

# Metropolitan State University Parking Citation Appeal Form

**Note:**

If your vehicle was illegally parked in a special permit lot, a hangtag lot, an emergency fire lane or a time restricted area outlined by university signs at the lot entrance; your ticket will not be voided.

**Basis of Appeal:**

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

**Appealing a citation:**

Should a finding be made by the Appeal Committee confirming the validation of the Parking Violation, payment must be made within 14 business days of the date of the finding.

**Guidelines: DO NOT Attach your Original Parking Violation:**

A **Copy** of your **Parking Citation** must be attached to your appeal form and received 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; the decisions could take up to 30 days and all decisions are final.

**The decision will be e-mailed with one of the following notices:**

Uphold Violation (fine amount due) OR Dismiss Violation or Issue Warning (no amount due).

**All information is required... PRINT:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Citation #(s): \_\_\_\_\_ University ID #: \_\_\_\_\_

Telephone: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Location of vehicle: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

Date of Citation: \_\_\_\_\_ Time of Citation: \_\_\_\_\_

Explain reason for appeal:

---

---

---

---

---

Signature: \_\_\_\_\_