## 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

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:


Fax
404-305-2424


Hand Delivery 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

## Contact Name



SECTION 3 - OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date Processed
Processed by (Staff Name):

Released by (Staff Name):
$\square$ BILLED
RECEIPT
$\square$ CREDIT CARD
AMOUNT
$\square$ CHECK / MONEY ORDER
CHECK / MO \#

