

Registering for a Parking Permit

Where to Find Your Information

The parking permit registration form asks for information that most people don't often have to reference or think about. See below for some assistance locating this information on your Michigan driver license and vehicle registration. Ensuring that this information is entered correctly will help to streamline any future permit orders and your visit(s) to pick up your permit from the Campus Safety Office.



Michigan Driver License

One of the information fields in the parking permit registration/order form is your **driver license number**. On a Michigan driver license, this number is listed near the top of the ID, above your birthdate. Be sure to include the letter and all 12 digits — no spaces or dashes are necessary. This is different from your license plate number.

MICHIGAN REGISTRATION		Ruth Johnson Secretary of State
(1) Plate: ABC1234	(3) Expires: 12/31/2018	(5)
(2) 2017 CHRYSLER 4 DOOR	Vehicle No.: ABCDEFGH123456789 A-123-456-789-101	Fee Cat. or Wt.: 18 County: KENT
(4) THOMAS AQUINAS 1700 FULTON STREET EAST GRAND RAPIDS, MI 49506	License Fee: 76.00	
01012017 A123 456 W78910 123456		

Michigan Vehicle Registration

The vehicle registration provides several important pieces of information for completing the parking permit registration/order form.

- 1) **License plate number**. Do not include any spaces or dashes between characters. Most Michigan license plates do not include the letters "i" or "o."
- 2) **Vehicle year**.

- 3) **Vehicle make**. This is the "brand name" of the vehicle. Please note that the *vehicle model* is not listed on Michigan vehicle registrations.
- 4) **Owner information**. Be sure to list the correct information according to your vehicle registration. This field is asking for who *legally* owns the vehicle, not who the primary driver is.
- 5) **Expiration Date**. Be sure you are referencing the current vehicle registration when filling out this info.