



# SONOMA STATE UNIVERSITY PARKING CITATION APPEAL

**PARKING APPEALS CAN BE FILED ONLINE BY VISITING  
WWW.SONOMA.EDU/PS/PARKING/ONLINE\_SERVICES.HTML**

**If you prefer to file your parking appeal using this form, please consider having your result sent to your e-mail address to help us conserve paper and reduce costs.**

Please send my appeal response using:  
(please check one)

E-Mail

US Mail

Name:	
E-Mail Address:	
Telephone:	

Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	

**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 that are filed late will not be considered without prior approval.

**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. **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.
4. **DO NOT SUBMIT PAYMENT AT THIS TIME.** You will receive a notice of the decision using the preferred method indicated above. If the address provided is not legible or valid, the response will be sent to the registered owner.

**Citation Information:**

Citation Number:		License Plate Number:	
Date Issued:		Date Submitted:	

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

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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.  
 APPEAL DENIED – CITATION UPHELD.

REVIEWER'S COMMENTS: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_