

Parking Citation Appeal

Received @ UPD:

No. _____

Complete and return to:
CAL POLY STATE UNIVERSITY
UNIVERSITY POLICE DEPARTMENT
SAN LUIS OBISPO, CA 93407-0140
(805) 756-6654

_____/_____/_____

Citation Appeal Forms must be submitted within 21 calendar days from the date of the parking citation. Appeals submitted after 21 calendar days from the date of citation will not be accepted and the fine must be paid with any applicable late fees.

STUDENT _____ STAFF/FACULTY(DEPT. _____) VENDOR _____ VISITOR _____ OTHER(EXPLAIN _____)

ID#	PHONE # (____)____-____-____	PERMIT #	PERMIT TYPE
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CITATION # _____	ISSUE DATE: ____/____/____	VEHICLE LICENSE #	STATE
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NAME AND MAILING ADDRESS: (PRINT NEATLY) Name: _____ _____ _____	REASONS NOT CONSIDERED FOR DISMISSAL: 1. Ignorance of the Parking Rules and Regulations 2. Failure to see/ read signage. 3. Failure to locate a parking space. 4. Parking or stopping for a short period of time. 5. Expired Meter / Time (not related to mechanical malfunction)
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REASON FOR APPEAL:

THE DISPOSITION OF THIS APPEAL REQUEST WILL BE SENT TO THE MAILING ADDRESS GIVEN. IT IS YOUR RESPONSIBILITY TO CALL THE UNIVERSITY POLICE AT (805) 756-6654 IF YOU HAVE NOT RECEIVED YOUR DISPOSITION WITHIN 30 DAYS OF YOUR APPEAL DATE.

I CERTIFY THAT THE FOREGOING STATEMENTS ARE CORRECT:

SIGNATURE

APPEAL DATE ____/____/____

--FOR OFFICE USE ONLY--

PERMIT#: _____ PERMIT TYPE: _____ PURCHASE DATE: ____/____/____ \$ PAID: _____

ADDITIONAL INFO: _____

DISPOSITION:

ISSUED BY: _____ RESPONSE DATE ____/____/____

CITATION UPHELD \$ _____ DISMISSED REDUCED TO \$ _____ APPEAL DENIED

REMARKS:

Make checks payable to: Cal Poly. Remit payment to: Cal Poly State University Cashiers, San Luis Obispo, CA 93407-0505.

IF YOU WISH TO CONTEST THE RESULTS OF THIS INITIAL CITATION DISPOSITION, YOU HAVE 21 DAYS FROM THE DATE OF RESPONSE WRITTEN ABOVE, TO REQUEST AN ADMINISTRATIVE HEARING. SEE THE ENCLOSED INFORMATION REGARDING ADMINISTRATIVE HEARINGS.

DISPOSITION MAILED DATE ____/____/____

Appeal Flag (On) _____ Appeal Flag (Off) _____