

# MENLO PARK POLICE

## Overnight Parking Temporary Permit Use Instructions REVISED June 2009 – PLEASE REVIEW

### Use the correct date:



Permits are for overnight parking between 2 AM and 5 AM.

Choose the correct date (citations **cannot** be voided).

The correct date is the MORNING your car is parked on the street.

#### **Example:**

You park overnight before Midnight on the night of Thursday the 15<sup>th</sup> –

The MORNING of Friday the 16<sup>th</sup> is the **correct** date to use on the permit.

Use a coin or edged object and scratch off the entire date boxes – Month, Date and Year. Permits are valid for one date only.

The yellow date boxes must fully and clearly exposed and no more than one date scratched off.



### Write the vehicle license plate number at the top:



The permit is not complete and **-VOID-** without the license plate number.

*For best visibility, write plate number with a black permanent ink marker.*



### Hang the permit face-out from your rear view mirror:

The date and plate number must be visible through the front windshield of your vehicle.



DO NOT put the permit in any other window.

Check the placement of the permit – if you cannot read it from outside your car, neither can we.



**TRUCKS ONLY:** If you do not have a rear view mirror, place the permit face-up on the dashboard directly in front of your car steering wheel.



***If permit is not filled out and displayed correctly, you may receive a citation. There are no signs posted for this ordinance, so all vehicles receive a courtesy notice the first time vehicle is parked on the street, regardless of permit displayed.***

Citations issued are your responsibility. For parking citation complaints, follow the instructions on the back of your ticket or go online to [www.pticket.com](http://www.pticket.com).

**NO REFUNDS OR EXCHANGE OF PERMITS ALLOWED – PLEASE USE BY YOUR EXPIRATION DATE**

701 Laurel St, Menlo Park, CA 94025 650-330-6308 [www.menloparkpolice.org](http://www.menloparkpolice.org)