

Bloomsburg Police Department

Online Zone Permit Instructions:

1. Payment Link will be available on home page under “Quick Links” when the permits go on sale. It will only be available between the hours of 8 AM – 3PM, Monday – Friday. This is the only way to apply. Make sure you stay at your computer until all steps and payment has been made. There is a \$2.00 processing fee. All communication will be via email.
2. Read all instructions and prepare your documents before applying:
 - Complete signed copy of lease with all signatures. PDF ONLY.
 - Vehicle Registration card (not insurance) PDF ONLY
 - Current Permit (if applicable) JPEG ONLY
 - **Unreadable information will be cause for rejection and you will have to reapply.**
3. Provide 3 choices of parking zones. Availability will vary due to time received. If your 1st choice is unavailable at the time we receive your submission you will automatically be issued your 2nd choice and then 3rd. Enter only one choice if you will NOT accept a 2nd or 3rd choice.
4. Once received and approved you will receive an email with a payment link. This link will expire if you do not respond right away and make payment.
5. Confirmation of payment and retrieval information will be emailed to you. Bring your driver’s license to the parking office on the first floor of Town Hall to retrieve your permit.

Incomplete information and failure to make payment will be cause for permit application rejection. Follow process until final approval and payment has been confirmed.