

CITY OF OAKLAND



**PARKING & MOBILITY ASSISTANCE CENTER - 270 FRANK H. OGAWA PLAZA,
OAKLAND, CA 94612**

Parking Meter Coin Refund Request Form

TEL (510) 238-2972

FAX (510) 238-6431

To request a refund for a parking meter, you must first report the non-working meter to the City of Oakland Public Works Department using the Mobile app: [SeeClickFix](#) or OAK 311 for [iPhone](#) or [Android](#), or visiting the website at 311.oaklandca.gov or by calling the Public Works Call Center at (510) 615-5566. You will need the Service Request number provided by Public Works to complete this form. Please complete all sections of this form, attach all necessary documentation, and submit in person to the address above **within 30 days from the incident date. Incomplete or illegible forms will not be processed.** The maximum refund is **\$1.00**, limited to two times a year per person. **All parking meter coin refund requests must be done in person.**

Contact Information

Name: _____ Today's Date: _____
Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____ Email: _____

Transaction Information

IPS/Cale Meter #: _____ Date of Transaction: _____
Amount of Transaction: _____ Time of Transaction: _____

Required Documentation

Public Works Service Request #: _____

This is required. Your request will not be reviewed without a request number.

ID (Circle One): Driver License State ID Passport
State: _____ Number: _____ Expiration: _____

Signature: _____ Date: _____

For Office Use Only

Refund Approved (Circle One): Yes No Comments: _____

Amount of Refund: \$ _____ Reviewed By: _____ Date Reviewed: _____

Approved By: _____ Date Approved: _____

Acknowledgement of Refund (DO NOT SIGN UNTIL REQUESTED TO DO SO BY CITY STAFF)

I, _____, acknowledge receipt of \$ _____ as a refund of a coin payment made with an inoperable parking meter as requested on this form. All the information provided is true and correct to the best of my knowledge.

Signature: _____ Date: _____