

**UNC Hospitals Photo I.D. / Parking & Transportation
Policy for Terminating Residents**

All Items must be returned to the Photo I.D./Parking and Transportation Office; 3rd floor Neuroscience Bldg.

All Terminating residents must come to the Photo I.D. / Parking and Transportation Office with their clearance form before their final day in order to process clearance.

Parking Clearance Procedure

Residents terminating from the Hospital may come to the Parking Office 3 day's prior to their last day and obtain a temporary parking permit to use while returning their assigned parking permit.

When residents bring their assigned permit to the parking office, at this time their parking record will be checked for any outstanding parking citations. Once the permit is canceled and the citation record is cleared, the parking section of the clearance form can be signed by the Parking Office Staff.

Any outstanding citations must be paid for by Cash or Visa before clearance can be processed. There is a \$25.00 fee for any lost parking permit.

Photo I.D. clearance procedure

All terminating residents must return their Photo I.D. by their last day of employment with the hospitals. Residents who are transferring to a University position must return their photo to the Photo I.D. & Parking Office at the time they clear from Graduate Medical Education. A new I.D. will be issued thorough their new department.

Once the photo I.D. badge is returned, the clearance form can be signed by the Photo I.D. Staff.

There will be a charge of \$15.00 cash for any lost badge collected before the form can be signed.

The Clearance Form can not be signed until the Parking Permit and Photo Identification is returned and any Citation fines or free are remedied. Residents must present their clearance form in person.

No exceptions.

