

## Frequently Asked Questions:

- 1. If I am a reserved parking permit holder and I arrive at my designated station before 10:00 AM and all of the reserved spaces are taken, what should I do?** If you are a reserved permit holder and find no open reserved spaces before 10:00 am at your designated station, you may park in a Kiss-and-Ride metered space, (7 hr. and/or 12 hr.) at that station with your permit **displayed**. Parkers who park in the reserved and/or Kiss-and-Ride spaces without the proper permit displayed may be ticketed. Please note that the reserved permit does not include the cost of daily parking, therefore patrons who use the Kiss -and-Ride must put sufficient money in the meter to keep the meters from expiring.
- 2. I mailed my application and haven't received a permit.** First, contact the Metro Parking Office (202-962-2807) for stations with wait lists. If the station for which you have applied does have a wait list, and you want confirmation of your status, call (202) 962-2807.  
  
If your station does not have a wait list, you may want to consider that permits are mailed on the 20<sup>th</sup> of each month prior to the new parking month. You should allow 5 mailing days from the 20<sup>th</sup> to receive your permit. Applications received on or after the 1<sup>st</sup> of the month for which you are applying will not be made eligible for a permit until the first of the **following** parking month. For example, if your application is received on May 2<sup>nd</sup> your permit would become effective on June 1<sup>st</sup>.
- 3. I want to cancel my subscription to the Metro permit plan, what should I do?** In order to cancel your subscription to the Metro permit plan, you must provide Metro permit processing written notification of your desire to do so by the 10<sup>th</sup> of the month prior to the month for which you desire cancellation. If your notification is received after the 10<sup>th</sup> of the month, your permit will be issued and your account will be billed. You will have to request a refund, and surrender your unused permit.
- 4. I am currently on a wait list, how will I know when space becomes available?** Metro permit processing office will contact you by phone once space becomes available at your designated location.
- 5. Does my permit cover the cost to park daily?** The **Reserved Permit** only provides access for the use of reserved parking spaces at Metro operated lots. You must pay the daily parking rate with your smarTrip card when using WMATA facilities during collection hours.

## Reserved Parking Permits are available for the following Metro operated Park & Ride facilities:

Station	Amount
Addison Road	\$55
Anacostia	\$55
Branch Avenue	\$55
Capitol Heights	\$55
Cheverly	\$55
College Park	\$55
Deanwood	\$55
Dunn Loring	\$55
East Falls Church	\$55
Forest Glen	\$55
Fort Totten	\$55
Franconia/Springfield	\$55
Glenmont	\$55
Greenbelt	\$55
Grosvenor	\$55
Huntington	\$55
Landover	\$55
Largo	\$55
Morgan Boulevard	\$55
Minnesota Avenue	\$55
Naylor Road	\$55
New Carrollton	\$55
Prince George's Plaza	\$55
Rhode Island	\$55
Rockville	\$55
Shady Grove	\$55
Southern Avenue	\$55
Suitland	\$55
Twinbrook	\$55
Van Dorn	\$55
Vienna	\$55
West Falls Church	\$55
West Hyattsville	\$55
Wheaton -Plaza	\$55
White Flint	\$55

**If you require additional information regarding the Metro Permit Program contact Metro Parking Permit Processing at 202-962-2807, send a fax to 962-1036**

To order your reserved permit, fill out this form and mail to:

**Office of Parking, Metro Parking Permit Processing, 6F  
600 5<sup>th</sup> Street, NW, Washington DC 20001  
(202) 962-2807  
Fax (202) 962-1036**

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Work Phone:** (\_\_\_\_)\_\_\_\_-\_\_\_\_ **Home Phone:** (\_\_\_\_)\_\_\_\_-\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Station:** \_\_\_\_\_ **First Permit Month:** \_\_\_\_\_

*(If you are applying for a station that has wait list, you will automatically be placed on the wait list and notified by phone once a space becomes available. To find out which stations have wait lists refer to [www.metroopensdoors.com](http://www.metroopensdoors.com) or call the Metro Parking Permit Process, Office of Parking.)*

**Payment Options:**

Please Check: AMEX \_\_\_\_\_ Discover \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA \_\_\_\_\_  
*Monthly amount charged is as specified by WMATA Tariff at the time the charge is made.  
Current monthly fee is \$55*

**Credit Card Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiration Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name on the Card** \_\_\_\_\_

*As a Reserved Permit Parking program participant, I hereby authorize the Washington Metropolitan Area Transit Authority to charge my credit card on an ongoing basis. I acknowledge that monthly payment will be processed on the 10<sup>th</sup> of each month for the following month's permit. I agree that this is a continuing approval to charge my credit card until I cancel this approval in writing and the cancellation request is received by WMATA. Cancellations must be received by the 10<sup>th</sup> of the month prior to the month for which you desire cancellation*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_