THE UNIVERSITY OF TEXAS AT EL PASO

How to Purchase Faculty and Staff Permits
Click on “Purchase New Permit” to start the process.

**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**

**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>
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</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Ford</td>
<td>Taurus</td>
<td>White</td>
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<td>BW3B194</td>
<td>TX</td>
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<tr>
<td>2017</td>
<td>Dodge</td>
<td>Dakota</td>
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<td>2013</td>
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</table>
Let's Get Started!

Ensure you have all the necessary information before starting.

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

Print this check list

Continue
Cancel
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.

Cancel  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 2022 – 2024 Valid Dates (8/16/2021 to 8/15/2024)

Continue
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>24P05AFALL - DA1 Dawson 1 Fac/Stf</td>
<td>$400.00</td>
<td>8/16/2021</td>
<td>8/15/2022</td>
</tr>
<tr>
<td>24S3ANN - SB2 Sun Bowl 2 Inner Campus Fac/Stf</td>
<td>$600.00</td>
<td>8/16/2021</td>
<td>8/15/2022</td>
</tr>
<tr>
<td>24P03AFALL - SC2 Schuster 2 Fac/Stf</td>
<td>$400.00</td>
<td>8/16/2021</td>
<td>8/15/2022</td>
</tr>
<tr>
<td>24P1FALL - SC4 Schuster 4 Fac/Stf</td>
<td>$400.00</td>
<td>8/16/2021</td>
<td>8/15/2022</td>
</tr>
<tr>
<td>24REMAFALL - GRN Green Remote Fac/Stf</td>
<td>$300.00</td>
<td>8/16/2021</td>
<td>8/15/2022</td>
</tr>
</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](#)

[Continue](#)
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](#)

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In case you clicked "No" previously because you want another vehicle for new permit, select another you have on your account, select another you have on your account, or add a new vehicle.
Select the permit that will be displayed on the vehicle:

<table>
<thead>
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<th>Model Year</th>
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</tr>
<tr>
<td>2006</td>
<td>Hyundai</td>
<td>Elantra</td>
<td>Gray</td>
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Permit/Vehicle association created successfully.

Close
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.

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**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.
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

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

- Monthly Payroll Deduction (October 1st - June 1st)
- One Time Payroll Deduction (October 1st)

Now select your preferred payment type based on your Payroll Deduction preference.

Cancel  Continue
Choose Payment Type

Select Pre-Tax or Post-Tax:

- **Pre-Tax** (payroll deductions will take place before taxes are paid per pay period.)
- **Post-Tax** (payroll deductions will take place after taxes have been deducted per pay period.)

I do hereby authorize the Payroll Office at The University of Texas at El Paso to take a deduction from my paychecks(s) for FY 21-22 Parking permit. I agree to have any unresolved or outstanding debit repaid to the University at the end of my employment with the University.

I further understand and agree that the Payroll Office will automatically take a deduction for any outstanding debts or obligations on the next available payroll and/or other payroll, as may be necessary to recover the outstanding balance owed.

☐ I have read and agree with the terms above.

Now select if you want Pre-Tax or Post-Tax and read the terms below and if you agree, check on the checkbox and continue.

**Continue**
**Review your order**

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

<table>
<thead>
<tr>
<th><strong>UTEP ID:</strong> 80568054</th>
<th><strong>Name:</strong> Karla Gonzalez</th>
<th><strong>Department:</strong> N/A</th>
</tr>
</thead>
</table>

**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: 24S3ANN - SB2 Sun Bowl 2 Inner Campus Fac/Stf  
Price: $600.00

**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]
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**

Read the note and click “Yes” if you want to continue with the purchase.

Object: 2452ANN - SB2 Sun Bowl 2 Inner Campus Fac/Stf
Price: $600.00

**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.
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.