must have another type of valid permit displayed. Also, vehicles not equipped with a correctly installed rear view mirror must have another type of valid permit displayed. Hang tag permits may be moved from vehicle to vehicle without contacting DPS. However, changes in primary vehicle information should be submitted to DPS through the Parking eBiz portal.

Parking a vehicle on the A-State campus that is not a vehicle registered with DPS does not mitigate the requirement to display a valid and current A-State-approved parking permit. As previously noted, repositionable stickers and hang tags are transferrable to any vehicle without contacting DPS. Vehicles operated by faculty, staff, or students must have a valid parking permit displayed. Faculty, staff, and students may never park a vehicle in visitor parking or other unauthorized zones even if a particular vehicle is not registered with DPS. The institutional status of the driver (faculty, staff, student, vendor/service provider, visitor/guest, etc.) rather than the registration status of the vehicle determines the authorized parking status of the vehicle. In the absence of a standard faculty, staff, or student parking permit, temporary printable parking permits are available online through the Parking eBiz portal.

Dashboard placard permits and printable permits are to be properly displayed from the driver side dash as directed in the instructions printed on the reverse side of the placard or on the printable permit.

Replacement parking permits for repositionable stickers and hang tags are available for lost or stolen permits when permit owners file a lost permit form or validated theft reports with UPD or another official law enforcement agency. Copies of theft reports must be submitted to DPS to receive replacement for stolen permits. Replacement permit fees for lost permits and permits stolen without forced entry are available at the replacement fee for the first occurrence. Subsequent occurrences require replacement at full cost. The replacement fee applies to all occurrences of permits stolen due to forced entry (must be verified by police inspection indicated on police report). Following is the replacement fee schedule: FS: $25.00, SE: $20.00, SD: $20.00.

A-State parking permits are the responsibility of the corresponding registrant and must be removed prior to sale or transfer of a vehicle or upon termination of employment or withdrawal from the university. Permit registrants are responsible for all parking citations issued to vehicles from which their assigned permit is displayed. Students who withdraw or employees who are terminated from the university must return their parking permits to DPS to have their parking permits deactivated. December or May graduates who will not be registered students at A-State during the academic term following graduation may either continue to park as students using student permits (until permit expiration date) or may be designated as visitors for parking (permit to be deactivated and considered invalid).

Students must contact DPS and return the parking permit to receive a change in status from student to visitor. Otherwise, permit holders are considered to be students for parking purposes until active permits expire. Unless students withdraw from the university, they are considered to be students for parking purposes throughout the current academic year even if they are not registered for classes during a particular academic term.

Falsifying personal, vehicle, or permit registration information, unauthorized use of any parking permit, display of photocopies or other objects in lieu of authorized permits, or unauthorized modification of a parking permit will result in a falsifying information parking citation and disciplinary referral.

Permit registrants are responsible for all citations and fines issued to vehicles displaying their permits even if the operator of the vehicle is someone other than the permit registrant. In the absence of displayed A-State parking permits, registered vehicle owners are responsible for all citations issued to their registered vehicles. A registered vehicle is any vehicle that is registered with DPS and/or registered with any state agency. When vehicles are immobilized (booted) with a wheel lock (boot), the driver of the vehicle must be verified by presentation of an A-State ID card/mobile ID or driver’s license before the wheel lock will be removed. The identified driver presenting an ID to DPS or UPD personnel at a booted vehicle will be responsible for all corresponding parking citations issued to the vehicle. If the identified driver of the vehicle has a university financial account, the corresponding parking fines will be billed to their account. If the driver of the vehicle does not have a university financial account, payment of the parking fines through an online payment link will be required before the wheel lock is removed.

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