

# VEHICLE REGISTRATION/CHANGE FORM

**Please complete the following and return this form to Facilities Management-East.** Registering your vehicle assists security in serving staff more efficiently and effectively (i.e. when car lights left on, etc.). Complete a new form and submit it to Facilities Management, call Facilities Management at ext. 18971, or fax this form to #13825, any time you change vehicles or license plate numbers.

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**Check all that apply:**      New registration                      Change

Employee                      Volunteer    Traveler                      Contract Employee

Student    Tenant (Suite/Location) \_\_\_\_\_

**Parking stickers needed:**      Yes                      No

Your Name \_\_\_\_\_ Phone/extension: \_\_\_\_\_

Your Manager/Instructor \_\_\_\_\_ Work Location: \_\_\_\_\_

Provide the license plate number, the year/make/model and color for each vehicle that may potentially be parked at BryanHealth Medical Center.

License plate no.: \_\_\_\_\_ Year/Make/Model \_\_\_\_\_ Color: \_\_\_\_\_

License plate no.: \_\_\_\_\_ Year/Make/Model \_\_\_\_\_ Color: \_\_\_\_\_

License plate no.: \_\_\_\_\_ Year/Make/Model \_\_\_\_\_ Color: \_\_\_\_\_

License plate no.: \_\_\_\_\_ Year/Make/Model \_\_\_\_\_ Color: \_\_\_\_\_

Registering your vehicle is **required**. If your vehicle is parked in any Medical Center lot and not registered, it is considered a parking violation and a ticket may be issued. Please contact your manager/instructor or Facilities Management at ext. 18971 with any questions. Thank you for your cooperation.