**THE** **UNIVERSITY** **OF** **TEXAS** **AT** **EL** **PASO**

Registering your bicycle or electric scooter with University Police is a great anti-theft deterrent. This free service allows University Police and surrounding area law enforcement agencies to locate the rightful owner in the event your bicycle or electric scooter is stolen and recovered. This form should be completed and returned to the UTEP Police Department Office of Special Services located at 3118 Sun Bowl Dr.

Hours of Operation: M-F 8:00 a.m. to 5:00 p.m. **Phone:** (915) 747-6640 or 915-747-6338

**BICYCLE / ELECTRIC SCOOTER** **REGISTRATION**

|  |
| --- |
| **Personal** **Information** |
| First Name: |  |
| Last Name: |  |
| State Identification Number: |  |
| Date of Birth: |  |
| Home Phone Number: |  |
| Cell Phone Number: |  |
| Address: |  |
| City/State: |  |
| Zip Code: |  |
| Faculty, Staff, or Student (Select one) |  |
| E-mail address: |  |
| **Please check the appropriate box** |
| [ ]  **Bicycle** [ ]  **Electric Scooter**  |  |
| Make: |  |
| Model: |  |
| Number of Speeds: |  |
| Serial Number: |  |
| Primary Color: |  |
| **Description:** |
|  |
| Date Registered: |  |
| Officer Name & ID Number: |  |
| Bike Registration Decal Number: |  |

**Remember!** **When** **not** **in** **use,** **keep** **your** **bicycle or** **electric scooter** **secure!**

**Why** **should** **I** **register** **my** **bicycle or** **electric** **scooter?**

The information you submit will be used to assist in returning your registered bicycle or electric scooter in the event it is stolen and recovered or found by the UTEP Police Department or surrounding law enforcement agencies.

It’s free and easy!

**How** **do** **I** **register** **my bicycle or electric scooter?**

You can register your bicycle or electric scooter by completing the registration form at the University Police Department located at 3118 Sun Bowl Drive. You will need to have your bicycle or electric scooter available during the registration process. You may also request this service by contacting any of our patrol officers.

**Where** **can** **I** **park** **my bicycle** **or electric scooter?**

We encourage members of the UTEP community to park their bicycle or electric scooter on any of the designated bike racks. Please be considerate of others and do not park your bicycle or electric scooter in a walkway, sidewalk, hallway, ADA-accessible ramp, or doorway.

**Safety** **Tips:**

* Never leave your bicycle or electric scooter unattended or unsecured

* Always secure your bicycle or electric scooter, even if it is for a few minutes
* Keep your bicycle or electric scooter locked with a good “U” type lock
* Always check your lock by pulling on it to ensure it is secure
* Park your bicycle or electric scooter in a high pedestrian traffic area
* Consider engraving your bicycle or electric scooter with a set of identifiable letters to help identify your scooter if it’s stolen
* Write down the model and serial number of your bicycle or electric scooter and keep it in a safe place
* Take a clear photo of your bicycle or scooter
* Consider installing a GPS tracking device
* Report suspicious activities to University Police 747-5611

**Pictures (recommended)**

**Ways to secure your bicycle Ways to secure your electric scooter**

**Using two U locks, lock frame and both Assess your electric scooter for secure**

**wheels to the bicycle rack locking points**

**Purchase a high-security U-lock and secure**

**the rear wheel and frame, with the additional Purchase a high-security U-lock that fits**

**cable lock to secure the front wheel**

**Utilize a U-lock to secure the rear wheel and frame Thread the U-lock through a secure**

** Locking point on your electric scooter**

 **Lock the electric scooter to a permanent**

** fixture such as a bicycle rack**