

**Hamline University
Parking Violation Appeal**

Parking Appeals will be reviewed by the Director of Public Safety each week. Only the Director of Public Safety may dismiss or reduce a parking ticket once it has been issued. *All decisions are final.* You will be notified of the appeal decision via email within 5 days of review.

All ticket appeals must be submitted within 10 days of the ticket issue date in order to be considered. **A copy of the ticket must be attached to this form.** *Incomplete forms will not be reviewed.*

Today's Date: _____ Date of Ticket: _____

Name: _____ Hamline ID#: _____

Phone: _____

Address: _____

Campus Mailbox: _____ Email: _____

Ticket #: _____ License Plate #/State: _____

Vehicle Make/Model/Color: _____

Describe reason for appeal. Be as specific as possible when describing location and circumstances.

Office Use:

Date Received:

Accepted/Denied

Notification sent(copy attached):