|  |  |
| --- | --- |
| **OVERNIGHT PARKING REQUEST** | |
| Please send your request via email to:  [CapitolPolice@maine.gov](mailto:capitolpolice@maine.gov) and include the words “**Overnight Parking Request**” in the subject line of a new or resent email.  This will generate an auto-response indicating that we received your request and will allow us to sort the email for inclusion on our daily log.  This procedure really helps on this end when receiving large numbers of requests.  On the day you are leaving your vehicle overnight, please send your request to us as early in the day as possible (same day is ok) so that we can contact you if there is a potential problem (i.e.: work is scheduled to be done in the lot in which you want to park, etc.…)  Our general email box ([capitolpolice@maine.gov](mailto:capitolpolice@maine.gov)) is checked infrequently after 4PM as our office is not staffed during non-business hours. Police officers on patrol only check the general email box periodically in the evening and overnight.  When you receive the auto-response during our business hours, you can assume that your parking request is approved unless you hear otherwise from us.  Other parking restrictions still apply; so, please don’t leave your vehicle in a time limited or other restricted parking area.  Including the information below in your overnight parking requests would be helpful: | |
| Whose name the vehicle is registered under: | Click or tap here to enter text. |
| Year of vehicle: | Click or tap here to enter text. |
| Vehicle color, make, and model: | Click or tap here to enter text. |
| Registration (plate) number: example – 0000 XX | Click or tap here to enter text. |
| State registered in: | Click or tap here to enter text. |
| Location: Specify where you’d like to park: (“State Complex” is not specific enough) | Click or tap here to enter text. |
| Emergency contact phone number: | Click or tap here to enter text. |
| Date left overnight: | Click or tap to enter a date. |
| If you are requesting more than one day, please enter the dates here: | Click or tap here to enter text. |
| Anything else we should know: (Car has a flat tire…, Door doesn’t lock…., I have a protection order in place against ..., etc..) | Click or tap here to enter text. |

For more information regarding parking or parking questions, please refer to our webpage at the following link: [State Complex Parking Information - Maine Capitol Police](https://www.maine.gov/dps/cappolice/parking/index.html)

Thank you, we appreciate your cooperation in our efforts to monitor and control the overnight parking on State property in Augusta.