July 11, 2020

**FY 2021 OFFICIAL BUSINESS PERMITS (OBP)**

This notice is to inform you that July 1, 2020 begins the new year for obtaining your Fiscal Year 2021 (July 1, 2020-June 30, 2021) Official Business Permits (OBP). The process has changed for completing your application. The Parking Authority will be 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 last year. The instructions for the new process are below. If you are filling out the OBP application for someone else, use the first set of instructions. If you are filling out the OBP application for yourself, use the second set of instructions.

The link to the OBP website is: <https://parking.baltimorecity.gov/street-parking/official-business-permit>.

**Instructions for an Official Business Parking Permit Applicant completing an application on behalf of the permit holder:**

1. Click on the link on the OBP website to apply for an OBP on behalf of someone else (the permit holder) to be redirected to the application.
2. Insert the following on the application:
	1. Your name and email address
	2. The Permit Holder’s name and email address
	3. The Authorized Agency Representative’s name and email address
3. Select Begin Signing
4. You 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 Representation to complete the assigned fields on the application.
9. Select finish to complete and submit.
10. An email notification is sent to a PABC 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, PABC will attach the completed OBP Payment form to the application, assign a permit number, sign, and date the application.
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.

**Instructions for an Official Business Parking Permit Applicant completing an application for his or herself:**

1. Click on the link on the OBP website to apply for an OBP for his or herself to be redirected to the application.
2. Insert the following:
	1. Your name and email address
	2. The Authorized Agency Representative’s name and email address
3. Select Begin Signing
4. You 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 Representation to complete the assigned fields on the application.
7. Select finish to complete and submit.
8. An email notification is sent to a 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.

**Payment Process:**

1. A 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
2. 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.

**Restrictions:**

The application explains 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