

FERRIS STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY

Ordering Your Guest Permit Online

- 1) Go to <https://www.ferris.edu/dps/guestpermit/>
- 2) Fill out **ALL** the information. It will look like the image on the right-hand side.

**If you use a ferris.edu email, the system will flag you and will not give a guest permit because you are recognized as a student, faculty, staff, or emeriti.

Permit Information

Reason / Location
East Campus Suites

Arrival Date
Fri Sep 11 2020

Departure Date
Sat Sep 12 2020

Agreement

I certify I am not a current student, faculty, or staff member of the university.

Submit

Personal Information

First Name
Dispatch

Last Name
Bulldog

Email
dispatch@gmail.com

Phone Number
(231)591-5000

Address
1319 Cramer Cir

City
Big Rapids

State
MI

Zip
49307

Driver's License
B123456789

Vehicle Information

Make
Dodge

Model (optional)
Caravan

License Plate State
MI

License Plate Number
ABC123

Registered Owner's Name
Dispatch Bulldog

- 3) Once you select Submit, you will see a confirmation for submitting your guest permit. As long as you did not use a Ferris email, you will receive a confirmation email instantly. It will look like the image on the right.

- 4) Click the PDF download to view your guest permit.

- 5) Print out the Guest Permit and place it in the front window of your vehicle for the entire duration of your stay. The guest permit should look similar to the image on the right.

