

MEMORANDUM

TO: HAMPTON UNIVERSITY STUDENTS

FROM: CHIEF DAVID GLOVER
UNIVERSITY POLICE

RE: 2021-2022 Parking Decals

Due to the abundance of caution for the health, safety and welfare of our Students, the decal sales for the 2021-2022 academic year will be sold online only. **IN-PERSON REGISTRATIONS WILL BE BY EXCEPTION ONLY.** To complete the process please submit the following:

1. Decal registration fillable form:
http://docs.hamptonu.edu/student/Parking_Registration_Form_20190418110017.pdf.
(save as a PDF and submit via email to hupdtraffic@hamptonu.edu)
 - a) Scan or take a picture of your current vehicle registration and valid driver license.
 - b) Submit along with decal registration form.
2. Valid Driver's License
3. Current Vehicle Registration Card
(Vehicle must be registered to you or registered in the name of an immediate family member.) If your last name and home address is not the same as the immediate family member, a notarized form needs to be completed. Notary forms are available on line. http://docs.hamptonu.edu/student/6360-notary_letter_for_decals_20140618132257.pdf
4. University ID Card
 - Fall/Spring semester student decals are \$100.00
 - Online credit card payment link: (indicate what payment is for and HUID number in the comment section)
<https://secure.hamptonu.edu/payment/?key=691C655B-BA5A-DA0A-F192F5AEEEEC03069>.
 - Date and location for decal pick-up will be sent to the email address you provide.

If any information changes after you register your vehicle, you must immediately notify the Traffic Administration Office to avoid fines. If you have any questions contact the Traffic Administration Office at (757) 727-5258 during regular business hours, M-F; 7:30am – 4:30pm.

Thank you for your cooperation.