

DOT HQs Garage Parking Reservation and Payment Improvements

BULLETIN #: TSB-2023-04

DATE: February 10, 2023

SUBJECT: Improvements to how DOT HQs personnel reserve and pay for parking in the DOT HQs garage

PURPOSE: This bulletin communicates the integration of the [DOT HQs Reservation System](#) and [Pay.gov](#) payment processes for a more streamlined end-to-end experience that combines parking reservations and payments into a single step.

INFORMATION: Registered DOT HQs personnel approved to park in the HQs Garage will experience a more efficient process for reserving and paying for their parking spaces. To better facilitate payments for parking reservations, the Parking Office is integrating the DOT HQs parking Pay.gov site into the parking reservation check-out process.

ACTION: Beginning February 9, 2023, HQs personnel reserving their parking spaces in the garage will be re-directed to Pay.gov to pay for their reservations before issuance of parking permits. **Both the steps to reserve parking and pay for parking do not change.** The change is integrating these two existing processes together. Parking permits will be issued by email upon completion of the reservation check-out process.

POLICY: All HQs personnel parking in the HQs Garage must be registered with the DOT HQs Parking Office and must reserve and pay for parking spaces.

- **Need to register with the HQs Parking Office?** Apply to park in the DOT HQs Garage at [Parking Application](#).
- **Need information on the DOT HQs parking policy, reservation, or payment processes?** Guides and policies are available at: [Department of Transportation Headquarters Parking \(DOT\) | US Department of Transportation](#) (via intranet)

CONTACT: If you have questions regarding this bulletin, please contact the Parking and Transit Benefit Office at (202) 366-1398 or Parking.TransitOffice@dot.gov.