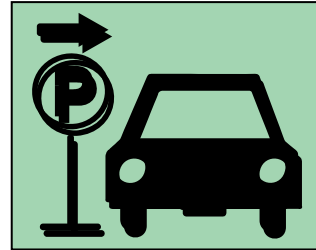




*I don't have my
parking identification
tag today...*



What do I do?

1. You must obtain a **temporary parking permit** for the day.
2. Request a **temporary parking permit** at:



PLANT MANAGEMENT DIVISION

50 Sherburne Avenue, Room G-10

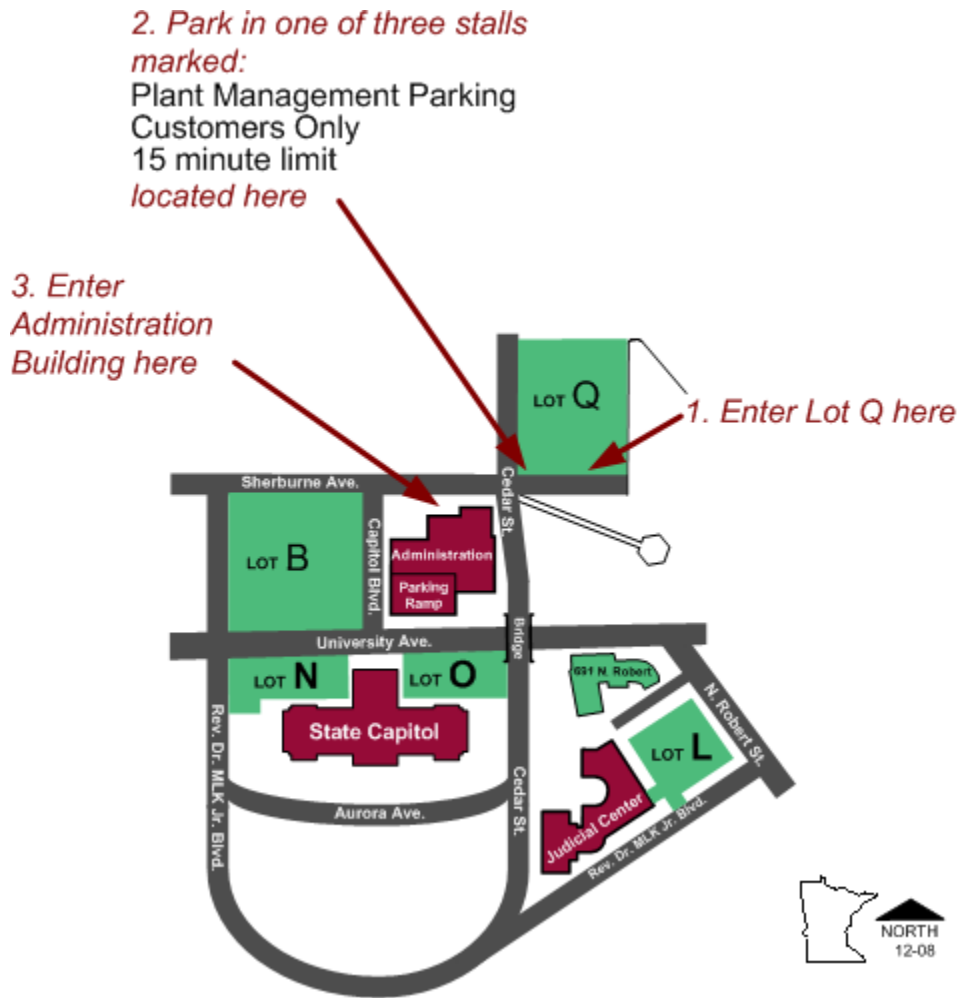
St. Paul, MN 55155

651.201.2306 or 651.201.2307

3. Stop by first thing in the morning to avoid having your vehicle ticketed or towed.
4. **Temporary free parking** is available for you in Lot Q while you obtain your **temporary parking permit** (see map):
 - Enter Lot Q on the Sherburne Avenue side.
 - Turn down the first row.
 - Park in one of the first three stalls closest to Cedar Street.
 - These stalls are identified with a sign reading:

Plant Management Parking
Customers Only
15 minute limit

- Remember to observe the time limit.
- The Administration Building entrance is on Sherburne Avenue



5. When you stop by to request a **temporary parking permit**, be sure to say that you have a contract but forgot your tag.
6. Upon verification of your parking contract status, you will be issued a **temporary parking permit** at no charge.
7. Your **temporary parking permit** must be displayed in your vehicle to park in PMD-managed facilities. Be sure to display it on the **dash – driver’s side** of your vehicle. Failing to do this may result in your vehicle being ticketed or towed.
8. **You no longer have to notify Capitol Security.** Capitol Security no longer takes calls for parkers who forget their State Parking Identification Tag.
9. Be reminded that creating, altering, or photocopying parking identification tags or permits:
 - Is considered to be a misuse/abuse of your parking benefit.
 - Is in violation of your parking contract.
 - May result in suspension or cancellation of your parking contract.
 - May result in criminal charges of theft or fraud being filed against you by Capitol Complex Security Division of the State Patrol.
 - May result in your employer taking disciplinary action against you.