

Online Permit Request (OPR) FAQ

Description

Updated: 10/24/23

Online Permit Request (OPR) allows faculty and staff to purchase online permits for campus guests and lecturers.

What is License Plate Recognition?

Campus Guest and Visitor Parking Permits are now virtual through [License Plate Recognition \(LPR\)](#) to expedite the process and customer service experience. LPR is a virtual permit system that uses license plates to validate parking. Your plate is your permit.

What does License Plate Recognition require?

Virtual Guest permits are linked to the guest's vehicle. The following vehicle information is required for every Print on Demand request:

- Vehicle License Plate #
- Vehicle Make
- Vehicle Model
- Vehicle Color

How do I view the permit?

Upon approval, an OPR virtual permit is automatically linked to a guest's vehicle and is valid on campus on the selected dates. Requesters are responsible for informing their guests of the valid locations of the OPR virtual permit. Requesters may view virtual guest permits in the OPR System:

1. Requester logs into the [OPR System](#)
2. Select "My Permit Requests" on right-hand side
3. Select "OPR Request ID #"
4. Approval Results will display as "auto-approved" or "approved"
5. Under "LPR Permit" box, Requesters will be able to see the "Permit Number" as well as the License Plate associated with the permit.
6. Scroll down to "Permit Request Information", and look for "Valid Permit Locations" to view, if needed.

What if I am unable to drive the vehicle linked to the permit?

To avoid receiving a ticket, the vehicle linked to the virtual permit must be the same vehicle the Guest utilizes to park on campus.

The Requester or guest must call the Parking Office at (657)278-3082 to update their vehicle information.

Questions? Contact Anna Gomez at annagomez@fullerton.edu or (657) 278-4717.

See [campus map](#).