



GEORGE FOX
UNIVERSITY

Step-by-Step Instructions for Vehicle Registration

Please have the following ready before you begin the vehicle registration process:

1. Your student ID number
2. Housing designation (Off-campus or name of residence you are assigned to)
3. Your driver's license number and state of issuance
4. Vehicle's make, model, year, color
 - If this is a new car, please have the temporary trip permit number ready to use for the license plate
 - Be sure to email Campus Public Safety when your permanent plate arrives
 - Nadine Kincaid – nkincaid@georgefox.edu
5. Registered owner's name and address if you do not own the vehicle

Step-by-Step Instructions

1. Log into [MYGFU](#)
2. Go to GFU RESOURCES
3. Click on VEHICLE REGISTRATION link
4. Click on CLICK HERE FOR PERMITS
5. Enter your Student/Employee ID number & your last name
6. Agree to the terms and conditions by checking the "Agree" box
7. Select the permit your housing status allows
8. Enter driver's information as requested
9. Enter the mailing address you want your permit to be mailed to
 - a. Please note – It may take up to two weeks for the permit to arrive
 - b. If you are registering AFTER August 1, please have your permit mailed to your GFU campus mailbox.
10. Enter the vehicle information
11. Enter the registered owner's information if the owner is someone other than yourself
12. Review the order
 - a. Use the back button to make any corrections
 - b. Read the parking regulations and click on the AGREE button at the bottom of the page
13. Click on PLACE ORDER
14. Log out
15. A confirmation email will be sent to you in the email you noted in the application
16. Print out the temporary permit from the link you will receive in this email
17. It is YOUR responsibility to find the email and print out the temporary permit
 - a. If you do not receive the email in a reasonable amount of time, contact Campus Public Safety
 - b. Nadine Kincaid – nkincaid@georgefox.edu
18. Place the temporary permit on your dashboard until your permit arrives at the mailing address you indicated
 - a. Permits may take up to two weeks to be processed. Please register your vehicle by August 1, 2018 to be sure your permit arrives by the time school begins
 - b. You are responsible to follow up with Campus Public Safety if your permit does not arrive

COMMUTERS

- Commuters may register up to two vehicles – you will only be charged for one vehicle
- Please register the second vehicle at the Campus Public Safety office
- When registering a second vehicle, you must bring the DVM registration when doing so
- You can only register a spouse's car, or a family-owned car as your second car
- You cannot register your roommate's car or your friends car

Campus Public Safety is not responsible for parking information you receive from anyone but us.

George Fox University Campus Public Safety

414 N. Meridian St. #6048

Newberg, OR 97132

Located at 314 N. Meridian Street (Beige house with terra cotta trim located in the Stevens Center parking lot)

503-554-2090

Office Hours – During the academic year – 7 am to 4 pm – Monday through Friday

An on-duty officer is available by phone 24/7 – 503-554-2090