



TEXAS A&M UNIVERSITY – CENTRAL TEXAS

POLICE DEPARTMENT

PARKING APPEAL PROCEDURE

Complete this form and provide it to the Police Department when filing a citation appeal.

PLEASE READ THE FOLLOWING INSTRUCTIONS

Appeals must be completed and submitted within 5 business days from the date of the citations.

Please type all necessary information. Appeals that are not typed will not be heard and the appeal will be denied. A copy of your University citation must be attached to your appeal packet. You are encouraged to submit any additional materials and documents that support your position for appeal. Appeals received more than five (5) business days after the citation was issued will not be reviewed by the Parking Appeals Committee.

In order to appropriately format and base your appeal, please consider the following examples of valid reasons for appeals to be considered:

- There was substantial evidence you did not commit the violation for which the citation was issued;
- You committed the violation, but circumstances were not under your control; or,
- Prior to being issued a ticket you made some demonstrable attempt to notify Parking Services or Parking Enforcement of the situation.

The Parking Appeals Committee meets once per month and is subject to change without notice. You are not required to attend the hearing. You will be notified of the committee's decision via email. Notification will be sent to your **TAMUCT email account**. If you are not satisfied with the decision, you may request a hearing before the Parking Appeals Committee. This request can be made by calling 501-5805 within five (5) working days of the date you were notified of the decision to confirm the date, time and location. (See Parking Rules and Regulations) If a hearing is not requested by this deadline, all decisions made at the first level are final.

The Parking Appeals Committee will only hear cases with University Parking Violations. Citations issued, by University Police Department, for city/state ordinance violations, will be submitted to the Killeen City Court and cannot be heard by the Appeals Committee.

If you have any questions regarding your appeal or this process please feel free to contact the TAMUCT Parking Services located in Founders Hall at Welcome Center or Room 103, Killeen, TX 76549, (254)501-5805.

July, 2016



Written Appeal Form

Please Print Legibly

Appeal Date: _____

ID#: _____ Classification (Check one): Faculty ☐ Staff ☐ Student ☐ Visitor ☐

First Name: _____ Last Name: _____ MI: _____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

E-Mail (TAMUCT only): _____

License Plate: _____ State: _____

Citation #: _____ Date of Citation: _____

Please provide detailed information and facts that supports your written appeal. If additional space is required, please use the continuation sheet provide on the next page.

Appellate Signature: _____ Date: _____

For Parking Use only:

Is the appellate a current permit holder? Yes ☐ No ☐

Permit #: _____ Issued Date: _____ Expiration Date: _____

For Committee Use only: Approved: ☐ Disapproved: ☐ Reduced Fine: ☐ \$ _____ Initials: _____



TEXAS A&M
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Appeal Form should be submitted to Parking Services, Founders Hall, Welcome Center or Room 103 or Faxed to (254) 501-5806 within five (5) business days of the date of the citation.

Written Appeal Continuation Form

Please Print Legibly

ID #: _____

Appellate Signature: _____ Date: _____

FINAL SUBMISSION STEPS

- **Attach a copy of your citation to the appeal packet**
- **Submit the completed written appeal to Parking Services by fax or in person**

July, 2016