

 PARKING APPEAL FORM

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Zip: \_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_ Faculty/Staff: \_\_\_\_\_ Guest: \_\_\_\_\_ (Check One) OW ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summons #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summons Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Plate/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Make/Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of Motor Vehicles Registered Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to appeal the above traffic summons for the following reason(s):

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

My signature is verification that the above information is true and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PO Box 210, Old Westbury, New York 11568-0210 Phone: 516-876-3333 Fax: 516-876-3420

**Parking Appeal Information**

Please return the completed Parking Appeal Form to University Police Headquarters, located in the Student Union Parking Lot, within seven (7) days of the issued citation.

All request for parking citation appeals must be in writing using the Parking Appeal Form.

All information on the Parking Appeal form must be complete and legible for the appeal form to be processed. Please provide copies of any documentation you have in support of your appeal.

Appeals are forwarded to the College Traffic Safety Appeal Officer. The Traffic Safety Appeal Officer forwards their decision to University Police in writing who, in turn, informs the appellant in writing.

In the event of an unsuccessful appeal, payment must be paid within 7 days from the date of adjudication.

The following are Insufficient grounds for accepting an appeal of a parking citation:

· Did not know the rules.

· Preferred parking space/lot was full or too far away.

· Dropping someone/something off or picking someone/something up.

· Being late or in a hurry.

· Amount of time vehicle was parked.

· Flashing hazard lights were on.

· Inclement weather.

· Cannot afford the fine.

· Others parked in the same fashion did not receive tickets.

· Vehicle was loaned to another individual who received the ticket.

**The decision of the Parking Appeal Officer is final and concludes the appeal process.**

REV. 06/21/23