

PALM BEACH STATE COLLEGE

PARKING TICKET APPEAL FORM

Ticket appeal forms must be submitted within thirty (30) business days of the issuance of the parking citation. The parking citation (or a copy) must be included. All appeals must be typed or printed clearly and filled out completely. Illegible, incomplete or late appeals will not be reviewed.

1. Complete the form 2. Save as a PDF 3. Email the form and a copy of the Citation to the Campus you recieved the ticket on

The following are not acceptable grounds for appeals: Lack of convenient parking space, Only parked illegally for a few minutes, Did not know parking regulations, Running late, Unregistered vehicle, Bad weather, Others were parked illegally, Not enough parking spaces, Disability Parking violation (no state issued license plate or placard).

Check One: Student Faculty/Staff Visitor Vendor/Service

Have you appealed parking tickets previously? Yes No

Citation #: Campus Received At: Citation Date:

Vehicle Make: Model: Year: Color:

Decal #: Vehicle License Plate #: State:

Name: Date:

Student or Employee ID: Phone #:

Street Address:

City: State: Zip Code:

EMAIL ADDRESS:

Please explain why you feel this ticket was given in error or your extenuating circumstances:

To **E-file**, fill out this form and then click **File- Save As** to name and save your completed file. E-mail the completed form, as an **attachment**, by clicking on the campus listed below where you received the parking ticket.

Signature: