

# Mount Saint Vincent Vehicle Registration Form

Student permit distribution is by **APPOINTMENT ONLY**.  
The following documents **MUST** be electronically  
uploaded to Self-Service prior to your appointment:

1. Vehicle Registration Form
2. Receipt of parking fee from student accounts
3. Vehicle Registration Card
4. Vehicle Insurance Card
5. Driver's License

For administration use only:

PARKING PERMIT #: \_\_\_\_\_

LOCATION: \_\_\_\_\_

## 1 Please fill out the information in sections 1, 2, and 3:

DATE:		ID #:	
LAST NAME:		FIRST NAME:	
CELL PHONE:		EMAIL:	
VEHICLE YEAR:	MAKE:	MODEL:	COLOR:
LICENSE PLATE:		STATE:	

## 2 Please check all that apply:

- ☐ UNDERGRADUATE
- ☐ GRADUATE
- ☐ CONTINUING EDUCATION
- ☐ COMMUTER
- ☐ RESIDENT
- ☐ ALUMNAE HALL
- ☐ AQUINO HALL
- ☐ MASTRONARDI HALL
- ☐ MARILLAC HALL
- ☐ SETON HALL
- ☐ SPELLMAN HALL
- ☐ FACULTY
- ☐ STAFF
- ☐ ADMINISTRATOR

## 3 Please read and sign:

Parking and operating a motor vehicle on the Mount Saint Vincent campus is a privilege. It is the individual's responsibility to ensure that his or her vehicle is parked and operated in compliance with all campus regulations. The acceptance of parking privileges and the presence of any vehicle on campus represents the motorist's agreement that the Mount is in no way liable for personal injury, death, damage, lost or stolen vehicle, or lost or stolen parts or contents within the vehicle.

I understand that only resident students with residence hall permits are allowed to park in the lot specified, with the exception of reserved spots. All other students with permits may park in Villa Parking Lot. Parking is prohibited in fire lanes, grass areas, in front of hydrants, along roadways, or reserved spots including handicap parking, unless authorized. All permits must be clearly displayed on rear view mirrors. If there is a situation in which I am unable to locate a parking spot, I may contact Campus Safety and Security at (718) 405-3434 and request a Security Supervisor to assist in locating a parking spot. Parking permits may not be transferred, loaned, or borrowed. Violations of parking regulations will result in the issuance of summonses, booting, or the vehicle being towed off campus at my expense.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

REV. 2024

\_\_\_\_\_  
ADMINISTRATION SIGNATURE

\_\_\_\_\_  
DATE