



## CITATION APPEAL INFORMATION

### Parking and Transportation Services

61 Lomb Memorial Drive

Grace Watson Hall

585-475-2074

Fax 585-475-7510

[www.rit.edu/parking](http://www.rit.edu/parking)

**Paper appeals are only for those who do not have access to a “My Parking” account on the RIT Parking web site.**

**RIT members** who have a valid reason for contesting a violation may do so by filing an appeal. Appeals, with supporting documentation, must be filed within 10 days of the citation date **via the “My Parking” Account on the Parking web site.**

**Bona fide visitors** may forward the citation with a brief note of explanation to the Parking Office and no appeal will be necessary.

**If your vehicle has been issued a parking citation for the following type of violations – call the Parking Office (475-2074) immediately:**

- First Citation – The Parking Office allows a “First Ticket Warning” each year. This is not an automatic process; you must contact the Parking Office.
- Unregistered Vehicle – If the vehicle is registered within 10 days of the citation issuance date, the unregistered citation(s) issued within that period will be voided. This is not an automatic process; you must contact the Parking Office.
- Forgot your Reserved Permit – The Parking Office will verify that you have a current permit and resolve the citation.

Following are some examples of defenses that are **not** grounds for appeal:

- Never got the ticket
- Didn’t know the Parking Rules
- Only parked a few minutes
- Lot was full
- Was late/weather was bad
- Had my flashers on
- Flashers don’t work/battery is weak
- Picking up/dropping off friends/books/labs etc.
- Someone else was using my car
- No money to pay fine
- My co-worker/friend told me I could park there

Your appeal will be evaluated based on these factors:

- Accuracy of information you present;
- Documentation included with your appeal;
- Consideration of unusual circumstances; and,
- Your current parking record at RIT.

The decision of the appeals administrator is final. Verbal or written harassment due to disagreement on the outcome of an Appeal will not be tolerated and may result in disciplinary action.

Repeated violations may not be appealed.

**Appeals that are incomplete, illegible or that do not include supporting documentation, may be rejected and the fine will be valid and payable.**



**CITATION APPEAL**

**Parking and Transportation Services**

61 Lomb Memorial Drive

Grace Watson Hall

585-475-2074

Fax 585-475-7510

[www.rit.edu/parking](http://www.rit.edu/parking)

**Notice: If you are a RIT Faculty/Staff or Student you must appeal online at [www.rit.edu/parking](http://www.rit.edu/parking)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/Zip Code

**Instructions:**

- Complete ALL areas.
- Attach ticket to this form.
- Attach supporting documentation.

**NOTE:** *Illegible, incomplete information, lack of supporting documentation invalidates this appeal.*

Ticket/Tow # \_\_\_\_\_

Ticket/Tow Date \_\_\_\_\_

License Plate # \_\_\_\_\_

RIT UID # \_\_\_\_\_

I am appealing this ticket/tow because (attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature / Date

**OFFICE USE ONLY**

Disposition of ticket/tow:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parking Appeals Administrator