



# Residential Parking Permit Application Permit Transfer

Use this form to:

- 1) Transfer your Residential Parking Permit (RPP) from an existing vehicle to a newly purchased vehicle; or
- 2) Update SFMTA of your permanent license plate number for a newly purchased car

**Transfer Fee: \$25.00**

### Customer Information:

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Last Name (or Business Name) \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

### Vehicle Information:

#### 1) VEHICLE TO VEHICLE TRANSFER

For vehicle to vehicle permit transfers, please list the old and new vehicle license plates below.

<u>OLD Vehicle License Plate</u>	<u>Make/Model</u>	<u>Year</u>

<u>NEW Vehicle License Plate</u>	<u>Make/Model</u>	<u>Year</u>

**Active permit value transfer only applies to the same Registered owner of the vehicle**

In addition to this form, the following documents are required:

- A copy of the current California DMV vehicle registration in the applicant’s name with permit address.\*
- A copy of the current vehicle insurance policy or Insurance Declaration Page with the applicant’s name and permit address. \*
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa, and MasterCard.

\*Students and businesses can have the vehicle registration and insurance at another address.

For Business Vehicles:

- Copy of Current CA DMV Registration
  - If vehicle is not under the company’s name or the owner of the company, customer will need to provide Company Letterhead, authorizing this vehicle to a designated employee.
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard

## 2) NEW VEHICLE

**For new vehicles, please list last 7 of the VIN number and new vehicle license plate number below.**

<b>Last 7 of VIN</b>	<b><u>Make/Model</u></b>	<b><u>Year</u></b>

<b><u>NEW Vehicle License Plate</u></b>

In addition to this form, the following documents are required:

- A copy of the current California DMV vehicle registration in the applicant's name with permit address\*
  - The temporary Bill of Sale from the dealership is an acceptable alternative
- A copy of the current vehicle insurance policy or Insurance Declaration Page with the applicant's name and permit address.
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard.  
\*Students and businesses can have the vehicle registration and insurance at another address.

For Business Vehicles:

- Copy of Current CA DMV Registration
  - If vehicle is not under the company's name or the owner of the company, customer will need to provide Company Letterhead, authorizing this vehicle to a designated employee
  - New Vehicle without plate would have to provide purchase/lease agreement
- Check made payable to SFMTA. If applying in person, we accept cash, check, Visa and MasterCard

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

You can transfer your permit in person, or by mail at the SFMTA Customer Service Center, ATTN: Residential Parking Permits, at 11 South Van Ness Avenue, San Francisco, CA 94103.