



## **DHHQ PARKING & VISITOR REQUEST FORM**

**TO BE COMPLETED BY A GOVERNMENT OFFICE ONLY**

Please Send Completed Request to: [Parking&VisitorRequest@dha.mil](mailto:Parking&VisitorRequest@dha.mil)

**Note: Visitor parking is based on availability. Failure to provide the necessary information will result in the form being returned to the requestor.**

**DATE OF REQUEST:** \_\_\_\_\_

### **DHHQ POINT OF CONTACT FOR REQUEST:**

|            |          |              |
|------------|----------|--------------|
| Gov't POC: | Email:   | Phone #:     |
| Alt POC:   | Email:   | Phone #:     |
| Escort:    | Phone #: | Directorate: |

### **VISITOR INFORMATION:**

|                         |               |                 |         |              |
|-------------------------|---------------|-----------------|---------|--------------|
| Name:                   | Name:         |                 |         |              |
| Name:                   | Name:         |                 |         |              |
| Date(s) of Visit:       | Arrival Time: | Departure Time: |         |              |
| Reason for Visit:       | CAC/PMP       | Training        | Meeting | Other: _____ |
| Meeting Location: _____ |               |                 |         |              |

**PLEASE COMPLETELY FILL OUT THE FOLLOWING SECTION IF THE VISITOR PLANS ON PARKING AT THE DHHQ**

### **PARKING REQUEST:**

If a DHHQ visitor parking pass is needed, please provide the following information:

| Make | Model | Year | Plate # | State | Driver |
|------|-------|------|---------|-------|--------|
|      |       |      |         |       |        |

**PLEASE COMPLETELY FILL OUT THE FOLLOWING SECTION IF THE VISITOR REQUIRES A DUNN LORING SHUTTLE PASS**

### **DUNN LORING SHUTTLE PASS REQUEST:**

If the Visitor does not have a CAC and a Dunn Loring Metro Shuttle Pass is needed, please provide the following information:

|          |  |
|----------|--|
| Name(s): |  |
|          |  |
|          |  |

**ALL PLACARDS AND PASSES WILL BE SENT TO THE REQUESTING OFFICE FOR DISTRIBUTION TO THE VISITOR(S)**