



## Long Term Parking Pass

Vehicle Owner: \_\_\_\_\_

Unit: \_\_\_\_\_ Duty Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Vehicle Information: Year: _____ Make: _____ Model: _____ Color: _____ Registration: _____ SORN Reference: _____
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Point of Contact Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Duty Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Members Departure (yyyymmdd): \_\_\_\_\_

### Instructions for Use:

Place alongside of SORN (if needed) on dashboard of vehicle in Long Term Parking at RAF Lakenheath Strike Eagle Complex Bldg. 1319.

Remember to only utilize the back 4 rows of the SEC parking lot for long term parking. Ensure vehicle is not illegally parked (i.e. intersecting lines, double parking, parking in a handicap illegally, etc.).

Members departing the area for an excess of one month should be encouraged to disconnect their battery and ensure all doors are locked windows are shut and all valuables are put away or hidden.

The member utilizing this parking area is liable for any damage that may occur to the vehicle during their absence.

If the point of contact is not available and the vehicle needs to be moved as soon as possible, the vehicle will be towed to another parking spot if one is available.

If there is no available spots the vehicle will be towed to the 48 SFS impound lot temporarily until

a spot is made available then placed in the available spot.

Please ensure the point of contact will be available during vehicle owner's absence and if the point of contact is to leave area as well contact this office with another point of contact for their absence from the area.

All documents are listed for reference:

DoDM 4160.21 – V4

Title 10 U.S. Code 2575

AFI 31-218(I)

Lakenheath Official Instruction 31-102

Any questions or concerns contact:

48 SFS / S2

DSN: 226 -1852 / 2447

Signature of Owner: \_\_\_\_\_ Signature of PoC: \_\_\_\_\_

Disclosure: Individuals are required to also display SORN paperwork in the dashboard of vehicle if the vehicle will have expired MOT or road tax during their absence IAW LAKI OI 31-102 PARA 4.16. Long Term Parking and PARA 3.1.4.1. SORN. Vehicles in violation of these regulations will be subject to impoundment as described in AFI 31-218(I) and LAKI OI 31-102.