

# Parking Control Sheet

Shared Services of Alaska, Facilities Center  
 141 Willoughby Avenue | [doa.dgs.facilities.callcenter@alaska.gov](mailto:doa.dgs.facilities.callcenter@alaska.gov)

Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Department \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ License Plate \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ License Plate \_\_\_\_\_

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Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ License Plate \_\_\_\_\_

1. Any vehicle parking in a State reserved or restricted area must display a current State of Alaska parking permit hung from the rear view mirror.
2. Permits may be used in more than one vehicle as long as the vehicle has been registered with the Call Center.
3. Upon separation from State employment, the employee is **responsible** for returning the permit to Shared Services of Alaska.
4. The State of Alaska is not responsible or liable for damages or theft.
5. You are subject to ticketing, towing, loss of parking privileges, and disciplinary action up to and including dismissal for violations of parking policy or laws in accordance with Standard Operating Procedure DGS 05-01.
6. No overnight parking
7. I acknowledge that I have been given and understand the parking policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The Juneau core area is defined as an area of Juneau bounded by Gold Creek to the north, the Gastineau Channel to the east, and Mt. Roberts Tram to the south.

FOR OFFICE USE ONLY			
<b>Issue Date:</b> _____ <b>Permit Number:</b> _____	<b>Type of Permit:</b> <b>Sup/Conf. Gen.</b> <b>(circle one only)</b>	<b>Employee ID No.</b> _____	<b>Completed By:</b> _____