



BOROUGH OF WEST CHESTER

401 EAST GAY ST
WEST CHESTER, PENNSYLVANIA 19380
(610) 696 - 4521 PHONE
(610) 436 - 1330 FAX

Parking Services Department

Date:

(Parents) Home Information

Name:

Address:

Phone#:

Vehicle Information:

License#:

Make/Model:

Year:

APPLICATION AFFIDAVIT:

I Mr./Mrs. _____, give the Borough of West Chester Parking Department permission to issue a residential permit to my daughter/son: _____.
She/He resides at _____ (Borough Address) and is driving the above vehicle registered to Mr. /Mrs. _____.

As the registered owner(s) of this vehicle, I/we take co-responsibility with our son/ daughter for paying all Borough parking tickets issued to this vehicles license plate number. Furthermore, I hereby swear, under penalty of Law, that the information on this affidavit is correct and that the applicant is a legal resident of the Borough of West Chester and the above address. Moreover, that the above-referred vehicle is insured and registered in the State of Pennsylvania. The owner of the vehicle can only have a parent/child relationship

Parents

Signature: _____ /Date: _____

Son/Daughter

Signature: _____ /Date: _____

PLEASE SEE REVERSED SIDE FOR REQUIREMENTS TO OBTAIN A PARKING PERMIT

Requirements for Residential Parking Permits and Guest Passes

- 1) A valid Pennsylvania registration that includes the name of the resident. Out of State registrations will not be accepted. If the vehicle is registered in the parents' names, you will be required to provide the following:
 - A signed Resident Parking Permit Application Affidavit, which must be completed and signed by the parent appearing on the vehicle registration.
 - Proof the child is insured to drive the vehicle. The insurance card must either show the name of the child and vehicle, or a copy of the insurance policy must be shown with the child's name and vehicle appearing on it (*declaration page*). Each must show the policy number and current policy period dates.
- 2) Two current proof of residency documents with the name of the resident and the Borough of West Chester address appearing on the document. The documents must be dated within the past 60 days.
- 3) If you rent, the first proof must be your lease.
- 4) Acceptable items may include, but are not limited to, the following:
 - PA Driver's License
 - Personal Check
 - Voter Reregistration Card
 - Utility Bill
 - Rental Lease (signed and executed)
 - Bank Statement or address verification (with bank stamp)
 - West Chester University Secondary Address verification

The following items are not acceptable:

- Letters mailed from home postcards
- Magazines
- Envelopes or packages
- Junk mail