

**NORTH CAROLINA  
STATE PARKING DIVISION**



Serving downtown State Government since 1957

**DEPARTMENTAL REQUEST FOR VISITOR PARKING PASSES**

<b>DATE</b>	<b>DEPARTMENT &amp; AGENCY</b>	<b>CONTACT &amp; PHONE</b>	<b>MAIL SERV. CTR NO</b>
<b>COMPANY/CENTER NUMBERS:</b>		<b>BILLING CODE:</b>	

**Requests must be received two weeks in advance.**  
**The contact person will be notified when passes are ready for pickup. Passes cannot be mailed.**  
**Pease enter the type of passes (2-hour, 4-hour or 8-hour) and quantity below**

<b>Visitor Parking Pass</b>	<b>Type/Quantity Requested</b>	<b>Total Amount Due</b>
<b>2 -Hour Pass - \$2.00 ea</b>		\$
<b>4 -Hour Pass - \$4.00 ea</b>		\$
<b>All Day Pass - \$8.00 ea</b>		\$
<b>Total Passes/Cost</b>		\$

**Please forward completed request to:**

Derrick A. Moore  
 Phone: 807-2408  
 Fax: 807-2316  
 email: [derrick.a.moore@doa.nc.gov](mailto:derrick.a.moore@doa.nc.gov)

*Departments and/or agencies may purchase a maximum 12 of each type of pass at one time, unless passes are for an appointed Board or Commission meeting, or a special event.  
 The Parking Division reserves the right to limit the sale of passes to ensure available visitor parking.*

<i>For Parking Division Use Only</i>			
Date Received: _____		Date Issued: _____	
Date Invoiced: _____		Date Payment Rec'd: _____	

**Mailing Address:**  
 1334 Mail Service Center  
 Raleigh, N.C. 27699-1334

Fax (919) 807-2316  
[www.doa.state.nc.us/parking/](http://www.doa.state.nc.us/parking/)

**Location:**  
 116 West Jones Street  
 Raleigh, North Carolina

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