## ATL SIDA Vehicle Permit Request Form **CHECKLIST**





To ensure fast and efficient processing of vehicle access permits and/or decals, please ensure that the following items are submitted:

NEW ISSUE / RENEWAL / UPGRADE / LOST OR STOLEN REPLACEMENT / DAMAGED									
	Vehicle Access Permit Request Form (fully completed and legible) A valid/current copy of each vehicle's registration form (legible)								
_	A valid/current copy of the company's insurance certificate (reflecting required coverage as outlined by the City of Atlanta) A valid copy of the company's project or sponsorship letter								
ш,	A valid copy of the company's project of sponsorship letter								

Please allow 1 business day to process vehicle access requests with quantities of less than 10 and 2-3 business days to process vehicle access requests for quantities of 11 or more.

Request forms and required documents may be submitted to the Security Division via:



E-mail SecurityID@atl.com



Fax 404-305-2424



**ATL Security Office** 

When your permits/decals are ready for pickup, you will receive an email notification.

## ATL SIDA Vehicle Permit Request Form





THIS FORM MUST BE TYPED. PLEASE DO NOT BEND OR FOLD. PLEASE ALLOW 24-HOURS FROM RECEIPT FOR PROCESSING.

SECTION 1 - COMPANY INFORMATION											
Company Name					Authorized Signatory Name						
Contact Name							Contact Phone				
SECTION 2 - VEHICLE INFORMATION											
Reason	Vehicle Identification Number		Make	Mode	el	Tag	Color	Year	Permit/Decal # (Completed by Staff)		
SECTION 7 -01	FEICE LISE ONLY	O NOT W	INTERELOW THE	INIE							
			RITE BELOW THIS L	INE.							
Date Received		Date Processed			Processed by (Staff Name):						
VP Date (Date of Pickup)		Released by (Staff Name):									
BILLED		☐ CREDIT CARD		☐ CHECK / MONEY ORDER			□ NON-REVENUE				
RECEIPT		AMOUNT			CHECK / MO #						

