The following guidelines are provided to ensure there is a common understanding how County-issued parking permits should be displayed, used, and secured:

1) Parking permits are issued by the County to a specific individual who is authorized parking privileges.

2) Permits are issued for parking of one vehicle and are not to be used to “shuttle” multiple vehicles in and out of the parking area.

3) Copying or reproducing images of County-issued parking permits is not authorized.

4) County-issued Parking permits are not to be given away, shared, or used by others.

5) If assigned parking is no longer required by the specific individual, then the permit should be returned to Rockville Core Parking for reassignment.

6) The County-issued parking permit should be hung, and remain displayed during the permit period, on the rear view mirror.

7) Periodic audits of County-issued parking permits will be conducted, requiring parkers to show their County ID Badge and present the permit for inspection.

8) Only the current monthly, or quarterly, County-issued permit should be displayed on the rear view mirror. Do not display expired permits from previous months/quarters.

9) Do not laminate or put County-issued parking permits in pouches or holders unless it is a County-issued vehicle hangtag holder. If replacement is needed, email RockvilleCoreParking@montgomerycountymd.gov

10) County-issued permits are County property. Individuals with County-issued permits are expected to exercise reasonable judgment in safeguarding this property (i.e. keep doors and windows locked).

11) Requests for a replacement permit must be made in writing (email is fine) to Rockville Core Parking explaining the circumstances of the loss of a County-issued permit.