

**GUIDELINES:**

Parking citations issued by the Parking and Transportation Department can be appealed if you feel that the citation was issued in error or that there were extenuating circumstances associated with the citation. The appeal for the citation(s) must be submitted within ten (10) calendar days of the issue date of the citation. Appeals can also be submitted on line through your Parking and Transportation account on <http://parking.fiu.edu>

**NON-VALID DEFENSES:**

Appeals should **ONLY** be filed if a legitimate basis exists. Reasons for appeal that are not considered legitimate and will result in your appeal being accepted and **automatically denied** include, but are not limited to:

1. Disagreement with the Parking and Transportation rules and regulations.
2. Ignorance of the Parking and Transportation rules and regulations.
3. Stated inability to find a permitted parking space.
4. Operation of the vehicle by another individual.
5. Failure to have citations previously issued for similar violations.
6. Failure to obtain a valid event parking permit.
7. Tardiness to class and/or appointment.
8. Inability to pay fine.
9. Inability to obtain a valid permit.
10. Received incorrect verbal information from a non FIU Parking and Transportation employee.
11. Perception that a designated parking area is not safe.
12. Observing others illegally parked is not a valid excuse.
13. Not paying for a meter or sufficient metered time.

**I have read the statements above and understand that my appeal will be automatically denied if my appeal justification reason indicates one of the above defenses.**

Customer Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**If an appeal status notification has not been received within four (4) to eight (8) weeks from the signature date, it is the appellant's responsibility to follow up with the Parking and Transportation Department by calling our office at (305) 348-3615 or chatting with us live at [parking.fiu.edu](http://parking.fiu.edu).**



## Department of Parking and Transportation

CITATION 2<sup>nd</sup> (FINAL) APPEAL FORM

An Appeal Hearing Officer, based on 1st appeal process, will review this appeal.

A Parking Violation Appeal Board members, based on 2nd (final) appeal process, will review this appeal.

Appellants do **NOT** have the option to appear in person.

This appeal for must be submitted no later than ten (10) business days from the date of the citation and should **only** be filed if a legitimate basis exists.

☐

STUDENT

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FACULTY/STAFF

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VISITOR

☐

VENDOR/CONTRACTOR

## PLEASE PRINT THE INFORMATION REQUESTED BELOW

PANTHER ID #: \_\_\_\_\_

CITATION #: \_\_\_\_\_

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

CITATION DATE: \_\_\_\_\_

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

VIOLATION CODE: \_\_\_\_\_

CITY: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

I wish to appeal this citation(s) for the following reason: \_\_\_\_\_

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I certify that the statements made above are true and correct to the best of my knowledge and belief. I understand that the decision of the Appeal Hearing Officer, based on the 1st appeal process and the decision of the Parking Violation Appeal Board members, based on the 2nd (final) appeal process is **final** without further right of review. Once I receive my appeal results, whether denied or reduced, I agree to pay the amount due within **ten (10)** business days after receiving the appeal results. If payment is not received within the allotted time, a late fee will be assessed.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## THIS AREA IS FOR APPEAL HEARING COMMITTEE USE

2ND APPEAL PROCESS: ☐ GRANTED ☐ DENIED ☐ WARNING –NO FINE ISSUED ☐ REDUCED FINE TO\$ \_\_\_\_\_

REVIEWED BY PARKING VIOLATION APPEAL BOARD MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

## THIS AREA IS FOR OFFICE USE

APPEAL DATE: \_\_\_\_\_

APPEAL #: \_\_\_\_\_

ENTERED BY CLERK: \_\_\_\_\_

PT #04