

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 fifteen (15) business days, inclusive of the date on which the citation was written.

Complete application entirely, legibly and write in ink. Failure to complete as requested will result in the appeal not being heard and appeal will be denied.

APPEAL OF PARKING CITATION #: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ DECAL # \_\_\_\_\_

DECAL TYPE:             FACULTY             STAFF             STUDENT             VISITOR

ID # \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

NAME: \_\_\_\_\_

LICENSE PLATE NO. \_\_\_\_\_ STATE OF REGISTRATION \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ Street City/State Zip Code  
ALTERNATE PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I REQUEST A REVIEW OF THE ABOVE REFERENCED CITATION FOR THE REASON STATED BELOW. I ALSO UNDERSTAND THAT I HAVE THE OPTION 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, FAILURE TO APPEAR (NO SHOW)
- APPEAL, DENIED, FINE IMPOSED \$ \_\_\_\_\_
- APPEAL GRANTED

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CHAIRPERSON DATE

\*FAILURE TO FILE AN APPEAL APPLICATION WITHIN PRESCRIBED TIME, FAILURE TO APPEAR ON SCHEDULED APPEALS DATE WITHOUT TIMELY NOTIFICATION and FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY AND LEGIBLY 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.