



University of San Francisco
Parking Enforcement Center
P.O Box 4726
Irvine, CA 92616-4726

Department of Public Safety
Citation Appeal Form

PLEASE READ IMPORTANT APPEAL INFORMATION BELOW
BEFORE FILLING OUT THIS FORM.

If the individual wishes to appeal their citation, they must file an appeal within 21 days of the issue date of the citation, or within 14 days of the mailing date of the notice of delinquent parking violation.

- 1. Citation appeals can be made in the Department of Public Safety Office with this form or by contacting the Parking Enforcement Center at 1-800-654-7275. Please send your completed and legible appeal form to the above address. Processing of appeals takes a minimum of ten (10) business days after the citation appeal form is received.
2. Failure to appeal within the above time limit will result in the loss of the right to appeal this citation. The penalty is deemed paid on the date received. Failure to pay the penalty or formally appeal a citation within the above time limit may result in double or triple the original penalty and notice will be sent to the Department of Motor Vehicles which will refuse to renew the registration for the vehicle until the citation is cleared.
3. Failure to respond to multiple citations may result in the immobilization or towing and impounding of the vehicle at the expense of the owner.
4. Appeals are evaluated on the whether or not the citation was issued for legitimate legal reasons. Please attach any documentation to this form you feel will assist the administrative review in making an informed decision regarding your citation.

- Please print clearly. Illegible appeals will not be processed and will result in "appeal not received," status. Missing information could also possibly delay your appeal.

Citation #: License #: State:

Name:

Address:

City: State: Zip Code:

Home Phone: Work Phone:

(If applicable) USF Permit #:

Please state full reason and any other circumstance as to why you feel this citation should be dismissed. One Appeal Form per citation. Attach a copy of the citation to this form. Please continue on backside if necessary.

[Blank lines for providing reasons and circumstances]

Please continue on opposite page for reasons and other circumstance regarding dismissal.

