

5000 Forbes Avenue  
University Center, LL 88  
Pittsburgh, PA 15213  
(412) 268-2052

## PARKING CITATION APPEAL FORM

All parking citations must be appealed within **five** business days after receipt of the citation. If this deadline is not met, your appeal will not be eligible for review and your rights to an appeal will be forfeited. Tickets cannot be appealed once your vehicle is immobilized. Parking fines do not need to be paid before filing an appeal.

### PARKING APPEAL PROCESS

- Handicapped and fire lanes/zones, driveways and yellow curb citations cannot be appealed.
- Fill out the Parking & Transportation Services appeal form completely.
- Decisions are based on your **detailed explanation** of all circumstances supporting your appeal.
- The original or copy of the citation(s) accompanied with the appeal must be submitted to the Parking & Transportation Services Office. Retain the pink copy for your records. Make sure that your mailing address (campus/home) is correctly entered on the Parking Citation Appeal Form.
- The yellow copy will be returned by mail within 14 business days to the address that was listed on the appeal form.

### IF YOUR APPEAL HAS BEEN DENIED

In the event your initial appeal is denied, you have the opportunity to appeal again before the Parking Board of Appeals. The Parking Board of Appeals Form is available in the Parking & Transportation Services Office. The second written appeal must be submitted within **five business** days of receiving the “appeal denied” form.

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### MUST BE PRINTED LEGIBLY

Name _____	Date _____	Ticket # _____
Address _____	License Plate _____	Ticket Date _____
_____	Phone _____	Citation Location _____

### EXPLANATION

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### Parking Services Use Only

Date Processed _____	Appeal Approved: _____
Signature: _____	Appeal Denied: _____

### Comments:

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