

CARPOOL DISCOUNT PERMIT APPLICATION PROCEDURE

Step 1 Determine whether all members of your carpool qualify.

- Only staff, faculty, or graduate students who qualify for Faculty or Staff status annual parking permits are eligible for this program.
- All participants must be enrolled in the Transportation Alternatives Program. A carpool member who is a non-permit holder may sign up for an In-Vehicle Parking Meter (IVPM). If you have not signed up, please click [here](#) to join TAP.
- **IMPORTANT: In the "Other Comments" section of the TAP application, please note who your carpool partner(s) will be.**

Step 2 Decide who will be the PRIMARY permit holder.

- The primary permit holder is the ONE person who will have the carpool permit in his/her name and have the pre-tax payroll deduction taken out of his/her paycheck (faculty/staff) or pay by cash, check or charge (graduate students who are UCSB employed at least 45%).

Step 3 Cancel ALL UCSB parking permits assigned to members of the new carpool group.

- ALL UCSB parking permit holders return current UCSB parking permits to the Parking Services Sales Counter and have them cancelled, preferably before the 14th of the month.
- If you return a parking permit to the Parking Services Sales Counter, **please read the following message to the permit sales staff :**

"I HAVE BEEN IN CONTACT WITH THE TAP OFFICE... PLEASE EXTEND MY TEMPORARY PERMIT THROUGH THE FIRST WORKDAY OF THE NEXT MONTH BECAUSE I WILL BE BUYING A CARPOOL DISCOUNT PERMIT".

- Sales Counter staff will provide a Temporary Paper Permit through the first workday of the next month.

Step 4 Sign up for the Transportation Alternatives Program.

- The primary permit holder applies for a new carpool discount permit online at ThePermitStore.com.

- Place a checkmark in the "Agree" box.
- Enter a valid e-mail address. Current permit holders will enter the same e-mail and password to access the system (i.e., the same as when you previously applied for your permit). New customers begin the online purchase process from scratch.
- If you need help with logging in, please call The Permit Store.
- Select from the "Purchasing as" drop-down menu: Faculty/MSP, Staff (Career Only) or Graduate Student UCSB employed 45%+.
- Select a permit type: Faculty Carpool Permit or Staff Carpool Permit.
- Payment Type: Payroll deduction for Faculty or Career Staff.
- When asked for your account number on the last page, enter your complete UC employee ID number that begins with the number "8".
- Graduate students must use a credit card for this permit model when purchased online. Cash or check is accepted at the Parking Services Sales Office.

Step 5 Print a temporary permit.

- On the first day of the new month you will receive an e-mail stating that you have been approved for the carpool discount permit.
- Log into your [MyPermitStore](#) account.
- Go to the next page and click on the ORDERS button.
- Find your order and click on the REPRINT RECEIPT button. You then will see an option to PRINT A TEMPORARY PERMIT.
- Print a temporary carpool permit from your computer's printer.

Your permanent permit will be mailed to you by The Permit Store.