



Channel Islands  
CALIFORNIA STATE UNIVERSITY



**DIVISION OF FINANCE & ADMINISTRATION**

Police & Parking Services

December 15, 2011

Dear Faculty,

**Parking permits for spring semester 2012 are now available!** To simplify the purchasing process for semester permits, you are encouraged to view and download the appropriate form at: [http://www.csuci.edu/parking/Parking\\_Forms.htm](http://www.csuci.edu/parking/Parking_Forms.htm). Print a copy of the parking registration form, which will allow you to purchase your permit by mail.

If your application and payment are received by Friday, January 6, 2012, your permit will be mailed. Applications and payments received after this date will be processed; but will only be available for pick up at Police and Parking Services in Placer Hall. A campus or photo ID will be required at the time the permit is issued.

**CASH, CHECK, MONEY ORDER, MASTERCARD AND VISA ARE THE ONLY METHODS OF PAYMENT THAT ARE ACCEPTED FOR FACULTY PERMITS.** Credit Card information may not be submitted by FAX. If you are paying by credit card, you may submit payment in person or by mail.

We recommend that you use the convenient forms found on our website to avoid prolonged delays and waiting in lines, and to ensure your permit is received before the semester begins. Be advised that there is a "grace period" for not displaying a permit the first week of the semester to allow faculty time to purchase their permits. Semester permits are valid from the beginning of the semester through the last day of classes. If you are interested in yearly or academic year permits and being placed on payroll deduction, please come into our office for more information.

**PLEASE MAIL YOUR COMPLETED APPLICATION AND PAYMENT TO:** Police and Parking Services, California State University Channel Islands, One University Drive, Camarillo, CA 93012.

**PLEASE NOTE: OUR OFFICE WILL HAVE EXTENDED HOURS THE FIRST WEEK OF THE SEMESTER Monday, January 23 – Friday, January 27, 2012 from 8:00 A.M. UNTIL 6:00 P.M.** We encourage everyone to purchase their permits in person or by mail before the beginning of the semester to avoid long lines and delays. Our regular Customer Service hours for spring are Monday – Friday, 8:00 a.m. to 3:00 p.m. and will resume on Monday, January 30, 2012.

If you have any additional questions, please contact Police and Parking Services Customer Service at (805) 437-8430 or e-mail [parking@csuci.edu](mailto:parking@csuci.edu).

Respectfully,

**Martha Ferguson**  
Customer Service Coordinator  
Police and Parking Services

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