



Internal Services Department
Parking Operations

West Lot Building
200 N. W. 2nd Avenue • Suite 216 • Miami • FL • 33128
Phone: (305) 679-PARK (7275) Fax: 305 579-4597
Email: Parking-Operation@miamidade.gov

MONTHLY KEY CARD/HANGTAG
REPLACEMENT/TRANSFER FORM

Submit this form to request a transfer to another garage/parking location (subject to availability) or to obtain a replacement access card.

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 section containing fields for MAKE, MODEL, YEAR, TAG NUMBER, COLOR, COUNTY VEHICLE #, and INDEX CODE #.

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.

MIAMI-DADE COUNTY EMPLOYEE I.D. #

MIAMI-DADE COUNTY EMPLOYEE: LAST FOUR NUMBERS OF SOCIAL SECURITY XXX-XX-

OFFICE USE ONLY

OLD KEY CARD NUMBER: TRANSFER OF PARKING FACILITY \*

FACILITY ASSIGNED:

REPLACEMENT KEY CARD NUMBER:

FACILITY ASSIGNED:

KEY CARD ISSUE DATE:

REPLACEMENT INDIVIDUAL KEY CARD CHARGES \$5 / \$10 YES NO

REPLACEMENT MIAMI-DADE COUNTY VEHICLES CHARGES \$15 YES NO

RECEIPT NUMBER

AS400 SYSTEM ON

SMART CARTRIDGE SYSTEM ON

SECURITY ACCESS LEVEL

COMMENTS