THE UNIVERSITY OF TEXAS AT EL PASO

How to Purchase Student Permits
Click on “Purchase New Permit” to start the process.

- Purchase New Permit
- Add New Vehicle
- Display Permit On Another Vehicle
- Report A Lost Or Stolen Permit

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**PARKING RECORD INFORMATION**

- **Department:** N/A
- **Driver's License Information:**
  - **DL Number:** 35673898
  - **DL State:** TX
- **Mailing Address:**
  - **Street/P.O.:** 6142 Escondido Dr
  - **City:** El Paso
  - **State:** TX
  - **Zip:** 79912

**Update Information**

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**MY PARKING PERMIT**

- **Permit Number:** 18IC010832
- **Permit Description:** 18PG1SCFALL - SUNBOWL GARAGE
- **Permit Year:** 2018

**Associated Vehicles:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>Style</th>
<th>License</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Ford</td>
<td>Taurus</td>
<td>White</td>
<td>Four Door</td>
<td>BW3B194</td>
<td>TX</td>
</tr>
<tr>
<td>2017</td>
<td>Dodge</td>
<td>Dakota</td>
<td>Silver</td>
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<td>2013</td>
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<td>Taurus</td>
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</table>
Let's Get Started!

Ensure you have all the necessary information before starting.

You must be currently enrolled for classes prior to reserving your permit online.

Please be aware if you have an international address, the permit will not be mailed outside the U.S.

A confirmation email will be sent to your UTEP e-mail account.

Driver's License Information:
• License Number
• License State - ex: TX

Mailing Address Information:
• Street or PO Box #
• City
• State
• Zip Code

Vehicle Information for each vehicle registered:
• Year of Manufacture
• Make (ex: Chev or Ford)
• Model (ex: Cavalier or Mustang)
• License State - ex: TX, MX (Mexico), CN (Canada)
• License Number

Credit Card (if using a credit card to make your purchase):
• Card Type (Visa, MasterCard or Discover)
• Card Number
• Expiration Date

Print this check list

Read carefully all the necessary information to start the process. Once you have everything ready, click “Continue”.

Cancel  Continue
Service Agreement

TERMS AND CONDITIONS

Service Agreement

I certify that any information provided by me is correct and that the permit is for my exclusive use. I agree to assume full responsibility for any violation involving either my vehicle(s) or my permit(s) regardless of who drives and parks the vehicle on campus.

I understand it is my responsibility to read the University's Parking and Transportation Services Regulations. I further agree to abide by the Parking and Transportation Services Regulations and understand that failure to do so may be the basis for further disciplinary action by the University.

I understand that the University of Texas at El Paso is in no way responsible for damage or theft to my vehicle while parked on University property.

A parking permit is considered an official University document, any attempt to alter, sale or deface the permit is strictly against University Policy and could result in disciplinary actions up to and including suspension or termination.

I understand it is my responsibility to update my license plate number with UTEP Parking and Transportation Services. I agree that the license plate I am entering is correct, failure to update or enter my correct license plate can generate a citation. I also agree, to terminate my association with all previous license plate(s) that were linked to my account in the past.

Full-Time Employees:
I understand that if I separate from the University, I agree to have any UTEP Parking and Transportation Services outstanding balances deducted from my last paycheck, including, but not limited to citations, permits and boots. If I own a 3-year permit and I separate from the University without returning the permit, the remainder of valid years/months/days will be deducted from my last paycheck for the specified permit assigned to me.

Part-Time Employees:
I understand that if I am a part-time employee, I must contact the Parking and Transportation Services office to purchase a permit directly and the web portal purchase is intended for full-time employees. If I separate from the University, I agree to have any UTEP Parking and Transportation Services outstanding balances deducted from my last paycheck, including, but not limited to citations, permits and boots.

Students:
I understand that if I am a student and I separate, by graduating or not enrolling, from the University, I agree to pay what is owed to UTEP Parking and Transportation Services, including, but not limited to citations, permits and boots.

I have read and agree with the terms above.

[Check box] I have read and agree with the terms above.

[Button] Cancel
[Button] Continue
Select Style of Permit to Purchase

IMPORTANT NOTICE
Only ONE parking permit will be issued per customer. All customers have the option to purchase either a transferable automobile permit or an adhesive motorcycle permit. Transferable permits may be registered to and displayed on multiple vehicles while adhesive motorcycle permits are restricted to a single vehicle.

Second permits must be purchased in person at Parking and Transportation Services

Select Your Vehicle Type:

- Automobile
- Motorcycle

Select What Permit To Purchase:

- Academic Year 2021 – 2022 Valid Dates (08/16/2021 to 08/15/2022)

EXAMPLE
NOTICE

Secure your parking permit. Permits cannot be sold or transferred to another individual. If lost or stolen report immediately to the Parking and Transportation Services office.

Cancel  Ok
Choose A Permit To Purchase

Information about specific permits can be found on this website.

