

**SGT. R KAPROSCH**  
**MISSION POLICE STATION**  
**630 VALENCIA STREET**  
**SAN FRANCISCO, CA. 94110**

**PHONE #415-558-5413 FAX #415-558-5421**

**E-MAIL "missionparkingrequest@hotmail.com"**

To request temporary "No Parking" signs for an upcoming move or event, please complete the following information sheet. Ask the Officer taking your completed form & payment for a photocopy of the form & check. The signs have to be posted 72 hours prior to the date requested, unless it is for parking meters, which requires only 24 hours prior to the date to be posted. These signs allow you to reserve legal parking spaces only. The signs do not allow you to park or block or otherwise infringe upon another person's driveway rights. It also does not allow you to park illegally. (i.e. - Bus Zones, Yellow or Red Zones) There must also be a fixed object (tree, pole, etc.) to attach the signs to.

Each parking space requires a sign.

1. Name: \_\_\_\_\_
2. Billing Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Fax Number: (if possible) \_\_\_\_\_
5. The date(s) and time(s) of your request: \_\_\_\_\_
6. The exact location of your request:( the address where the signs will be posted) \_\_\_\_\_
7. Parking Meter #'s: (if applicable) \_\_\_\_\_
8. Is this for a portable storage unit? \_\_\_\_\_
9. E-MAIL ADDRESS \_\_\_\_\_

The fee for the permit is \$166.66 per location, per 24hour period. The SFPD only accepts MONEY ORDERS and CASHIER'S CHECKS. The check should be made payable to: **SFPD-PLS**. The fee will increase for more than 3 requested signs. Signs **will not** be posted until full payment is received.

Please call the Department of Parking and Traffic at 553-1200 to have a car cited and/or towed if it is in your permitted spaces. If you have any problems or questions, please call me at 558-5420.

Thank You,  
Sgt. Rob Kaprosch  
STAR

RECEIVED BY: NAME \_\_\_\_\_

**PLEASE MAKE 2 PHOTOCOPIES OF FORM & CHECK 1 FOR  
CITIZEN, 2<sup>nd</sup> ATTACHED TO ORIGINAL  
PLACE ORIGINALS IN LOCKBOX.**