**STAFF/FACULTY PARKING DECALS**

Go to SU website [https://www.southwestern.edu/](https://www.southwestern.edu/)

At Search, type in **PARKING**

Click **GO**

Under heading **Human Resources: Parking**, you will see the link
/human-resources/employee-benefits/fringe-benefits/parking/

This takes you to the fringe benefits page

Click on **REGISTER YOUR VEHICLE**

This takes you to the online form

Continue to fill out all prompts -

- FULL NAME
- CELL PHONE NUMBER
- CAMPUS DEPARTMENT
- PERMANENT MAILING ADDRESS
- DRIVERS LICENSE NUMBER
- VEHICLE'S REGISTERED OWNER
- VEHICLE MAKE
- VEHICLE MODEL
- VEHICLE COLOR
- VEHICLE LICENSE PLATE
- VEHICLE YEAR
- CHECK AGREE OR DISAGREE

**CLICK SUBMIT**

Your completed vehicle registration form will be directly submitted to SUPD. All staff/faculty parking decals will be assigned accordingly and distributed via interoffice mail within 3-5 business days.

If you have questions concerning this form, please contact us at 512-863-1944 for assistance.