



**DEPARTMENT OF PUBLIC SAFETY
TRAFFIC CITATION 1st APPEAL**

APPEAL PROCESS

<p>Appeals of parking citations must be submitted in writing before the tenth working day from the date of the citation. A Police Sergeant will review the first appeal and have it mailed back to the appropriate person. If the appeal has been denied, a second appeal may be filed with the Chief of Police or his designee. The decision of the Chief of Police or his designee is final.</p>	<u>License Plate No:</u>	
	<u>Ticket No:</u>	
	<u>Name:</u>	
	<u>Student ID :</u>	
	<u>Street Address:</u>	
	<u>City, State, Zip:</u>	
	<u>Phone:</u>	
	<u>Date of Ticket:</u>	
	<u>Date Appeal Rec'd:</u>	

I wish to appeal this citation for the following reason(s): PLEASE PRINT LEGIBLY AND ATTACH CITATION

I AFFIRM THAT THE ABOVE STATEMENT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature

Date

For College Use Only

Action of the Sergeant:

Granted

Denied

Sergeant Signature

Date