View Campus Map

Select Permit:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Price</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18PG1SCFALL - SUNBOWL GARAGE STUDENT</td>
<td>$305.49</td>
<td>8/16/2017</td>
<td>8/15/2018</td>
</tr>
<tr>
<td>18S3ANN - SUN BOWL 2 STUDENT</td>
<td>$220.63</td>
<td>8/16/2017</td>
<td>8/15/2018</td>
</tr>
<tr>
<td>18P11ANN - STUDENT PERIMETER ZONE 11</td>
<td>$175.22</td>
<td>8/16/2017</td>
<td>8/15/2018</td>
</tr>
<tr>
<td>18P1ANN - STUDENT SHUSTER 4</td>
<td>$170.44</td>
<td>8/16/2017</td>
<td>8/15/2018</td>
</tr>
<tr>
<td>18RSANN - ALL GREEN ZONES STUDENT</td>
<td>$122.44</td>
<td>8/16/2017</td>
<td>8/15/2018</td>
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</tbody>
</table>

Don't see the permit you want here? Select another permit option.
Assign a Vehicle to the Permit

Note: Initial sale will only allow you to choose one vehicle. You can associate more vehicles after your purchase to your new permit by going to the "Display A Permit On Another Vehicle".

Select Vehicle:

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Don't see the vehicle you want here? Add New Vehicle

NOTE: If you don't have any vehicles registered with us, please follow next steps to add your vehicle.
UPDATE INFORMATION

DRIVER’S LICENSE INFORMATION:

DL State: Texas
DL Number: 35673898

MAILING ADDRESS:

Address: 6142 Escondido Dr
Address 2 (optional): Enter Address 2
Apartment (optional): Enter Apartment
City: El Paso
State: Texas
Zip Code: 79912

If this is your first time purchasing a permit and do not have a car registered with us, you will have to firstly enter your driver’s license information and then your vehicle information.

Cancel  Update Information
Like previously mentioned, you also have to enter the vehicle information as well and click "Continue" to successfully add your vehicle to your account.
Successfully added vehicle: 2017 Dodge Dakota (License: TXKJH323)

Would you like to associate your new vehicle to an existing permit now?

No
Yes

Once you added the vehicle, you can associate it to the permit you are purchasing or not.
Select the permit that will be displayed on the vehicle:

- **18PG1SCFALL - SUNBOWL GARAGE STUDENT**

Select a vehicle:

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Don't see the vehicle you want here? [Add New Vehicle](#)

In case you clicked "No" previously because you want another vehicle for a new permit, select another you have on your account (if you have), or add a new vehicle.
### Select a vehicle:

<table>
<thead>
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<td>TX</td>
</tr>
<tr>
<td>2006</td>
<td>Hyundai</td>
<td>Elantra</td>
<td>Gray</td>
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**Permit/Vehicle association created successfully.**

After selecting your preferred vehicle, you will get this pop-up, so just close it to continue.
PARKING & TRANSPORTATION SERVICES

Mailing Address

Parking permits will NOT be mailed outside of the Continental United States or APO addresses.

Select one option below:

- Enter U.S. address

- Pick up permit at:
  Parking & Transportation Services
  Mike Loya Academic Building, Room 122

Note: Selecting the pick up permit option will NOT expedite permit delivery.

NOTE: If you don't have an U.S. address, you can select "Pick up permit at" since it will be shipped to the Parking and Transportation office, and you will be notified when you can go to the office to pick up your permit.

Permits purchased before the new academic year will be shipped after August 1st.
Permits purchased during the academic year will be received 5-7 business days after purchase.

Cancel       Continue
Mailing Address

Permit purchased will be sent to the mailing address below:

Address: 6142 Escondido Dr
Address 2 (optional): Enter Address 2
Apartment (optional): Enter Apartment
City: El Paso
State: Texas
Zip Code: 79912

Cancel  Continue

If you selected "Enter U.S. address" in the previous question, please now write your mailing address. And click "Continue".
Choose Payment Type

- Pay in Full (credit, debit)
- Pay with Term Charges (will charge your student account)

NOTE: If you choose to Pay in Full, you will be redirected to TouchNet Portal to continue with the payment.
Review your order

Review your order for accuracy. When satisfied, click the "Buy Now" button to submit your order.

UTEP ID: 80568054
Name: Karla Gonzalez
Department: N/A

Traffic Records Address
6141 Escondido Dr
El Paso
TX
79912

Mail To
6141 Escondido Dr
El Paso
TX
79912

Driver's License Information
DL State: TX
DL Number: 28738493

Permit Information
Item Selected: 18S3ANN - SUNBOWL 2 STUDENT
Price: $201.67

Note: If you have already submitted this once before, even if your previous sale ended in error, DO NOT submit this order again. Discontinue your sale and contact Parking and Transportation Services at 915-747-5724 immediately so the problem can be corrected.

If you previously choose "Pay with Term Charges", you will get this review page. If everything is correct, click "Buy Now".

Cancel
Buy Now
You are about to submit your permit request. If you have already submitted this once *(even if the sale ended in error)*, do not submit this again as you may be charged more than once. Continue?

Cancel  Yes

Traffic Records Address
6141 Escondido Dr
El Paso
TX
79912

Driver's License Information
DL State: TX
DL Number: 28738493

Permit Information
Item Selected: 18S3ANN - SUNBOWL 2 STUDENT
Price: $201.67

Note: If you have already submitted this once before, *even if your previous sale ended in error*, DO NOT submit this order again. Discontinue your sale and contact Parking and Transportation Services at 915-747-5724 immediately so the problem can be corrected.

Cancel  Buy Now
Thank you for your purchase

Parking permits will be mailed to the customer's designated mailing address.

PERMITS ARE MAILED AFTER AUGUST 1st EACH RESPECTIVE SCHOOL YEAR

A confirmation e-mail will be sent to your UTEP e-mail account with a temporary permit attached. SAVE THIS EMAIL.

Feel free to contact Parking and Transportation Services at 747-5724 if you have any questions.