

# Office of the General Counsel

## Visitor Information

**Address :** John J. Budds Building (a.k.a. "Budds Building")  
343 Mansfield Road UNIT 1177  
Storrs, CT 06269  
**Phone :** (860)-486-5796

### ***Driving Directions:***

Directions to the Office of the General Counsel can be found at the following link:

<http://maps.uconn.edu/map/locations/47>

### ***Parking Instructions:***

1. Turn right into the Manchester Parking Lot across the street from the Budds Building. Go to the back row (3rd row of parking spaces from the street) and park between the signs labeled "**Special Parking Permit**".
  - a. If all "**Special Parking Permit**" spaces are unavailable, park in any of the spaces between the signs labeled "**Gulley Hall Visitors.**" Please notify our staff if you park in a Gulley Hall Visitor space this will help in the parking registration process.
2. Our office is located on the first floor of the Budds Building, directly across the street from the parking lot.
  - a. After entering the front doors of the Budds Building turn left and proceed down the hall straight through the glass doors to the Office of the General Counsel.

### ***Parking Permit Registration Instructions:***

1. Ways to deliver the necessary information for your parking permit registration
  - a. Prior to your arrival
    - i. You may email [generalcounsel@uconn.edu](mailto:generalcounsel@uconn.edu) with the following information:  
**License plate, state/province, first name, last name, email, and cell phone number**
    - ii. You may be contacted directly by staff from our office requesting the above information via email or phone
    - iii. You may call the Office of the General Counsel at (860)-486-5796 with the above information
  - b. On the day of your visit
    - i. A person at the front desk will request the above information regarding your vehicle to complete the online visitor parking registration for you.