

2025-2026 Departmental Official Business Parking Permit Request

Please complete the form, save it, and email it to smceldow@ufl.edu with the subject line "OB Permit Request".

Alternately, you may mail it to: UF Transportation and Parking Services, PO Box 112400, Gainesville, FL 32611-2400.

For questions regarding this form, please contact us at (352) 392-PARK (7275).

Contact Information

Name of Requesting College/Department/Agency:

PO Box:

Physical Location or Address:

Point Of Contact:

Phone Number:

Email Address:

Permit Information

FOR RENEWALS, CURRENT/PREVIOUS PERMIT NUMBER:

Number of Permits for Office Use*:

Number of Permits for Guest Use*:

*Office Use permits cannot be used by guests, and guest permits cannot be used by faculty, staff or students under any circumstances.

Permit Needs/Justification (if one-hour service drive access will not meet your needs, please specify the number or hours you are requesting and provide appropriate justification. Any request, including renewals, for access over 1 hour will need to be reviewed):

Payment Information (P-card or check payments can be processed more quickly)

Please provide billing information for payment instructions:

Billing Contact:

Phone Number:

Email Address:

If you wish to pay by an Expense to Revenue (E to R) Transaction, please provide Chartfield information:

Chartfield String: