



Metropolitan State University Parking Citation Appeal Form

Appealing a citation: Appeal forms may be obtained at Safety Officers desks or on line at...
http://www.metrostate.edu/msweb/resources/depts_services/security/park_violations.html

Only unpaid citations may be appealed. The payment of the citation under appeal is suspended without penalty during the appeal process which could last up to 30 days. However, should a finding be made by the Appeal Committee sustaining the penalty, you must pay the fine within ten business days of the date of the finding.

Basis of Appeal: Only appeals alleging written errors of issuance contrary to Metropolitan State University Parking Regulations will be considered.

Guidelines: The appeal form with a copy of your citation must be received at the Campus safety Office, **within five (5) working days** of the date the citation was issued. Once it is received, the citation will be placed on a hold status until a decision by the Appeal Committee is made as to the claim. All decisions are final.

The decision will be one of the following:
Uphold violation (fine amount due)
Dismiss violation or Issue Warning (no amount due)

Please complete the following by Printing All information:

First Name: _____ **Last Name:** _____

Citation #(s): _____ **University ID Number:** _____

Mailing Address Street: _____

City: _____ **State:** _____ **Zip:** _____ **E-Mail** _____

Telephone: _____ **License Plate #:** _____ **State:** _____

Permit #: _____ **Date of Citation** _____ **Time of Citation:** _____

Location of vehicle: _____ **Explain reason for appeal:** _____

Signature: _____

Your Parking citation appeal response will be e-mailed to you.

This appeal form must be legible & filled out in its entirety including appropriate name and e-mail address. Should the appeal process uphold the citation, payment is to be made within ten working days of the decision.

Note: All time related parking violations are monitored and confirmed by exterior cameras as appropriate.