

Princeton University

Bike Lock Removal Authorization

Instructions:

Please complete the information below and bring this form to the Transportation & Parking Services Office between the hours of 10:00 am – 4:00 pm, Monday through Friday. Your bike must be registered with the University prior to removal of lock. Please visit: www.princeton.edu/transportation/bikewalk.html to register on-line.

Requests for lock removal are processed the day of submittal and will be fulfilled the following business day. If you submit a request after 4 pm, your request will be processed the following business day and the day following we will be able to remove your lock.

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| STEP ONE BIKE OWNERSHIP VERIFICATION (completed by Transportation & Parking Services) | REGISTRATION IS MANDATORY PRIOR TO BIKE LOCK REMOVAL |
| | Owner Name: _____ Phone Number: _____ Make/Model: _____ Bike Location: _____ Decal #: P - _____ Preferred Time of Lock Removal: (circle one) 8:00 am 10:00 am 12:45 pm Date of Lock Removal: Next Day Other: __/__/____ TPS Signature: _____ Date: _____ Print Name: _____ |

This section will be completed by a Facilities employee.

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| STEP TWO LOCK REMOVAL COMPLETION (completed by University Plumber) | <p><i>You MUST bring this form with you on the day of your appointment, or the University Plumber will not be authorized to remove your lock and you will have to reschedule your appointment with Facilities Customer Service.</i></p> University Plumber Signature: _____ Date: _____ Print Name: _____ <p><i>Once signed, this form should be returned by the University Plumber to the Plumbing Shop.</i></p> |
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* Bike Lock Removal is a courtesy service and there will be no charge.