

## LOST OR STOLEN PERMIT PROCEDURE

1. If you have lost your permit or think it is stolen please do the following:
  - a. Contact OSU Police Department and file a police report that your permit is lost or stolen. You can do this two ways:
    - i. Visit our Lake office and we will give you the Permit Case Report form to take with you to the OSU Police Department
    - ii. Please call us at 405.372.5157 and ask for a Permit Case Report to be emailed to you
      1. You will then go to OSU Police Department (Dispatch) as a case number will need to be generated before anything else can be done
        - a. Their phone # is 405.744.6523
        - b. Their address is 104 USDA Bldg, Stillwater. 74078
2. Once you have obtained the Case Number and Permit Case Report return to our Lake office with it
3. You may purchase a new permit based on the following:
  - a. Picnic replacement permit for \$5
  - b. Boat replacement for \$10
  - c. PWC replacement for \$10

OFFICE USE ONLY

Lost/Stolen

Case #: \_\_\_\_\_

Date: \_\_\_\_\_

Permit: \_\_\_\_\_

## Lake Carl Blackwell Permit Case Report

NAME(LAST, FIRST MIDDLE)				LCB PERMIT #	
LOCAL AREA/CAMPUS ADDRESS				Driver License #	
PERMANENT ADDRESS (HOME)				Permit Type	
CELL PHONE			HOME PHONE		
DATE FIRST NOTICED MISSING			IF STOLEN, WAS VEHICLE LOCKED (CIRCLE ONE) YES / NO		
DESCRIPTION OF VEHICLE DISPLAYING PERMIT AT TIME OF LOSS OR THEFT					
MAKE	MODEL	YEAR	COLOR	TAG NUMBER	
				STATE:	
LOCATION OF VEHICLE AT TIME OF THEFT (IF APPLICABLE AND KNOWN)					
DESCRIBE IN YOUR OWN WORDS WHY YOUR PERMIT IS MISSING OR STOLEN:					

I understand that the permit I have reported lost/stolen will no longer be a valid permit. If I should find this permit, I will return it to the LAKE CARL BLACKWELL OFFICE immediately. **DO NOT** use this permit or give it to another person. If you do, you and/or the other person are subject to a \$50.00 citation for possession of a lost/stolen permit, a \$35.00 citation for parking without a valid permit, and any fees associated with the repossession of the permit (stationary impound or towing impoundment). In addition, the person in possession of the permit may be subject to arrest for possession of stolen property.

**UNDER PENALTIES OF PERJURY, I SWEAR THE ABOVE INFORMATION WRITTEN BY ME IS A TRUE STATEMENT**

X \_\_\_\_\_  
SIGNATURE OF PERMIT HOLDER

\_\_\_\_\_  
SIGNATURE OF CASHIER