



Mandatory HQs Garage Parking Recertification (Excluding FAA)

BULLETIN #: TSB-2025-04

DATE: 1/31/2025

SUBJECT: Headquarters Parking Recertification (Excluding FAA)

PURPOSE: This bulletin provides updated guidance on the Department of Transportation Headquarters (DOT) parking recertification. With the increase of federal employees returning to the office, demand for DOT HQs garage parking is anticipated to increase. To ensure the parking office is maximizing the garage parking spaces, the parking office is conducting a **mandatory recertification of all parking applications**. The parking recertification is necessary to ensure the parking office has accurate employee contact and vehicle registration information and to ensure that only registered vehicles of approved employees are parking in the HQs garage.

BACKGROUND: Due to anticipated increases in demand for parking, the parking office must conduct a mandatory parking recertification. Parking permit approvals will be issued in accordance with the Federal Property Management Regulations, 41CFR 102-74.285 and 102-74.305 criteria for allocation of parking spaces.

INFORMATION: All parking applications must be recertified by employees during the recertification period to satisfy the registration requirement and to park in the HQs garage. The recertification period begins Feb 3, 2025. Please follow the below actions starting Feb 3rd:

ACTION:

1. Go to your account or establish an account by using the following link: [Parking Application](#).
2. If you already have an account in the Transit Benefit System your login and password are valid for the Parking System. Do not set up a new account just for the Parking system.
3. Pick the Recertify/Enroll option and complete the on-line parking application.
4. Due to an increase in demand for monthly parking in the DOT HQ garage, parking permits will be distributed in accordance with guidance from the 41CFR 102-74.285 and 102-74.305 by using the following categories to prioritize issuance of parking permits: Persons with Disabilities, Job Requirement, Special Schedule, Vanpools, Carpools, Privately Owned Vehicles, Motorcycles, and Bicycles. (Please see Appendix A for a description of each parking permit category.)

a. Applicants will need to select the requested permit type from the dropdown menu.

b. Any applicant selecting “Job Requirement” must obtain a signed certification form and submit it to the Parking and Transit Office. The certification form used for applications citing “Job Requirement” is built into the Parking and Transit Benefit System (PTBS) and is made available to applicants when this category is selected.

EXPIRATION DATE: This Bulletin will remain in effect until cancelled.

CONTACT: If you have any questions, please contact your modal POC or email the Parking Office at parking.transitoffice@dot.gov.