

Parking Permit Ordering Instructions

Parking permits are ordered online and mailed to the address provided when ordering. *The very first permit you order will be \$30 for one vehicle and \$15 for every permit purchased after the original purchase.*

Go to My Payments Tile in MYTCTC to Order a Parking Permit

Before you order a permit, you will need **ALL** of the information listed below:

- Your Last Name
- Your TCTC ID Number (Example: T-00123456)
- Driver Information (The person that will be driving the vehicle that is issued the permit)
 - Phone Number
 - Email Address
 - Driver's License Number & State
- Mailing Address (this is the address your permit will be mailed to)
- Vehicle Information
 - Make (Example: Ford, Chevrolet, Toyota, etc.)
 - Model (Example: Focus, Camaro, Camry, etc.)
 - Year
 - Color
 - License Plate Number
 - License Plate State
- Vehicle Registered Owner Information (if other than the driver)
 - Name
 - Relationship to Driver
 - Owner's Phone Number
 - Address
- Insurance Information
 - Insurance Company Name
 - Policy Number