

**FOR OFFICIAL USE ONLY**

Company UID# \_\_\_\_\_

Card# \_\_\_\_\_

Pick Up Mailed

## Account Holder Information

Today's Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ (We will prorate first month only)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Billing Contact Email: \_\_\_\_\_

## Vehicle Information

License Plate #1: \_\_\_\_\_ State: \_\_\_\_\_ Make/Model: \_\_\_\_\_

License Plate #2: \_\_\_\_\_ State: \_\_\_\_\_ Make/Model: \_\_\_\_\_

*By completing this application, I have reviewed and agree to the Passport Parking Terms and Conditions on the reverse side.*

Please Note: Accepted payment methods are Visa, Mastercard, and American Express. Credit card is charged automatically on the first business day of the month. We request two (2) business days to process the application for pick-up in person. Please allow additional time to receive the card in the mail.

## Credit Card Billing Information

Cardholder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Cards: \_\_\_\_\_ Fee Per Card: \$425.00 Total Fee (Monthly) \_\_\_\_\_

I hereby authorize PORT OF SEATTLE/SEATTLE-TACOMA INTERNATIONAL AIRPORT to charge the indicated credit card on a monthly basis for the amount due under my Passport Parking enrollment application as indicated above. This Recurring Payment Authorization shall remain in force until canceled by me in writing to [passportparking@portseattle.org](mailto:passportparking@portseattle.org).

Signature of Cardholder (Required) \_\_\_\_\_ Date: \_\_\_\_\_

Visa

Credit Card#: \_\_\_\_\_ Card Type: Mastercard CVV: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

AMEX

## Program Description

Passport Parking is a monthly parking program which uses an access card system and entitles you to unlimited access to the convenient sky bridge level of the parking garage at Seattle-Tacoma International Airport. You can park as long or as often as you want within the month, and your access card is transferable—when you are not using it, you can pass it along to someone else.

## Program Cost

**What does the program cost?** The program costs \$425 per card, per month. If you are a frequent traveler or airport employee and have been paying the \$42 daily rate for parking, this parking program can save you over 50% in parking fees.

We currently accept Visa, MasterCard, and American Express. Your credit card will be charged the monthly rate on the first business day of each month for that month's parking and you will receive an itemized receipt automatically via email.

## Program Enrollment

**How do I enroll?** Complete the attached application and submit it to us via email or call us at (206)787-6887. If you would like to start right away, we can prorate from any start date requested. (We prorate for the first month only). Your access card will be mailed out to you, or you can contact our office to schedule a pick up on-site.

**Can I cancel at any time?** For your convenience, this program will remain active and renew itself automatically every month until you request for it to be canceled. You must request cancellation prior to the first business day of the month, and can do so at any time by sending an email to [passportparking@portseattle.org](mailto:passportparking@portseattle.org) or contacting us at (206)787-6887. An early termination of \$50 will be charged to the credit card on file if the membership is canceled within 90 days of the "start date" on the application form.

**Need customer assistance?** The Port of Seattle takes pride in our customer service, and strives to provide you with the quickest and easiest access to parking at Seattle-Tacoma International Airport. If you have a concern or question at any time, please use the 'Call for Help' button located on every parking ticket reader/dispenser and a customer service representative will assist you 24/7.

## Instructions for Using Your Card

1. As a Passport Parking member, you will be issued your own garage access card. Your access card is encoded with your account information.
2. Enter the garage via the Terminal Direct entry lane. Proceed up the ramp to Terminal Direct (Floor 4) and pull up to any entry gate.
3. Wave or hold your access card at any Terminal Direct access gate (large, square reader labeled HID).
4. Park anywhere on the Terminal Direct floor, which provides direct access to the airport terminal via multiple sky bridges.
5. When exiting the garage, proceed to any exit lane and wave your access card in front of the HID card reader. The gate arm will lift to allow exit. There is no need to stop at any Pay on Foot machines or Cashier booths

## FAQs

- **What should I do if my access card doesn't work at the garage entrance?**  
If your parking card does not work at the garage entrance, press the 'Call for Help' button on the ticket reader/dispenser to notify the parking staff of your issue. A customer service representative will log your trip information and provide further instructions. Do not pull a ticket unless instructed to do so.
- **What should I do if I forget my access card?**  
If you do not use your access card when entering the garage, you will need to pull a ticket and pay the normal parking rates upon exit.
- **How do I replace a lost, damaged, or stolen access card?**  
If your parking card is lost, damaged, or stolen, a fee of \$25.00 will apply. Please contact the Passport Parking Office and we can send you a replacement card, or arrange for a pick-up at our office.
- **What if I need to park for more than 30 days?**  
Please notify the Passport Parking Office and provide your license plate and expected return date. Otherwise your vehicle may be considered abandoned and impounded in accordance with appropriate Washington state laws.
- **Passport Parking is intended for the use of the general traveling public and is not to be used for commercial purposes at any time. The bond financing for the Sea-Tac Airport garage disallows the operating of private enterprises within the garage.**