



## VEHICLE REGISTRATION

All motorized vehicles and bicycles to be operated on the Valparaiso University campus by employees and currently enrolled students must be registered with the Valparaiso University Police Department. Registration decals for cars and trucks must be adhered to the windshield in the lower left corner (driver's side) of the front windshield. These decals must be completely affixed to the windshield by its own self-adhesive to be valid. Vehicles can only display one type of registration decal. Instructions for placement of registration decals on motorcycles, motor scooter, bicycles and other vehicles will be provided with the decal. Registration decals are not transferable.

The vehicle registration form is available online. (This link is under construction, register in person at VUPD)

Registration of vehicles may be completed in the office of the Valparaiso University Police Department. To register a vehicle, students and employees must provide the following:

- Valid driver's license
- Proof of vehicle ownership (state title, license plate registration, or license-applied for permit); vehicles with dealer plates are not eligible for campus vehicle registration
- Evidence of University affiliation (student/employee identification card)
- Payment of appropriate registration fees which are non-refundable
- Freshmen living on campus must also provide a Freshman Automobile Permit Form signed by a parent or guardian and approved by the Dean of Students. Special requirements for freshmen automobile use are available in the office of Student Affairs
- Bill of Sale (Newly purchased vehicles only)

Campus vehicle registration will not be approved until all outstanding fines for parking and traffic violations have been paid in full.

Owners of unregistered vehicles are subject to a \$105.00 fine in addition to other fines levied for traffic or parking violations and repeated offenses. Repeated violations may lead to impoundment of the vehicle.

The vehicle registrant is responsible for all fines levied against the vehicle until the permit expires or the registrant withdraws the request of the permit. Registration

decals must be removed and returned to the campus Police Department when registration privileges have been revoked and when the vehicle is sold or traded.

Replacement permits may be purchased at a cost of \$5.00 each upon the return of the previous sticker.

Valparaiso University assumes no responsibility for the care or protection of any vehicle or its contents while it is operated or parked on campus. Operators are encouraged to always lock their vehicles when parked on campus and to remove items of value from the vehicle.