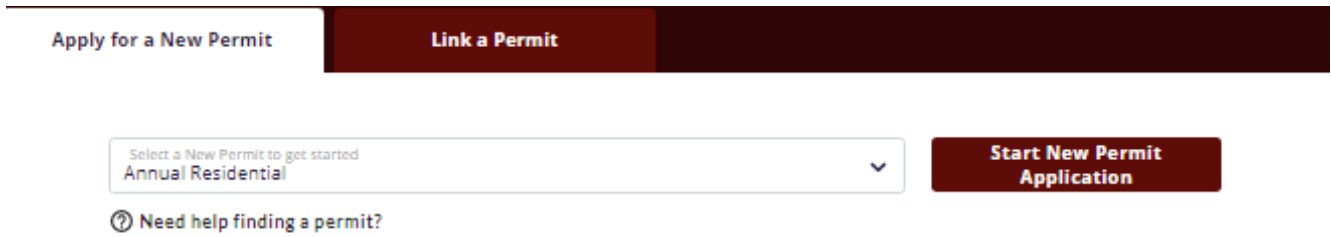


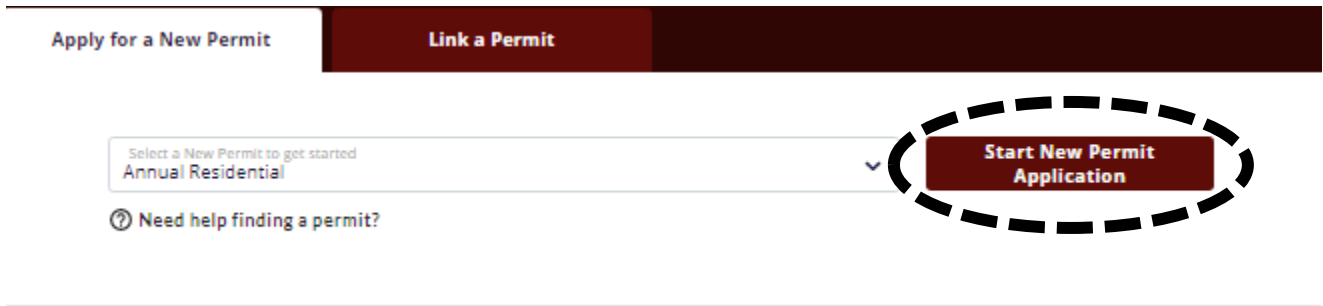


## How to Apply Online for Annual RPP Permits

1. To create an account and/or log in to your account, go to: <https://berkeley.cmrpay.com/>.
2. Click the first tab **Apply for a New Permit**. From the dropdown menu, select **Annual Residential**.



3. Click **Start New Permit Application**, circled below.



4. In the **Residential Address** screen, **type your Berkeley residential address in the box and select the address in the system that matches yours.** If you are in a multi-unit building, please search for your address plus your unit number. (Please note that our address database does not include “Apt” or “Unit”, just the unit number.)

Once you have selected your exact address, click **Start Applying.**

**Residential Address**

Enter the full address that will be associated with the permit application.

Residential Address  
123 Oak Ave, Berkeley, CA

**Back** **Start Applying**

\*If your address does not appear as an option, please email [RPP@cityofberkeley.info](mailto:RPP@cityofberkeley.info) for more information. Please note: not all addresses are eligible for RPP annual or visitor passes.

5. In the **Select a Permit** screen, review your permit zone and click **Select.**

**Select a Permit** Search

<b>Test Zone A</b>	
Locations	Hours
Berkeley Test Zone	24/7

**Select**

6. In the **Provide Information** screen, under “Vehicle Info”, enter your **License Plate Number**, **License Plate State**, **Vehicle Make** from drop down menu, and **Vehicle Model**. Click **Next**.

Provide Information

Vehicle Info

License Plate Number	1234
License Plate State	California
Vehicle Make	Acura
Vehicle Model	Car



- Under “Permit Holder Details,” enter your **First Name**, **Last Name**, and **Email Address**. Click **Next**.

Permit Holder Details

Residential Address  
123 ANYTOWN LN

First Name	Bob
Last Name	Bob
Email Address	bob@email.com



7. You will need to submit photos or scans of documents that will verify your identity and residency in Berkeley. Examples of Proof of Residency documents are provided in the online application. If you need help with digitizing your documents, visit <https://bit.ly/3sjeQmr> to learn how to create a Portable Document File (PDF) of a document with your iPhone or Android device OR <https://bit.ly/3v4ssUz> to learn how to use your home scanner to create a PDF.

