

UNIVERSITY of HOUSTON

**Parking and Transportation
Citation Appeal Request**

1 Today's date: _____ Social Security Number: --

Name: _____ Phone: _____
Last First M.I. Daytime

This citation #: _____ Your permit #: _____

License plate #: _____ State: _____

Is a court appearance desired? Yes No
(Not available to visitors)

Are you: Faculty/Staff Student Visitor

2 Explanation (Attach additional sheets if necessary)

*Signature: _____

*I affirm that the above statement is true and accurate to the best of my knowledge.

FOR COURT USE ONLY
Your appeal was reviewed ____/____/____
 You have been found guilty. Your fine(s) for this appeal total \$ _____
 You have been found guilty, however your fine(s) have been waived.
 You have been found not guilty.
Comments: _____

3 Please complete the following:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Return payment to:
University of Houston
Parking and Transportation Services
1 E Cullen Building
Houston, TX 77204-2007

Note: Appeal instructions and rules on the back of pink customer copy

★ Fines are due 12 calendar days from date received in the mail.

Towing fees are waived only for cases found not guilty.

**UNIVERSITY OF HOUSTON
PARKING/TRAFFIC CITATION APPEAL REQUEST**

INSTRUCTIONS

1. To appeal a University of Houston citation, you **must complete items one through three** of the appeal form. All appeal requests **must be submitted and received in the Office of Parking and Transportation Services within 21 calendar days from the date of citation issuance**. Failure to submit an appeal within the allotted time frame will result in the waiver of appeal rights. The fine assessment will double on any citation that has not been appealed or paid after 21 calendar days.
2. A. Written appeals – You will be notified by mail of the decision rendered by the court.
B. Court Appearance* – You will be notified by mail of the date, time and place to appear. Failure to appear will result in a decision being rendered based on your written statement. If you are unable to appear in court on the date scheduled, please notify the Office of Parking and Transportation Services a minimum of 48 hours prior to your court date.
3. Appeal requests may be submitted in person to the Office of Parking and Transportation Services, Room 1, Ezekiel Cullen; at the information booth at Entrance One; mailed to: University of Houston, Parking and Transportation Services, 1 E Cullen Building, Houston, TX 77204-2007; or inter-office mail code PRK 2007. Remember, your appeal must be received within 21 calendar days from the date of citation issuance to avoid a forfeiture of appeal rights and additional penalties. Please retain the pink copy of the attached form for your records. Please return the white and yellow copies.
4. A lost ticket, forgetfulness, parking only for a short period, failure to display parking decal, and/or not seeing the signs are unacceptable grounds for appeal. Please write legibly and be very specific, using visuals when necessary.

Thank you for your cooperation.

* Note: Visitors are eligible for written appeals only.