

OAK TENANT EMPLOYEE PARKING CHECKLIST

- If you are an employee of an OAK tenant (i.e., TSA, HMS Host, etc) and interested in employee parking, [click here](#) to complete the Application.
- Office hours for **processing parking permits:**
Tuesdays 1:30 p.m. – 4:30 p.m.
Thursdays 9:00 a.m. – 12:00 p.m.
[Closed on Port Holidays.](#)
- Self-addressed **stamped** envelope should be included if applying by mail.
- Complete application form; submit only **once** during the initial process.
- Print in Block letters, your information.
- If your employer pays the parking fees, your application form must be **signed by an authorized signer.**
- If you, the employee, is responsible for the parking fees, **no authorized signer necessary.**
- Copy of current car registration (ok if registered to a different person).
- Check payable to **Port of Oakland** or ~~Cash (exact change)~~ is accepted.
- Mail to:
Oakland International Airport-Ground Transportation
Attn: Mimi Pappaly
1 Airport Drive – Box 45
Oakland, CA 94621
- Cost: \$96.00 per Quarter, no monthly permits are available. The entire current year is available for purchase or any quarterly combinations. Please refer to [Parking Fees](#) for detail information.
- Cut-off Date: 27th of the Month. Parking decals issued any day between the 27th and the end of the month will not be charged for that particular month. For example, if the issue date is July 27th, the charge for a 3rd Qtr permit is \$64.00 (for Aug and Sep); no charge for the month of July.

Credit Card (Visa or Mastercard)