



# Online Permit Request (OPR) FAQ

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## Description

Updated: 7/16/20

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

## What is Print on Demand?

The Print on Demand option eases the functionality of having the permit electronically downloaded to expedite the process and customer service experience.

## What does Print on Demand require?

Print on Demand 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 download the permit?

Requestor's are responsible for downloading the permit, forwarding the permit to guest and providing the guest with parking instructions.

1. Requestor logs into the [OPR System](#)
2. Select "My Permit Requests" on right-hand side
3. Select OPR Request ID #
4. Select link atop of page to open permit
5. Save permit and forward to guest
6. Instruct guest to print and properly display permit on vehicle dash

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

To avoid receiving a ticket, the vehicle linked to the Print on Demand permit must be the same vehicle the Guest utilizes to park on campus. Permits altered or forged in any way may be cited up to \$350.00 for first offense.

Guest's must call the Parking Office at (657)278-3082 or email [parking@fullerton.edu](mailto:parking@fullerton.edu) at least 24 hours prior to their campus arrival.

## I forgot my permit. What should I do?

Please call Parking & Transportation Services at (657)278-3082 for assistance. A Parking representative will be available to assist, Monday through Friday from 8 a.m. to 5 p.m.

Questions? Contact the Cashiering Services Lead at [lizrodriguez@fullerton.edu](mailto:lizrodriguez@fullerton.edu) or (657) 278-3049.

See [campus map](#).