



SONOMA STATE UNIVERSITY PARKING CITATION APPEAL

NOTE THE FOLLOWING BEFORE FILING YOUR APPEAL:

- Third-party appeals are prohibited. Only the person driving the vehicle or the registered owner of a vehicle may appeal a citation.
- Appeals must be filed within 21 days of the citation. Appeals filed late will not be considered without prior approval.

PRESS HARD AND PRINT LEGIBLY

- ← NAME
- ← MAILING ADDRESS
- ← CITY, STATE, ZIP
- ← TELEPHONE

INSTRUCTIONS:

1. Read the "Parking Citation Appeals" brochure.
2. Describe the circumstances for your violation and the reason you believe the citation should be dismissed. You may attach another sheet if you require additional space. Please include any additional material you believe is relevant to your appeal. This may include a photocopy of your decal, permit or disabled placard, etc.
3. Sign the form and submit with the original or a copy of your citation. The pink copy is your receipt.
4. **DO NOT SUBMIT PAYMENT AT THIS TIME.** You will receive a notice by mail to the address provided above with the results of your appeal hearing. If the address is not legible or valid, the response will be sent to the registered owner.

Date Submitted: _____

Citation #: _____

Vehicle License #: _____

Date Citation Written: _____

FULLY EXPLAIN THE CIRCUMSTANCES OF YOUR VIOLATION AND WHY YOU ARE APPEALING.

By signing here, you certify that the circumstances above are true and correct to your knowledge.

Signature: _____

APPEAL REVIEWER USE ONLY

- APPEAL APPROVED – CITATION DISMISSED.** Please review the enclosed parking brochure and letter to avoid future violations.
- APPEAL DENIED – CITATION UPHELD.** Please submit payment in the amount of \$_____ or file an Administrative Review (2nd Level Appeal) within 21 days of the hearing date. Instructions on Administrative Review Hearings can be found in the Parking Citation Appeals brochure. Failure to pay fine within 21 days will lead to an increase in your fine and a registration hold against your vehicle with the DMV. Please refer to the attached letter for further information regarding the decision to uphold your citation.

REVIEWER'S COMMENTS: _____

Reviewed by: _____ Date: _____