

Saint Mary's College Public Safety
PARKING CITATION APPEAL FORM

WARNING: This appeal form must be submitted within 14 days from date shown on your citation. Submit your appeal to our Administrative Office in Assumption Hall West or mail it to: Public Safety, Saint Mary's College, PO Box 3111, Moraga, CA 94575. **IMPORTANT: A Self Addressed Stamped Envelope must accompany this form.** The decision of this appeal will be mailed to you in the self addressed stamped envelope you provide. No other forms, letters, notes, etc. can be substituted for the appeal form. Only one citation can be appealed per appeal form. The first appeal of the school year is **FREE** of charge. Thereafter, there is a \$10 administrative fee for each additional appeal.

YOU MUST PRINT CLEARLY

If this form is not legible and **ALL** sections are not completed your appeal **WILL BE DENIED.**

PLEASE RETAIN YOUR CITATION

CITATION INFORMATION

Today's Date _____ Date of Citation _____ Appeal Date _____
(14 days after date of citation)
Citation number you are appealing _____ Location of Violation _____
ID # of issuing Officer _____ Violation(s) _____ Total fine amount \$ _____
License Plate _____ State of Issue _____ SMC Permit # _____
Vehicle Make _____ Model _____ Color _____

CITATION APPEAL SUBMITTED BY

Name _____ Student ID Number _____
 First MI Last
PO Box or Street Address _____ Apt # _____
City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____

Reason(s) you feel this citation should be dismissed or the fine reduced:

You may continue on the back of this form _____

I certify that the information provided on this form is true, correct and valid – **Signature** _____

Disposition (*Office use only*)

Dismissed Denied Fine Reduced Other _____

APPEALS OFFICER _____ **DATE** _____

Updated Parking Permit/Ticket Database Appeal Citation Response Sent _____
 Due Date if Denied: _____

