



APPLICATION FOR SMARTPARK CARPOOL PERMIT

APPLICANT INFORMATION

Main Applicant: _____ Driver's License Number: _____

Home Address: _____

Home phone: _____ Email (required): _____

Vehicle License Plate Number(s) _____

Please provide proof of residence, such as a lease or current utility bill.

EMPLOYER INFORMATION

Employer: _____ Workdays/hours: _____

Work Address: _____

Employer Email Address: _____

Employer Phone Number: _____

Instructions: Each member must complete and sign this application and attach proof of residence (such as a current utility bill). Carpool participants attending school (college, high school, or trade schools) must also attach enrollment verification and school hours attended from their school.

Important Information: Include license plate numbers of all vehicles that may be used for your carpool. Only one vehicle license plate number may be activated at a time. It is the responsibility of the carpool to update their [online account](#) when/if vehicle changes.

For questions, please call 503-790-9302 or email SmartParkCarpool@spplus.com



It is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any city program, service, or activity on the grounds of race, color, national origin, disability, or other protected class status. Adhering to Civil Rights Title VI and ADA Title II civil rights laws, the City of Portland ensures meaningful access to City programs, services, and activities by reasonably providing: translation and interpretation, modifications, accommodations, alternative formats, and auxiliary aids and services. To request these services, contact the Portland Bureau of Transportation at 311 (503-823-4000), for Relay Service & TTY: 711.

OTHER CARPOOL MEMBERS

Carpool Member: _____ Driver's License Number: _____

Home Address: _____

Home phone: _____ Email (required): _____

Vehicle License Plate Number(s) _____

Please provide proof of residence, such as a lease or current utility bill.

EMPLOYER INFORMATION

Employer: _____ Workdays/hours: _____

Work Address: _____

Employer Email Address: _____

Employer Phone Number: _____

OTHER CARPOOL MEMBERS

Carpool Member: _____ Driver's License Number: _____

Home Address: _____

Home phone: _____ Email (required): _____

Vehicle License Plate Number(s) _____

Please provide proof of residence, such as a lease or current utility bill.

EMPLOYER INFORMATION

Employer: _____ Workdays/hours: _____

Work Address: _____

Employer Email Address: _____

Employer Phone Number: _____

ACKNOWLEDGEMENT

- We certify, as members of a carpool, that we have individually read the eligibility requirements regarding the Portland Bureau of Transportation administered carpool parking programs.
- We understand that policy compliance will assure continuance in the program.
- Abuse of these policies may result in being dropped from the program and being ineligible to participate in any carpool parking program administered by the Portland Bureau of Transportation for a minimum of one year.
- We understand and agree that failure to update vehicle plate information before entering garage will result in charges and may not be deducted from the monthly carpool payment.
- SmartPark Staff will verify employment, work hours and any other pertinent information on the carpool application and subsequent renewal forms.

We authorize SmartPark to verify any information contained herein, and I authorize my employer to verify my employment.

Name/ signature: _____ Date: _____

Name/ signature: _____ Date: _____

Name/ signature: _____ Date: _____

Upload completed application, required documents, and payment

Questions? Contact us at SmartParkCarpool@spplus.com
or call 503-790-9302