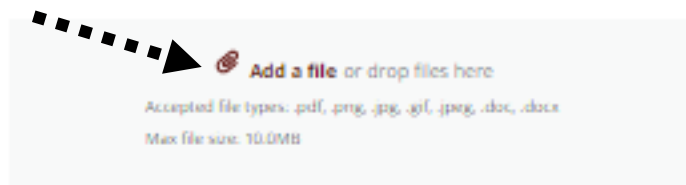
You may drag your documents from your desktop to the to the box that says **Add a File**, or click in the box to manually select a file to upload. When you have uploaded your documents click **Review**.

### Verification Docs

#### Proof of Identity

1 file(s) required per vehicle.

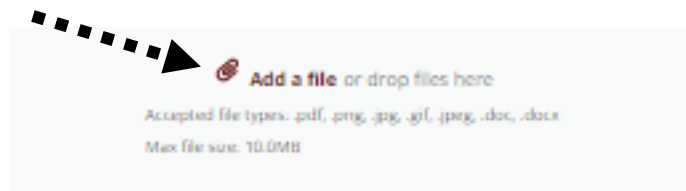
Government issued photo ID



#### Proof of Vehicle Ownership

1 file(s) required per vehicle.

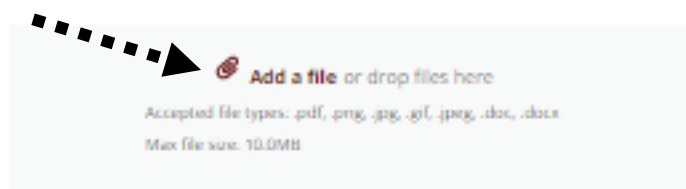
Current vehicle registration. If applicant's name does not appear on the vehicle registration, authorization from the vehicle owner is required as well as a copy of their government issued ID.



#### Proof of Residency

0 file(s) required per vehicle.

Documents accepted as proof of Berkeley residency: California Driver's License, California Identification Card, CA Vehicle Registration, Signed Lease/Rental Agreement, Bank/Mortgage Statement, Property Tax Statement, PG & E Bill, Telephone (landline) Bill, Major Credit Card Bill, Cable Bill, EBMUD (Water) Bill



### Required Documents

#### Standard requirements:

- Government issued photo ID
- Vehicle registration at Berkeley address

#### Accommodations:

- If **your vehicle is registered in Berkeley but not at your current address**, you need to upload your current registration AND a separate proof of residency at the new address in the applicable sections.
- If **your vehicle is not yet registered in Berkeley**, you will need to complete an online change of "Residence Address" via the DMV's online tool at <https://bit.ly/DMVreg>. Save a copy of the confirmation page showing your name, address, and license plate number, and upload it AND a secondary proof of residency in the "Proof of Residency" section.
- If **your vehicle is registered to a different owner**, you will need to submit a letter of authorization from the owner as well as a copy of their government issued ID via the "Proof of Vehicle Ownership" section.

For other accommodations, please refer to the online RPP Program FAQ page via the City's website <https://bit.ly/berkeleyRPP>.

8. Review the **Application Summary** and if all information is correct, click **Add to Cart**.

**Permit Details**

Permit Type Annual Residential  
Permit Residential Zone A  
Location RPP Area A  
Valid Dates Jul 1, 2021 - Jun 30, 2022

**Price**

Permit Cost \$66.00  
**Subtotal Due \$66.00**

**Vehicle Info**

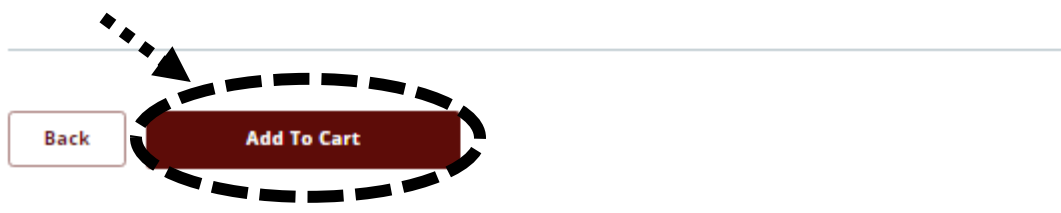
License Plate Number 1234  
License Plate State CA  
Vehicle Make Acura  
Vehicle Model Car

**Permit Holder Details**

First Name bob  
Last Name bob  
Email Address bob@email.com

**Verification Docs**

Proof of Identity **ID.png**  
Proof of Vehicle Ownership **Vehicle Ownership.png**  
Proof of Residency **Proof of Residency.png**



9. The **Shopping Cart** panel will open on the right side of your screen. If you are ready to complete your application, click **Check Out**.



10. On the **Secure Check Out** page, **enter your Billing Address and Payment Information under “Payment Method” (Visa or Mastercard ONLY)**. Then click **Place Order**. This submit your application for review. Your card will not be charged at this time.
11. Staff will then review your application. **Your card will only be charged after your application is reviewed and approved.** You will receive email updates when your application has been received and after a successful payment.
12. Once you receive your email notices of permit application approval and payment, you will have a valid annual residential permit.