

## **Garfield Residential Parking Permits - FAQs**

### **Q: I will be moving to Garfield. How can I obtain a Residential Parking Permit?**

**A:** When you are moving to Garfield, it is advised to begin making the updates to your documentation prior to your move date. Most updates can be done online or by phone and with proper planning, all required information can be in order prior to your move in date.

### **Q: How do I apply for a Garfield Residential Parking Permit?**

**A:** An application must be submitted online at [garfieldpermits.rmcpay.com](http://garfieldpermits.rmcpay.com). To be approved for a Residential Parking Permit, all information must reflect the Garfield address. Click [here](#) for a list of required documents. When you enter your license plate number (LPN), make sure it is entered correctly. Any error may cause a summons to be issued. Do Not use spaces or dashes when entering your plate number.

### **Q: I tried to set up an account, but I am not receiving the verification code. What do I do?**

**A:** Verification codes are sent from *donotreply*. If you do not see the email in your Inbox, make sure to check your Spam/Junk folder.

### **Q: What if I don't have everything I need for a Residential Parking Permit? Is there a temporary pass?**

**A:** There are no extended temporary passes. Any vehicle that does not qualify for a Residential Parking Permit must purchase the [Overnight Permit](#) each night at [ppprk.com](http://ppprk.com), (or you can download the Passport App from [Google Play](#) or the [App Store](#)). Enter Zone **86200** when prompted. This zone number is specific to Garfield, NJ. The cost for the overnight permit is \$5.00 and must be purchased each night a vehicle is parked on the street without an active residential permit.

### **Q: I have Temporary License Plates. Do I need to purchase an overnight permit?**

**A:** There is no need purchase the \$5 overnight permit with temporary plates. Temporary License Plates **DO NOT** require an overnight permit provided they have not expired. You must apply for a permit as soon as your regular plates are received. Note that if your plates are received after business hours or on a weekend, an overnight permit would be required to park on the street. If you already have an active account, you will add your vehicle to the account through the [Change Request](#) procedure. If there is no active account for your household, you must submit a new application at [garfieldpermits.rmcpay.com](http://garfieldpermits.rmcpay.com).

### **Q: How do I obtain a Dwelling Certificate?**

**A:** Email the Garfield Fire Prevention Bureau at [dschult@garfieldnj.org](mailto:dschult@garfieldnj.org). Provide your address with apartment/floor number, and the first and last names of all occupants in your apartment or home (adults and children with ages, if applicable-not just drivers). You will need to attach a copy of your entire, signed lease that reflects the names of the occupants. Fire Prevention will communicate with you by email or phone and advise you of any steps necessary for the issuance of your dwelling certificate.

### **Q: How can I change my license and registration? Do I have to go to the MVC?**

**A:** If you are moving within the State of New Jersey, most motor vehicle updates can be done online by going to the [NJMVC website](#). Under **Driver Information**, click **Change of Address** and follow the instructions. Print or screenshot the Confirmation Page at the end of the procedure. Note that if the vehicle is registered to you, the registration will also be updated when you submit the online address change. When you apply for a parking permit, you will upload the confirmation of address change, along with your valid license, in the *Driver's License* field. A valid registration must also be uploaded in the *Registration* field.

### **Q: My car is leased. How can I change the registration?**

**A:** When you have a leased vehicle, the registration itself will not change as the leasing company is listed as the registered owner. Your name and address will most likely be on another part of the registration card. There is no need to have a new registration issued. A copy of the leasing agreement may be requested along with the actual registration.

### **Q: I moved from another state. Do I have to change my license and registration?**

**A:** You will need to obtain a NJ license and registration. Information for registering a vehicle from another state can be found on the NJ MVC website under DRIVER LICENSE / ID, then select [Transfer from Out-of-State](#).

### **Q: My insurance card still has my old address? Do I have to change it?**

**A:** Yes, your insurance needs to be updated to the Garfield address. Contact your insurance company by phone or submit an online address change request. You can upload a declarations page or a document showing proof of address change, along with your valid insurance card, in the *Insurance Card field*.

**Q: I just moved in and won't get a bill for at least a month? What can I send for Proof of Residence?**

**A:** For new residents, we accept a letter from PSE&G showing you as customer of record for this address, a bank letter reflecting the new address, an installation contract for Cable, Fios, Dish/DirectTV or something similar. Most new residents find it easiest to obtain a bank letter showing the new address. The document must show the resident vehicle owner's name, address, and a current date.

**Q: My Application was approved and I made the payment to activate the permit. Do I need to put a sticker on my vehicle(s)?**

**A:** There is nothing placed on the vehicles. All information is stored in the database, and the enforcement vehicles are equipped with cameras and computers that can read all the necessary information for the vehicle(s).

**Q: I submitted an application, but I still got a ticket. Why did this happen?**

- A:**
- a) If an application was submitted outside of normal business hours (Monday through Friday, 8:30 AM to 4:00 PM), or if an application is pending for approval, you would have to purchase an overnight permit to avoid a summons.
  - b) If an application was denied, there is no active permit. An overnight permit is required.
  - c) After an application has been approved, the permit is not automatically activated. The resident must log into their account to authorize the payment and activate the permit.

**Q: I was approved and paid the \$10 to activate my permit, but I still got a ticket. Why did this happen?**

- A:**
- a) The payment for activation may have been submitted after the summons was issued.
  - b) The license plate was entered incorrectly.

**Q: I paid the \$5.00 but I still got a ticket. Why did this happen?**

- A:**
- a) The overnight permit was purchased after the summons was issued.
  - b) The license plate and/or state was entered incorrectly.
  - c) The permit was not purchased on the night in question.
  - d) If you parked on Harrison Avenue, you may have parked in Lodi. Check the summons for the issuing City.
  - e) Is the ticket for overnight parking, or was it issued for a different reason. Check the summons for the violation.

**Q: I have an active account, but I have a new vehicle. How can I change my permit to the new car?**

**A:** Any changes to your account must be done through the [Change Request](#) procedure. This process allows you to add and remove vehicles in an active account. You will go to the [garfieldpermits.rmcpay.com](http://garfieldpermits.rmcpay.com) website and log in using your registered email address and PIN number. Note: if you are applying from your phone or tablet, click on the three lines at the top right side of the screen to start the log in process. Click Log In, then Log In again, and the next screen will prompt you to enter your email address and PIN number (the email address may automatically be displayed). You may, or may not, go through the verification code procedure. Click [here](#) for instructions.

**Q: I don't have access to my registered email address anymore. What can I do?**

**A:** The registered email address cannot be updated in the Passport program. You will have to submit a new application for all vehicles in your household with the current documentation. If you need to apply in this manner, please contact our office prior to submitting the new application and advise us of the problem so your application will not automatically be denied for the Change Request procedure. When the new application is approved, your original permit will be disabled, and the new permit would become active.

**Q: I forgot my PIN number. What can I do?**

**A:** You will enter the registered email address, then click **Forgot PIN**. The system will send you a 6-digit verification code. Enter that code in the appropriate field and you will then be able to reset your PIN number. Remember to check your Spam/Junk folder if you don't see the code in your Inbox. The code will be sent from **donotreply**.