

# NDW/NAVSEA PARKING APPLICATION AUTOMOBILE REGISTRATION REQUEST

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ Street: \_\_\_\_\_  
First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ City: \_\_\_\_\_  
Grade/Rank: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

## COMMAND INFORMATION

Activity/Command: \_\_\_\_\_ Tel. No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Base: \_\_\_\_\_ Bldg. No.: \_\_\_\_\_ DOD Employee: \_\_\_\_\_ Military: \_\_\_\_\_ Contractor: \_\_\_\_\_

## VEHICLE INFORMATION

Tag No.: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Decal No.: \_\_\_\_\_ Decal Color: \_\_\_\_\_ Decal Expiration Date(mm/yy): \_\_\_\_\_  
-----  
Tag No.: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Decal No.: \_\_\_\_\_ Decal Color: \_\_\_\_\_ Decal Expiration Date(mm/yy): \_\_\_\_\_

## INSURANCE INFORMATION

Name of company: \_\_\_\_\_ Policy No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## MISCELLANEOUS

Do you object using your name for prospective carpools? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What type of permit requesting? H/C \_\_\_\_\_ EXEC \_\_\_\_\_ EXEC POOL \_\_\_\_\_ C/P \_\_\_\_\_ V/P \_\_\_\_\_ IND \_\_\_\_\_

**PRIVACY ACT STATEMENT:** This information is collected under authority of P.L. 89-564, Sec. 401 Title 23, U.S. Code Highway Safety Act of 1966. The information will be used to register and mark non-government motor vehicles operated aboard Department of the Navy installations. Routine uses include traffic, parking and security management; certification that insurance and vehicle inspection requirements are met, and identification of vehicles involved in accidents, felonies, etc. While disclosure of the information is voluntary, a privately owned vehicle may not be registered for use aboard a DON installation without it.

Registration decalomania are for official use of the holder designated hereon. Use or possession except as prescribed is unlawful and will make the offender liable to penalty. 18 USC 499, 506, and 701.

I hereby certify that:

1. I will abide by all traffic, parking and security regulations.
2. I will submit to search of my vehicle as may be ordered by competent authority.
3. My insurance policy meets the minimums established by the Department of the Navy, and/or the state or locality where the vehicle is operated.
4. The vehicle has satisfactorily met inspection requirements of this state or locality, where required.
5. I further understand that the government has no liability for loss or damage not attributable to negligence of employees on official duty.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMIT INFORMATION (OFFICIAL USE ONLY)

Permit No.: \_\_\_\_\_ Type: \_\_\_\_\_ Area: \_\_\_\_\_ Expiration: \_\_\_\_\_

## GENERAL INFORMATION (OFFICE USE ONLY)

Issued by: \_\_\_\_\_ Issuing Date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Activity Parking Rep.)

## APPLICATION PROCESS

Who needs to apply?

- All NAVSEA employees authorized a reserved parking space or desiring access to general parking at the WNY.
- All employees wishing to register their vehicle to obtain a DOD decal and NDW/NAVSEA rocker.
- Employees who have already registered their vehicle with the WNY but have not been issued a NDW/NAVSEA rocker.

SEA 09A started accepting applications for registration in early October. Average processing time is 3-6 weeks. All completed application packages should be placed in the drop-off box located at the guards' desk in buildings NC2 and NC3. Employees are required to attach clear, legible copies of the following documents to their application, which will be maintained on file with SEA 09A:

- Proof of insurance for the vehicle you are registering (indicating dates of coverage),
- vehicle registration (Note: If the vehicle is not in the applicant's name, or spouse's name, the applicant must attach a signed note from the vehicle owner stating that it is okay to register the vehicle in their name at the WNY), and
- valid driver's license.

And for the following, please add to your package:

- **Handicapped Parking:** Medical Certificate or Placard (see below)
- **Motorcycle:** Proof of Motorcycle Safety Course (Note: Your driver's license must be properly marked with the motorcycle "CLASS")
- **Carpool:** Carpool packages must be stapled together. Each member of the carpool must fill out an application and provide copies of their driver's license, vehicle registration and insurance. One permit will be granted to each pool.
- **Vanpool:** One application must be filled out and provide copies of driver's license (for each driver/backup driver), vehicle registration and insurance. For each driver/rider, request COMMAND INFO and PERSONAL INFO. One permit will be granted to each pool.

# NDW/NAVSEA PARKING APPLICATION INSTRUCTIONS

## Personal Information

**Last Name:** Self explanatory (Vanpools: List company's name)

**First Name:** Self-explanatory

**Street/City/State/Zip Code:** Applicant's home address

**Grade/Rank:** Self explanatory (indicate payband if applicable)

**SSN:** Applicant's social security number

## Command Information

**Activity/Command:** NAVSEA w/applicant's code (i.e. NAVSEA 09A)

**Tel. No.:** Applicant's current work number w/extension

**Base:** WNY

**Bldg. No.:** Indicate which building you will be relocated to (197, 201, 104 or 176)

**DoD Employee/Military/Contractor:** Select one

## Vehicle Information

**Tag No.:** License plate number

**State:** State of license plate

**Make:** (Ford, Chrysler, Honda, etc.)

**Model:** (Explorer, New Yorker, Accord, etc.)

**Color:** Color of vehicle

**Year:** Year of vehicle

**Decal No.:** Leave blank UNLESS you already have a DoD decal. Then provide the DoD decal number.

**Decal Color:** Leave blank UNLESS you already have a DoD decal. Then provide the decal color you need.

**Decal Expiration Date:** Leave blank UNLESS you already have a DoD decal.

**NOTE:** If you require a special rocker for base housing, please identify which base housing so we can provide you a replacement rocker.

## Insurance Information

**Name of Company:** Company that the vehicle(s) are insured through

**Policy No.:** Insurance company policy number

**Expiration Date:** Date vehicle insurance policy expires

### Miscellaneous

**Do you object using your name for prospective carpools?** Select one (This information will be used to help form desired carpools with other WNY employees.)

**What type of permit requesting?**

**H/C** (Handicap – reserved space)

**EXEC** (Flag/SES – reserved space)

**EXEC POOL** (GS15/06 or payband equivalent)

**C/P** (Carpool\* – reserved space)

**V/P** (Vanpool\* – reserved space)

**IND** (Individual space – general parking)

\* A car/vanpool is defined as **three or more members** per vehicle. To qualify for a reserved space, a car/vanpool must meet the following criteria:

- 1) For a car/vanpool of three, all three members must work at the WNY or Anacostia base.
- 2) For a car/vanpool of four or more, a majority of the members must work at the WNY (e.g., for a seven-person car/vanpool, at least four members must work at the WNY or Anacostia base).

### HANDICAP PARKING

Maryland residents will need to submit a copy of the yellow Medical Certificate with their parking application. Residents of all other states will need to submit a copy of their registration indicating that they have handicap plates. If using a handicap placard instead of permanent vehicle plates, employees will need to submit a copy of the placard (front and back) indicating their name and the expiration date.

### NAVSEA PARKING OFFICE

NAVSEA's Activity Parking Representative (APR) is Lisa Taylor of SEA 09A. Her email address at NAVSEA HQ is TAYLOR LISA D NSSC (be careful, as there is another TAYLOR LISA D CNIN). Or for those outside of NAVSEA, the email address is [taylorld@NAVSEA.NAVY.MIL](mailto:taylorld@NAVSEA.NAVY.MIL).