Glendale College Police Department
1500 N. Verdugo Rd.
Glendale Ca, 91208
818-240-1000 EXT. 5205

CITATION #	DATE ISSUED:
LICENSE PLATE #	
OFFICER:	

PARKING VIOLATION APPEAL FORM

PLEASE PRINT LEGIBLY - THIS WILL BE YOUR MAILING LABEL

NAME:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

PRIMARY PHONE # (_____)_____

STATUS:

STUDENT ID # _____

STAFF / FACULTY

Department: _____

VISITOR

NOTICE:

You have **21 days** from the date the violation notice was issued, or **14 days** from the mailing of the Delinquent Notice of Parking Violation to: 1. Pay the parking penalty, or 2. Contest the citation in writing by filing an appeal. To file an appeal, complete this form, sign your statement, and attach the original or a copy of the citation. The Results of the appeal will be mailed to you within **10-20** business days to the above address provided. **Failure to display a parking permit, forgetfulness, parking only a short period, and/or not seeing the posted signs are unacceptable grounds for appeal.**

Please provide a written statement as to why you believe the Parking Violation Notice was issued in error. Include any material (e.g. receipts, pictures, etc.) to support your statement.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE FOREGOING IS TRUE AND CORRECT

Signature_____

Date_____

If your citation is upheld, payment must be received within 21 days of the date of the review or additional fees will be imposed.

If your citation is upheld and you would like to request an Administrative Hearing, please contact Glendale College Police Department to schedule an appointment. You may appear in person or submit a letter of explanation. If you schedule an appointment and cannot appear, call the Glendale College Police Dept. at (818) 240-1000 EXT. 5205. If you do not cancel before your appointment, your citation will be reviewed without your presence.