



## Passport Parking Permit Swap Request Form

Student Financial Services SBS 285 | 707-826-6789

Name: \_\_\_\_\_ Humboldt ID: \_\_\_\_\_

License Plate: \_\_\_\_\_ License Plate State: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Current Permit Type: \_\_\_\_\_

Requested Permit Type: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please allow up to 5 business days for the permit to be updated. An email notification will be sent out to link the new permit to your Passport account once the permit is activated. The email will be sent to the email used to purchase the original permit.

**The completed form can be dropped off at the Cashier's Office or emailed to [CASH@humboldt.edu](mailto:CASH@humboldt.edu)**

---

### *For SFS Office Use Only*

Original Permit Number: \_\_\_\_\_ Original Permit Type: \_\_\_\_\_

Original Permit Canceled Date and Initials: \_\_\_\_\_ (Attach Screenshots)

New Permit Number: \_\_\_\_\_ New Permit Type: \_\_\_\_\_

Refund Needed:      No                      Yes                      Amount: \_\_\_\_\_

Why: \_\_\_\_\_

New Permit Note (include original permit number)

Sent Permit Link Email

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

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_