1. **How do I get to the link to apply for my parking permit?**

   Below is the link to apply for your parking permit through iParq.
   - [http://usf.thepermitstore.com](http://usf.thepermitstore.com)
   This link can also be found on the front page of our website: [www.usfca.edu/public_safety](http://www.usfca.edu/public_safety)

2. **What information do I need to apply for a USF Parking Permit through the new online system iParq?**

   - CWID/USF ID number
   - USF email address
   - Vehicle Registration or Bill of Sale to use as a reference to input vehicle license plate information.
   - An address where your permit can be mailed to you. *We do not recommend having your permit mailed to your office as permits have been known to be lost or stolen.

3. **I don’t know what my CWID/USF ID number is. What is a CWID number and how do I locate it?**

   Each faculty, staff and student is issued a CWID/USF ID number. You can look up your CWID/USF ID number on the USF Connect homepage or on your USF pay check. Your CWID# is not located on your USF ID card. We use this number to verify that you are faculty, staff or student with the university. Only faculty, staff, students and authorized affiliates are able to purchase semester permits via Public Safety. If faculty or staff decides to use payroll deduction as a method of payment, we use this number to process your parking fees.

4. **Why does Public Safety need my home address and telephone number(s)?**

   In order to receive your parking permit you must correctly input your address so that your permit can be mailed to you. Again, we don’t recommend you use your office address as a place to have your permit shipped to you as permits have been known to be lost or stolen. We also use this information to contact you regarding your vehicle in case of a safety issue. This information is kept confidential and secure at all times.

5. **There is no box on the online application to indicate my previous PAN number. How does Public Safety know what PAN number to issue me?**

   The PAN system is no longer in effect.

For years the Department of Public Safety has entertained suggestions from the USF campus community regarding parking, in particular the efficiency, sustainability, and equity of the current parking (PAN) system. In December of 2011, the Provost established a Transportation Task Force comprised of members of the USF community representing faculty and staff. The committee was tasked with investigating parking and transportation issues that impact our campus and surrounding community. Recommendations were submitted to the Provost in the early Fall of 2012. Some of those recommendations included: the replacement of the PAN system with a first-come, first-served parking permit system; general endorsement of the university’s Traffic Demand Plan, the availability of parking permits only to those who live beyond a half mile radius of campus, and further study of the parking issues both for the USF community and its neighbors.

Recently, the USF Faculty Association agreed to a one-year pilot program that replaces the PAN system with a “first-come, first-served” parking allocation program. (The USSFA Collective Bargaining Agreement is the only contract that references parking permits and parking permit rates.) Together with the other recommendations mentioned above, these changes represent significant improvement in parking availability and efficiency of our limited parking resources.
6. I just updated my registration or just purchased a vehicle and my registration is currently being processed by the DMV; will my application be delayed if I don’t have my current registration?

We no longer need a physical copy of your vehicle registration or bill of sale. However, in order to complete your application online you must be able to input your vehicle license plate. It is your responsibility to insure its accuracy and any error could result in a citation.

7. I own a second vehicle and may choose to drive it to work on occasion. Can I purchase more than one permit for my vehicles?

Faculty and Staff now have the ability to register up to 5 vehicles to the one parking permit issued. The parking permit is a static cling permit that is easily transferrable from one vehicle to the next.

8. With the new online purchasing process, how or when do I receive my permit?

Once you complete your online application you will immediately be able to print a 10 day temporary permit to use while you wait for your permit to be mailed to you. iParq will mail your permit to the address that you provide. Please do not use your office address as a location to mail you permit to as permits have been known to be lost or stolen.

9. How much will payroll deduct from my paycheck for my parking permit?

Depending on the permit you select, when you receive your paycheck (bimonthly or monthly), and when the application is submitted determines the amount deducted from your paycheck. Parking fees are deducted before taxes are applied to your gross income.

10. I would prefer not to enroll in payroll deductions; what other payment methods does Public Safety accept?

Credit Card payments (Visa, MasterCard, and American Express) must be made online when completing the online application process.

11. I only require a fall semester 2015 permit at this time. If I need spring 2016 at a later date, may I purchase one?

Of course! Faculty and staff may purchase semester permits one at a time or annually.