Lost or Stolen Parking Permit

1. Permit holders must immediately (no later than one work day) report lost or stolen parking permits to the OFAS Parking Office who in turn promptly (no later than one work day) notify Interior Complex Security Operations. In addition to the same day verbal notification, an email must be sent from the permit holder to the OFAS Parking Office with a copy to their bureau/office parking coordinator and Interior Complex Security Operations within 2 work days. The written notification must explain how, when and why the permit became missing.

2. Within one work day, Interior Complex Security Operations will provide notice of the lost or stolen permit number to the contract security guards enforcing parking at the MIB and SIB. Additionally, the guards will be instructed to confiscate the permit if found and return it to the OFAS Parking Office within one working day.

3. The permit holder who lost the permit will be placed on a temporary paper parking permit for up to 3 weeks. If the pass is not found and returned within that time period, the OFAS Parking Office will issue a new permit to the parking coordinator/permit holder and update the parking records (data base and application) to reflect the new permit.

4. Appropriate administrative action may be taken against an individual using a lost or stolen parking permit.

5. The above process is the same for lost or stolen parking permits in the Federal Reserve Martin Building; however, the OFAS Parking Office will coordinate activities with the Federal Reserve security force.

(Revised September '12)