

April 22, 2024

**FY 2025 OFFICIAL BUSINESS PERMITS (OBP)**

This notice is to inform you that July 1, 2024, begins the new year for the Fiscal Year 2025 (July 1, 2024-June 30, 2025) Official Business Permits (OBP). As you know, The Parking Authority has been using DocuSign to process your application and payment. DocuSign is a secure document management system for processing documents and payments that the Parking Authority implemented. The instructions are below. I have also included the link to the OBP website. The link is: <https://parking.baltimorecity.gov/street-parking/official-business-permit>

These are the instructions for an Official Business Parking Permit Applicant **completing an application on behalf of the permit holder.**

1. The person completing the application clicks [**here**](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=13a1a20f-33de-4c90-b2b2-05066b85f28c&env=na3&acct=f049d7a5-beb1-48d2-9a38-8b922d756a4f) to be redirected to the application.
2. The person completing the application inserts the following:
	1. His/her name and email address
	2. The permit applicant’s name and email address
	3. The authorized agency representative name and email address
	4. Identifier Number that verifies applicant has successfully completed the City of Baltimore-Driver Training Course, and has the yellow card in their possession
3. Select “Begin Signing”
4. The person completing the application will be guided through the application to complete the assigned fields.
5. Select “Finish” to complete and submit.
6. An email notification is sent to the permit holder for he/she to complete the assigned fields on the application.
7. Select finish to complete and submit.
8. An email notification is sent to the authorized agency representative to complete the assigned fields on the application.
9. Select finish to complete and submit.
10. An email notification is sent to a PABC employee for review. PABC will use the information from the application to send an OBP payment form to be completed via DocuSign (a secure PCI compliant application).
11. Once payment has successfully been processed, the PABC will attach the completed OBP Payment form to the application, assigns a permit number, sign, and date.
12. Select finish to complete and submit.
13. An email notification is sent to a PABC authorizer for review and signature.
14. Select finish to complete and submit.
15. A completed copy is sent to PABC’s Finance representative and all other recipients.

These are the instructions for an Official Business Parking Permit applicant **completing an application for his or herself.**

1. The permit applicant clicks [**here**](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=95b809cb-0f19-45b1-b3ad-f4003e188d7b&env=na3&acct=f049d7a5-beb1-48d2-9a38-8b922d756a4f)to be redirected to the application.
2. The permit applicant inserts the following:
	1. His/her name and email address
	2. The authorized agency representative name and email address
	3. Identifier Number that verifies applicant has successfully completed the City of Baltimore-Driver Training Course, and has the yellow card in their possession
3. Select “Begin Signing”
4. The permit holder will be guided through the application to complete the assigned fields.
5. Select finish to complete and submit.
6. An email notification is sent to the authorized agency aepresentation to complete the assigned fields on the application.
7. Select finish to complete and submit.
8. An email notification is sent to PABC for review. PABC will use the information from the application to initiate an OBP payment form via DocuSign (a secure PCI compliant application).
9. Once payment has successfully been paid and processed, the PABC will attach the completed OBP Payment form to the application, assign a permit number, sign, and date.
10. Select finish to complete and submit.
11. An email notification is sent to a person authorized to sign for PABC for review and signature.
12. Select finish to complete and submit.
13. A completed copy is sent to PABC’s Finance Department and all other recipients.

**The payment process is as follows:**

The PABC representative will send an email notification to the Permit Payer to complete the assigned fields on the application. The Permit Payor will select one of the following payment methods:

* 1. Credit Card
	2. Checks/money order
	3. Journal Entry

An email notification will be sent to PABC’s Finance Department to complete, and a copy of the completed form will be sent to all recipients.

The application mentions the restrictions on the permit and other pertinent information. Please ensure each applicant has read the restrictions and other pertinent information on the application.

If you have any questions, please contact Mattie Fowler, by email at Mattie.Fowler@bcparking.com or

by phone at 443-573-2806.

Sincerely,

Candace N. Nue,

Chief Operations Officer