



Holy Names University
 Department of Campus Safety
 3500 Mountain Blvd, CSO
 Oakland, Ca 94619
 Tel 510-436-1287 or csadmin@hnu.edu

Permit Application
 11-12 FOR OFFICE USE ONLY

Date received _____

Applicant name : _____ (Guest/Child) _____
 (Driver/Host: Please Print)

Driver's License _____ State _____ E-mail _____

Address _____ Contact Number _____
 (Billing Address)

City _____ State _____ Zip _____ DOB: _____

Campus Status (Check Box)

- Commuter Student Alumni AEB
- Residential Student: Dunn Hall Durocher Hall Feehan Hall Founders. Room # _____
- HNU Faculty/Staff: **Building** _____ **Dept** _____ Full-time or Part-time
- Raskob Faculty/Staff: Full-time or Part-time? Raskob Parents
- PMD Faculty/Staff: Full-time or Part-time? PMD Parents

- Sophia Faculty/Staff: Full-time or Part-time? Sophia Student or Audit
- Outside Athletics: Bishop O'Dowd Haufler Manatees Volleyball
- Outside Groups: Upward Bound OUSD A New America
- Campus Groups Epicurean Orchestra Friends of Art Kodaly Chapel
- Other: _____ Contractor Vendor (Print Name of Company)

Vehicle Information: Is this the first time for registering a vehicle at HNU? Yes No

#1 License plate _____ State _____

Vehicle year _____ Make (brand) _____ Model (type) _____

Color _____ **Permit number** 11
 (Office Use Only)

#2 License plate _____ State _____

Vehicle year _____ Make (brand) _____ Model (type) _____

Color _____ **Permit number** 11
 (Office Use Only)

___ New Car / No Plates **Temp Permit Number** _____ **Expires** _____
 (Office Use Only)

APPLICATION PROCESS: (MAIL SYSTEM)

An application form must be filled out and submitted on an annual basis for a permit. **The application must be filled out completely with all boxes and requests for information completed.** Campus Safety can not issue a permit without a license plate. Those with new vehicles awaiting plates will be issued a temporary permit and converted to a permanent permit at the earliest opportunity. All outstanding tickets and fees must be resolved before a renewal of a permit will be authorized. If you have a completed form, your fees resolved, we **will return the permit by mail.** If the permit can not be processed because you have incomplete information, there will be a delay. Campus Safety will attempt to contact you by the primary information on your form.

Mail the completed form to the CSO. All permits are processed within one week of receipt. If you have not received a response to your application within two weeks of submission something has held it up. It is your responsibility to follow-up with the CSO by email to check on the application status. Campus Safety is open 24/7. There is no parking available around the office. You will get a ticket for parking in the loading zone. You can approach the office on foot only. CSO is located between the back door of Dunn and the Cafeteria. Parking information and rules can be found on the Campus Safety webpage at www.hnu.edu