Commercial Decal Program – Registration Form

(Print) Business Name: ____________________________________________

Business Address: ____________________________________________

Business Phone: __________________ City __________________ State ______ Zip Code ______

Make __________________ Model __________________ Year ______ License Plate # ______

Color __________________ State of Registration ______ Body Type ______________

Decal Holder: Last Name: __________________ First Name: ________________

Name of Owner/Manager: __________________________________________

RULES AND REGULATIONS

1. Require proof of ownership of business with complete application with a decal fee of $30.00:
   • Office of the Secretary of State Certificate of Filing. (Certificate of Incorporation / Corporation (DBA), (LLC), (LLP) Assume Name Certificate).
   • Include one of the following: sales tax permit, Federal Tax Identification Number document and other licenses, or /and a Lease Agreement of business
   • Copy of current vehicle insurance or registration with the Vehicle Identification Number
   • Picture I.D. (Note: At anytime, the department may ask to provide additional documents).

2. A new application form must be submitted each year with document(s) indicating proof of ownership and of valid/active business. Applicants employed by business will require employment documentation.

3. If vehicle is sold or transferred; a written notice is required. One decal replacement will be issued within a year period along with a decal fee. Unauthorized transfer of decal may result in citation and impoundment of vehicle.

4. Document misuse or abuse of the decal will result in a suspension of privileges for a period not to exceed one year. Examples: Transferring decal from vehicle to another without proper notice and/or excessive parking citations.

5. Vehicle is subject to citations and towing for overtime parking if parking exceeds for more than 30 minutes on a 30 minute Commercial Loading Zones or other parking violations.

6. It is the decal holder’s responsibility to contact the Parking Division of any changes in vehicle status. Decal holder is responsible for the renewal of decal. Expiration date on decal serves as notice.

I hereby fully read and agree to abide by the above rules and regulations.

Signature ____________________________________

Please check appropriate purchases that apply:

☐ Decal $30.00  ☐ Certified Mail Delivery

Return application form along with appropriate documents to the Parking Division at 400 N. St. Mary’s, Suite 100 San Antonio, TX 78205. Include additional $6.80 for certified mail delivery. For additional information contact us at (210) 207-8266

FOR OFFICIAL USE ONLY

Decal #______________ Date Issued________________ Expiration Date__________ Amount Paid $______________

☐ Cash  ☐ Check________________________  ☐ Money Order#________________________

VIN# __________________________ DL/ID #________

Article Number Certified Mail________________________ Transfer ☐ Replacement ☐

Approval Signature:_________________________ Date________