

DHMH Medical Parking Application Instructions

1. Please call the DHMH Parking Coordinator at 410-767-6809 to ensure that you have the necessary forms required before visiting your physician.
DHMH 4576 Prox Parking Access Application http://dhmh.maryland.gov/pdf/park-4576appl_2012.doc
DHMH 4576-1 DHMH Medical Parking Application <http://dhmh.maryland.gov/docs/park-4576-1.doc>
DHMH 4576-4 Coversheet for Faxing Medical Parking Forms <http://dhmh.maryland.gov/docs/park-4576-4.doc>
2. Employees who are seeking a medical parking permit are responsible for having a licensed physician submit a completed VR210 MVA Disability Parking Application. This form may be found on the MVA website at <http://www.marylandmva.com/Resources/VR-210.pdf>.

See MVA FACTS – “**Disabilities–Everything You Want To Know**” for more information. <http://www.marylandmva.com/AboutMVA/DISABILITIES/default.htm>

3. A copy of the completed MVA application must be faxed or mailed by the physician’s office to DHMH Central Services Division office. **Hand carried submissions will not be accepted.** If the application is being faxed please use DHMH Form 4576-4 as the cover sheet. <http://dhmh.maryland.gov/docs/park-4576-4.doc>

**State of Maryland
Department of Health and Mental Hygiene
Central Services Division
201 West Preston Street, Room LL5
Baltimore, MD 21201
Fax: 410-333-7482**

4. When the application is approved by MVA, the applicant will need to supply the Central Services Division a copy of their MVA disability certification and a copy of their hang placard. The DHMH medical parking privilege will not be granted until this documentation is received.
5. The copy of the MVA application will be reviewed by a DHMH physician for prioritization in the event that no medical parking allotments are available at the time of application. If no medical spaces are available, the applicant will be placed on the medical waiting list, according to the priority assigned and the date of application. The applicant will receive parking privileges when a medical space becomes available.
6. After all information has been received, reviewed and when the applicant qualifies for Medical Parking, the applicant will be notified that they are being granted garage parking access. If no medical parking is available at that time they will be notified of their status on the waiting list.

Note: If you are a DHMH employee who is applying for a medical parking on the basis that you are a transporter of a DHMH disabled employee, you will need to provide proper MVA documentation for yourself and the disabled person to the DHMH Parking Coordinator.