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**Mayor**



**Gary Gleason**  
**Director of Public Works**

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## **Instructions for new Handicap Sign**

**HANDICAP SIGNS ARE NOT INSTALLED ON PRIVATE PROPERTY OR AT RESIDENCIES WITH DRIVEWAYS**

The following information **must** be submitted to the Street Department office to request a new handicap parking sign:

- Bring in a letter from your doctor. Must be typed on doctor's stationary stating disability and state need because of difficulty walking long distance. Doctor has to sign (NO STAMP) and your name, address and phone number must appear on the letter
  - Current vehicle registration of the vehicle that the sticker will be used on.
  - Driver's license
  - If placard, bring in placard and receipt from BMV (copy of receipt)
  - (All address on documents must match where parking sign is being requested).
1. All handicap signs are valid for two-year intervals.
  2. You must inform the department if you change your address, phone number, or license plate number. Also if you no longer need the sign and sticker you must surrender the sticker, yellow slip and sign.

**PLEASE NOTE: THE ABOVE INFORMATION IS JUST FOR A SIGN IN FRONT OF YOUR HOME AND THE STICKER IDENTIFIES YOUR CAR FOR PARKING BY THAT SIGN.**

### **MISSION STATEMENT**

*The City of Hammond, Indiana, provides equal access to efficient, high-quality, professional services. As a municipal corporation, we are committed to maintaining a team of dedicated, well-trained employees who are responsive to the needs of our residents, businesses, and visitors. We promote a spirit of cooperation that allows people in our community an opportunity to participate, prosper and grow.*