



# WILLIAM & MARY

CHARTERED 1693

## DECAL REPLACEMENT REQUEST

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BANNER #** \_\_\_\_\_ **DECAL #** \_\_\_\_\_  
(To be completed by Parking Services)

**Reason for Replacement:**

\_\_\_\_ Lost \_\_\_\_ Missing \_\_\_\_ Damaged \_\_\_\_ Destroyed \_\_\_\_ Change of Affiliation or Residence  
\_\_\_\_ Vehicle Sold/Replaced

**Please Read the Following Statement:**

I understand that if I find or recover my decal, it must be returned to the Parking Services office. The decal I am replacing today will be invalidated in the database. If the decal is displayed on a vehicle parked on campus a ticket in the amount of \$188.00 will be issued for displaying an invalid decal and the car will be wheel locked with additional \$65 fee.

Signature of Decal Holder \_\_\_\_\_

**Remarks:**

Date of loss: \_\_\_\_\_ Location of vehicle when noticed decal was missing: \_\_\_\_\_

How did you discover the decal was missing/lost? \_\_\_\_\_

Other: \_\_\_\_\_

Reported to Campus Police? \_\_\_\_ YES \_\_\_\_ NO (for missing decal only) Incident # \_\_\_\_\_

We urge you to file a police report if you suspect the decal was stolen. Please provide any other information that you think might help Campus Police or the Dean of Students' office in investigating this loss. This form must be completed to purchase a replacement decal at a cost of \$15.00. Without this report the cost of a new decal will be the current rate.

Processed By: \_\_\_\_\_ Decal # \_\_\_\_\_ Fee Waived \_\_\_\_ Yes \_\_\_\_ No Initials \_\_\_\_\_

Notes: \_\_\_\_\_