Citation Appeal
Request for Parking Ticket Review

General Information

E Number: ___________________________ Date: _________
First Name: ___________________________ Last Name: ___________________________

Address

Address: ___________________________ Apt. Number: __________
City: ___________________________ State: __________ Zip: __________
Residence Hall: ___________________________ Room Number: ___________________________

Contact Information

Phone Number: ___________________________ Email: ___________________________

Citation Information

Citation Number: ___________________________ Date of Citation: ___________________________
License Plate: ___________________________ Violation: ___________________________

Citation Appeal Guidelines

This appeal form must be completed and submitted to the Department of Campus Safety within 21 working days after the citation has been issued. When you obtain your parking permit, you agreed to abide by the rules and regulations of the Concordia University Vehicle Code. Parking permit holders are not guaranteed a space nearest classes, residence halls, or place of work. The fact that other vehicles are parking improperly does not constitute a valid excuse.

The following are not valid excuses for violations and will not be accepted:
- Unaware of the regulations
- Bad weather
- Lack of space
- Parking for a short duration
- Not seeing signs or pavement markings
- Forgetfulness
- Someone else did it
- Failure to properly display permit
- Arriving after dark
- Lost permit
- Parking with emergency flasher on
- Arriving late

Reason for Review:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Additional space to write available on reverse.

Office Use Only

Received on: ___________________________ Employee: ___________________________
Additional Citation Appeal Information:
The information below is taken from the California Vehicle Code (40215(b)) regarding additional reviews for persons who are dissatisfied with the initial review ruling:

(c) The administrative hearing process shall include the following:

1. The person requesting a hearing shall have the choice of a hearing by mail or in person. An in-person hearing shall be conducted within the jurisdiction of the issuing agency. If an issuing agency contracts with an administrative provider, hearings shall be held within the jurisdiction of the issuing agency or within the county of the issuing agency.

2. If the person requesting a hearing is a minor, that person shall be permitted to appear at a hearing or admit responsibility for the parking violation without the necessity of the appointment of a guardian. The processing agency may proceed against the minor in the same manner as against an adult.

3. The administrative hearing shall be conducted in accordance with written procedures established by the issuing agency and approved by the governing body or chief executive officer of the issuing agency. The hearing shall provide an independent, objective, fair, and impartial review of contested parking violations.

4. (A) The issuing agency’s governing body or chief executive officer shall appoint or contract with qualified examiners or administrative hearing providers that employ qualified examiners to conduct the administrative hearings. Examiners shall demonstrate those qualifications, training, and objectivity necessary to conduct a fair and impartial review. An examiner shall not be employed, managed, or controlled by a person whose primary duties are parking enforcement or parking citation, processing, collection, or issuance. The examiner shall be separate and independent from the citation collection or processing function. An examiner’s continued employment, performance evaluation, compensation, and benefits shall not, directly or indirectly, be linked to the amount of fines collected by the examiner.