



Internal Services Department
 Parking Operations
 West Lot Building
 200 NW 2nd Avenue • Suite 100 • Miami • FL • 33128
 Phone: (305) 679-PARK (7275) Fax: 305 579-4597
 Email: Parking-Operation@miamidade.gov

**MONTHLY KEY CARD/HANGTAG
 ACTIVATION FORM**

FIRST NAME/LAST NAME: _____ KEY CARD NUMBER: _____
 HOME ADDRESS: _____ CITY: _____ ZIP: _____
 PHONE NUMBER: _____ EMAIL: _____

COMPANY NAME: _____
 WORK ADDRESS: _____ CITY: _____ ZIP: _____
 WORK PHONE: _____ WORK EMAIL: _____

| | |
|----------------------------|---|
| Vehicle Information | MAKE: _____ MODEL: _____ YEAR: _____ |
| | TAG NUMBER: _____ COLOR: _____ (For County Vehicles) COUNTY VEHICLE # _____ |

I HAVE READ THE PARKING RULES AND REGULATIONS _____ (Customer Initials)

THIS SECTION IS FOR COUNTY EMPLOYEES AND/OR COUNTY VEHICLES ONLY

DEPARTMENT/DIVISION NAME: _____

A) COUNTY EMPLOYEE ACCOUNT: PLEASE INITIAL TO HAVE PARKING FEES PAYROLL DEDUCTED _____
 DECLINE PAYROLL DEDUCTION _____
 EMPLOYEE I.D. NUMBER _____

NOTE: Payroll deduction is only available to Miami-Dade County employees. Each monthly parking fee is deducted through payroll for the subsequent month. For example, a deduction on the first payday of the month of September is to cover October's parking fee.

B) COUNTY VEHICLE ACCOUNT: PLEASE PROVIDE PAYMENT METHOD:

CHARTFIELD: FUND _____ DEPT _____ ACCOUNT _____

THIS SECTION NON-COUNTY EMPLOYEES ONLY

SELECT PAYMENT METHOD: PERSONAL CHECK/CASH _____ COMPANY CHECK _____ CREDIT/DEBIT _____

NOTE: All cancellations MUST be made in writing. You may either submit a written letter or fill out our official Cancellation Form (available at the Parking Operations Website). Your cancellation request may be emailed at Parking-Operation@miamidade.gov faxed to 305 579-4597 or dropped at our central office.

Parking fees will continue to accrue until written cancellation is received and processed by our office staff.

OFFICE USE ONLY

KEY CARD ISSUE DATE _____
 KEY CARD DEPOSIT AMOUNT _____
 RECEIPT NUMBER _____

FACILITY ASSIGNED:
 Children's Courthouse (CCL) _____
 Courthouse Center (CTC) _____
 Cultural Center (MDC) _____
 Graham Lot (GRP/GRA) _____
 Hickman Garage (G5) _____
 Hickman Lot (HIC) _____
 Kristi House (KRI) _____
 Overtown (OTV/OTN/OTP) _____
 West Garage (WG) _____

COMMENTS: _____