

DEPARTMENT OF GENERAL SERVICES POLICE  
BALTIMORE STATE OFFICE CENTER

**PARKING FACILITY PROX ACCESS**  
**Car Pool Permits**

**Alternate Driver Advanced Notice Request Form**

The purpose of this form is to allow an established Alternate Driver access to A, E, F lots and 201 Building garage when the Primary Driver is out 5 or more consecutive days. The PROX System will allow reports to be produced and reviewed to ensure proper use. Seventy-two hours advance notice is required.

**PARKING PROX ACCESS:**     A Lot         E Lot         F Lot         201 Building

Beginning date: \_\_\_\_\_                      Until Close of Business date: \_\_\_\_\_

**SUSPEND:**

**Primary**

Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Print)                      LAST                      FIRST                      MI

DHMH/Agency: \_\_\_\_\_ Last four numbers of Social Security Number \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Front Card Number: \_\_\_\_\_ Back Card Number: \_\_\_\_\_

**ACTIVATE:**

**Alternate**

Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Print)                      LAST                      FIRST                      MI

DHMH/Agency: \_\_\_\_\_ Last four numbers of Social Security Number \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Front Card Number: \_\_\_\_\_ Back Card Number: \_\_\_\_\_

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Authorization

Central Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_