J. Sargeant Reynolds Community College
Parking Appeals Committee
"RIGHT OF APPEAL" APPLICATION"
(An application must be filed for each citation.)

The "Right of Appeal" Application must be filed within a period of five (5) business days, inclusive of the date on which the citation was written.

APPEAL OF PARKING CITATION #: _____ DATE ISSUED: _____ DECAL # _____

DECAL TYPE: FACULTY STAFF STUDENT VISITOR

ID # _____

NAME: _____SOCIAL SECURITY NO._____

LICENSE PLATE NO._____STATE OF REGISTRATION_____

(Please specify mailing address to which notifications/information should be forwarded)

ADDRESS: _____
Street City/State Zip Code
TELEPHONE: ( ) _____ ALTERNATE PHONE: ( ) _____

I REQUEST A REVIEW OF THE ABOVE REFERENCED CITATION FOR THE REASON STATED BELOW. I UNDERSTND THAT I WILL BE INFORMED BY MAIL OF THE TIME, DATE AND PLACE OF THE APPEAL. I ALSO UNDERSTAND THAT I HAVE THE OPTON TO APPEAR ON MY BEHALF OR HAVE THE APPEAL REVIEWED IN MY ABSENCE.

I CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____/_____/_____
Signature Date

_____ **WILL APPEAR AS MY WITNESS**

AS MY CORROBORATING WITNESS.

FOR PARKING APPEALS PANEL USE ONLY

*APPEAL, DENIED, FAILURE TO FILE WITHIN PRESCRIBED TIME

APPEAL, DENIED, FINE IMPOSED $_____

*APPEAL DENIED, FAILURE TO APPEAR (NO SHOW)

APPEAL UPHELD

_____ _____/_____/_____
CHAIRPERSON DATE

_____ _____ _____
PANEL MEMBER PANEL MEMBER PANEL MEMBER

*FAILURE TO FILE AN APPEAL APPLICATION WITHIN PRESCRIBED TIME AND FAILURE TO APPEAR ON SCHEDULED APPEALS DATE WITHOUT TIMELY NOTIFICATION ARE GROUNDS FOR AUTOMATIC APPEAL DENIAL. PLEASE ATTACH A COPY OF TICKET TO APPLICATION AND DEPOSIT IN PARKING APPEALS BOX, LOCATED IN THE LOBBY AREA – DEPARTMENT OF POLICE & SECURITY SERVICES.

JSRCC Form #70-045
Revised January 18, 2006