

## Lost, Unavailable, or Stolen Permit Report

Form LSF 01  
Revised  
2/11/2026

2025-2026

**Form is to be completed in its entirety by the customer. Do not allow a PTS employee to complete this form as you will be held responsible for all information listed.**

|                               |             |     |
|-------------------------------|-------------|-----|
| Name                          | Telephone # |     |
| Street Address                |             |     |
| City                          | State       | Zip |
| University Department         | UT EID #    |     |
| Date, Time & Place Discovered |             |     |

I declare that The University of Texas at Austin parking permit number \_\_\_\_\_ assigned to me has been \_\_\_\_\_ lost, \_\_\_\_\_ unavailable (CIS), or \_\_\_\_\_ stolen under the following circumstances. Must list a specific reason permit is inaccessible if unavailable (CIS) is selected.

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### **PLEASE INITIAL AND DATE EACH BULLET BELOW TO SIGNIFY THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE TERMS.**

- \_\_\_\_|\_\_\_\_ I understand that the fraudulent use, possession of, or complicity in the use of a lost, unavailable, or stolen University of Texas parking permit is a violation of the Parking & Transportation Rules and Regulations and will result in any vehicle displaying such a permit to be immobilized.
- \_\_\_\_|\_\_\_\_ For unavailable permits (such as car in shop, or vehicle left at home) a temporary permit will be issued for a non-refundable charge of \$20. The original permit will be listed as CIS (permit unavailable) in the database and any vehicle displaying this permit will be subject to immobilization if found on campus. Fees equal to the cost of the permit, boot fees, and all outstanding citations will be due, and collected, for this violation. If you bring a vehicle displaying a permit that has been reported as CIS back to campus, YOU MUST IMMEDIATELY RETURN THE TEMPORARY PERMIT TO THE GARAGES OR YOU WILL BE SUBJECT TO CITATIONS AND IMMOBILIZATION AS DESCRIBED ABOVE. If the vehicle is returned during a time when your assigned garage is not open, you must report the return of the vehicle and return the temporary permit to CCG (PG9) office where we are staffed 24/7.
- \_\_\_\_|\_\_\_\_ For permits reported lost or stolen, a new permit will be issued for a non-refundable fee of \$20. If the permit listed as lost or stolen is found on campus, the vehicle displaying the permit will be subject to immobilization. Fees equal to the cost of the permit, boot fees, and all outstanding citations will be due, and collected, for this violation. If you locate a permit that has been listed as lost or stolen, please destroy the permit or return it to the garage office in which you park.

I hereby certify that this report was completed in its entirety by the undersigned complainant and is true and correct to the best of my knowledge. I further understand that a permit, even though assigned to me, remains the property of The University and enforcement actions as a result of this will be at the discretion of The University or its agent.

Signature of complainant

Date & Time

Signature of PTS employee taking report

Date & Time

