DEPARTMENT OF VETERANS AFFAIRS
POLICE SERVICE

Vehicle Registration Worksheet
(For Official Use Only/Confidential)

Last Name	First Name	MI	Driver's License #	State	Exp. Date

Residence Address (*NO P.O. Box Number*)	City	State	Zip Code

Date of Birth	Hair	Eyes	Height	Weight

Service	Phone Extension	Pager or Cell Number

EMPLOYMENT STATUS (*Check One*)

( ) Full Time ( ) Part Time ( ) Resident ( ) Fellow ( ) Student
( ) WOC ⟶ ( ) UCSD ( ) VMRF VA ID Expiration Date:_____

INFORMATION REQUIRED	VEHICLE #1	VEHICLE #2
(VIN If new vehicle) License Plate Number		
STATE		
PLATE EXPIRATION DATE		
VEHICLE MAKE		
VEHICLE MODEL		
2 DOOR/ 4 DOOR		
VEHICLE COLOR		
VEHICLE YEAR		
Vehicle Insurance carrier		
Parking Decal Number & Color	*VA POLICE USE ONLY*	*VA POLICE USE ONLY*

CARPOOL RIDER INFORMATION (*SUBJECT TO VERIFICATION*)

Name	Service	Extension

IS THIS A REPLACEMENT DECAL FOR LOST OR DAMAGED: ( ) YES ( ) NO

DO YOU HAVE A PREVIOUSLY REGISTERED VEHICLE THAT HAS BEEN SOLD OR TRADED:
( ) YES ( ) NO (If Yes) Make:_____
Plate Number:_____

Read the Parking and Decal Instructions on the back of this form. Your signature signifies that you have read and understand the requirements, VA Rules and Regulations.

Signature	Date	Police Service Emp. Initial:

VA SAN DIEGO HEALTHCARE SYSTEM PARKING INSTRUCTIONS

1. BRING THE FOLLOWING DOCUMENTS TO THE VA POLICE EMPLOYEE ID, PARKING AND FINGERPRINT OFFICE, ROOM 1592, TO RECEIVE A PARKING PERMIT:
   - VALID DRIVERS'S LICENSE
   - VALID AND CURRENT VEHICLE REGISTRATION
   - VALID AND CURRENT PROOF OF VEHICLE INSURANCE
   - VALID VA EMPLOYEE ID BADGE

2. DECAL AND PARKING INSTRUCTIONS:

   a. Permanent parking permit will be **VISIBLY DISPLAYED** lower left hand corner (driver's side) of either the front windshield or rear window. **NO OTHER AREA IS AUTHORIZED.**
   b. You are authorized to park on VASDHS property only when you are working in the Medical Center, not on the UCSD Campus.
   c. If you should lose either your VA ID or parking permit you must report it to the VA Police immediately.
   d. You may be required to present your VA ID prior to parking.
   e. The parking permit is not TRANSFERABLE. It must be affixed to the vehicle to which the parking permit was assigned.
   f. Carpool is highly encouraged. If you want to apply for a carpool-parking permit, you must include the rider's name (the person must work at the VASDHS Medical Center, not at the UCSD Campus), Service and work extension on the vehicle registration worksheet.
   g. Read the Medical Center Memorandum 07B-3, Vehicle Parking Regulations.
   h. Report to the VA Police parking office anytime that there is a change in vehicle registration information.
   i. If the vehicle bearing the VASDHS parking permit is sold, traded or the employee resigns, the parking permit must be removed from the vehicle and returned to the VA Police Parking Permit Office to be removed from the VA Police Vehicle Registration System.
   j. VEHICLE PARKING REGULATIONS AND SPEED LIMIT MUST BE FOLLOWED AT ALL TIMES.
   k. NO LIABILITY IS CREATED BY THE GRANTING OF PARKING OR VEHICLE OPERATING PRIVILEGE ON PROPERTY OWNED, LEASED, OR OTHERWISE CONTROLLED BY THE VA. THE VA ASSUMED NO RESPONSIBILITY FOR THE CARE OR PROTECTION OF THE VEHICLE OR ITS CONTENTS WHILE OPERATED OR PARKED ON VA PROPERTY. HOWEVER, VA POLICE DO PATROL THE VA FACILITIES 24 HOURS A DAY.

NOTE: YOUR SIGNATURE ON THE FRONT OF THIS FORM SIGNIFIES THAT YOU HAVE READ AND UNDERSTAND THE VA PARKING REQUIREMENTS, RULES AND REGULATIONS.