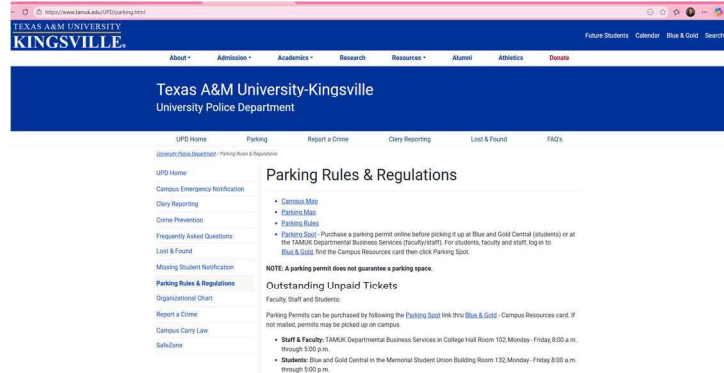


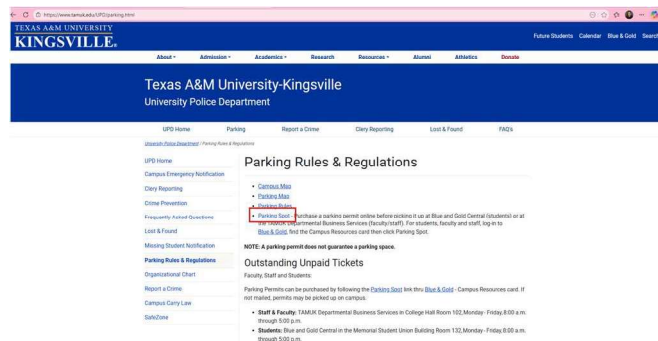
How to Request Your Parking Permit - For Staff/New Staff

1. Visit Texas A&M University-Kingsville University Police Department.

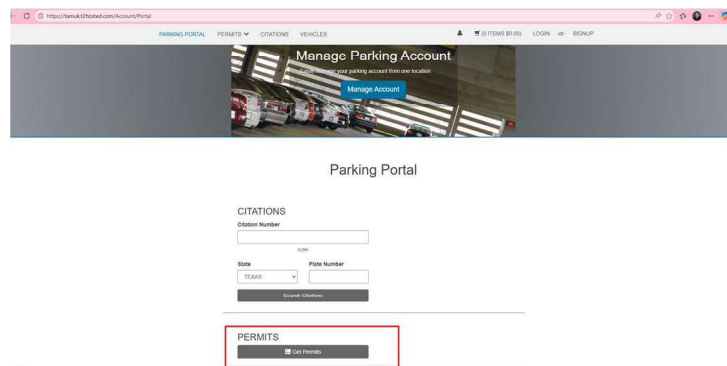
<https://www.tamuk.edu/UPD/parking.html>



2. Select Parking Spot.



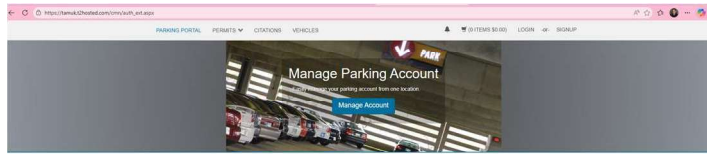
3. Select Get Permits.



4. Select the designated Login Box.

Affiliated Login - If you are a student or staff member with the university, please click the button below marked Affiliated Login.

Guest Login - If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.



Customer Authentication

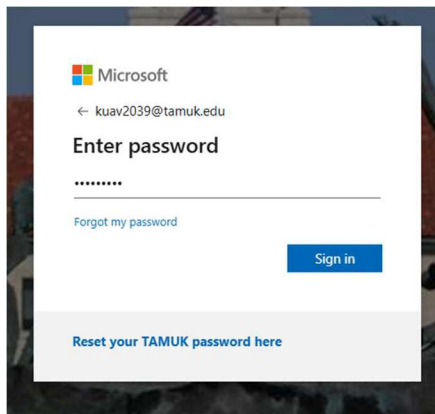
If you are a student or staff member with the university, please click the button below marked Affiliated Login.

[Affiliated Login](#)

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

[Guest Login](#)

5. Affiliated Login.



Select Next.



Purchase a Permit

- **Per Parking Rules & Regulations**, drivers must possess a driver's license and all outstanding citations must be paid to receive a parking permit. Please pay any outstanding citations before attempting to purchase a permit.
- **Veteran employees/students** who display Disabled Veteran plates are eligible for a free parking permit as per Texas Transportation Code 681.608. A parent, child, or spouse does not qualify the employee/student. If the price does not show \$0 already, **DO NOT PROCEED**. Please present your Disabled Veteran ID to the campus VA Office. The fee will automatically be waived online the next business day.
- **MAILING is no longer available. All Student Permits must be picked up in Student Business Services, located in the MSUB: Blue and Gold Central. All Employee Permits must be picked up in Departmental Business Services, located in College Hall.**

[Next >>](#)

Enter Vehicle Info.

Follow the Prompts.

7. If using last year's vehicle, then select your vehicle and press PAY PERMIT ONLINE. If using a new vehicle then use ADD A VEHICLE option and input all of your new vehicle information. Then press ADD VEHICLE, the new vehicle will appear at the top.

8. For MAILING: Select the Mailing Address or use the last option to add a new one and press continue. It takes 7-10 Business Days to receive the parking permit in the mail as it comes directly from Parking Spot. TAMUK cannot replace parking permit if elected to receive by mail, a new permit would need to be purchased if not received or lost in the mail. Fill out the payment information then press continue.
For PICK UP: Reserve Permit Online or Pay Permit Online then come to the Business Office at College Hall to Pick it up.

9. Enter the payment information then press continue. There are 2 payment options: (1) Pay by Debit/Credit Card or (2) Payroll Deduct to have parking permit fee deducted from payroll. Payment via Payroll Deduct will be deducted pending the pay cycle employee is on, biweekly or monthly.

10. Once you can see the CONFIRMATION page then you are done. Pick up permit from the Financial Services Office located at College Hall or wait for it in the mail depending the selection made.