McGill

Parking & Transportation Services

Please complete the following form to report the loss or theft of your McGill University parking permit. Bring the completed form to the **Parking & Transportation Services Office** (3465 Durocher, room 116).

The replacement fee for a lost transponder permit is **$75.00**. The replacement fee for a lost hangtag permit is $15.00. This charge will be refunded if the lost permit is recovered and returned to the Parking Office within 3 weeks of the issuance of the replacement permit.

The replacement fee for a stolen permit is as follows (police report number required):

- **$10.00** for a plastic hangtag permit or temporary cardboard permit
- **$40.00** for a transponder (refundable deposit amount)

An official receipt will be issued for your insurance claim.

Name: _____ Permit #: _____

Campus Address: _____ Phone #: _____

Lost ☐ OR Stolen ☐ Vehicle Locked ☐ Forced Entry ☐

Location: _____ Last date/time permit was in place: _____
(day/month/year)

Date/Time loss discovered: _____
(day/month/year)

Police report number (if stolen): _____

Provide any information you are aware of related to the loss of your permit:

_____

_____

_____

By my signature below I attest that the above information is made voluntarily, without coercion, and is truthful to the best of my ability to recall the events described. I am aware that the filing of a false report will result in serious consequences. I am also aware that anyone found using this permit after this date might be subjected to internal disciplinary measures and perhaps even criminal prosecution.

_____ _____

Signature Date
Permit Holder

Signature Date
Parking & Transportation
Services employee

Revised: 1 Dec 2016