

THE UNIVERSITY OF TEXAS AT EL PASO



POLICE DEPARTMENT

The information you provide will be used to assist in returning your registered bicycle in the event it is stolen and recovered or found by the UTEP Police Department.

Feel free to contact any of our patrol officers for assistance in completing the registration form. The form can also be returned to the UTEP Police Department located at 3118 Sun Bowl Dr. where Office of Special Services can also assist with the registration process. Office hours are M-F 8:00 a.m. to 5:00 p.m., feel free to contact us at 915-747-6640. Please have your bicycle available during the registration process.

BICYCLE REGISTRATION

Personal Information

Form with fields for Last Name, First Name, Identification Number, UTEP, DOB, Home Phone Number, Cell Phone Number, E-mail address, Address, City/ State, Zip Code, and Faculty, Staff or Student (Select one).

Bicycle Information

Form with fields for Make, Model, Number of Speeds, Serial Number, Frame Size, Primary Color, and a large text area for Description( Men's or Women's, any other identifying marks or damage to bike).

Information to be completed by University Police representative

Form with fields for Date Registered, Officer Name & ID Number, and Bike Registration Decal Number.

Remember! When not in use, keep your bicycle secure!

## Why should I register my bike?

The information you submit will be used to assist in returning your registered bicycle in the event it is stolen and recovered or found by the UTEP Police Department  
It's free and easy!

## How do I register my bike?

You can register your bike by completing a short registration form at the University Police Department located at 3118 Sun Bowl Drive  
Bike registrations will be conducted from Mon- Fri, 8:00 a.m. to 5:00 p.m.  
UTEP Police Department will also be registering bicycles on campus. Contact Juan Rabelo at 747-6640 for dates, times and locations.

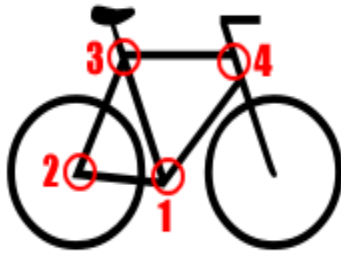
## Where can I park my bike?

We encourage our community to park their bicycles in bike racks. Please do not park your bicycle in a walkway, sidewalk, hallway, handicap ramp or in a doorway.

## Safety Tips:

- ❖ Never leave your bike unattended
- ❖ Always secure your bike, even if it is for a few minutes
- ❖ Keep bicycles locked at any time they are unattended with a good "U" type lock
- ❖ If using a cable lock, make sure the cable goes through the front wheel, rear wheel and frame Always check by pulling on it to ensure it is secure
- ❖ Park your bike in the Bicycle Racks located on the University Campus Park your bicycle in a well-lit area
- ❖ Park your bicycle in a high pedestrian area
- ❖ Engrave your bike frame with a set of identifiable letters to help identify your bike if it's stolen Write down the model and serial number of your bike and keep it in a safe place
- ❖ Take a clear photo of your bike
- ❖ Report suspicious activities to University Police 747-5611
- ❖ Register your bike for free with the University Police Department located at 3118 Sun Bowl Drive

Common bike  
serial number locations



- 1- Under **crank (bottom bracket)**. May also be on top of the crank.
- 2 - On a **rear stay**. Often near the stay **dropout** opposite the gear-cassette or chainstay bottom..
- 3 - On the **seat tube**. (May be on the front or back of the tube, and near the tube top or bottom.)
- 4 - On the **head tube**.

