# UNIVERSITY AT ALBANY
State University of New York

## Office of Parking and Mass Transit Services

**Parking Appeal Form**

<table>
<thead>
<tr>
<th>ITEM 1 - PERSONAL INFORMATION:</th>
<th>ITEM 2 - VEHICLE AND VIOLATION INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University ID Number: _______ - _______ - _______ (if applicable)</td>
<td>Date of Birth <em><strong><strong><strong>/</strong></strong></strong></em>/__________</td>
</tr>
<tr>
<td>Name: __________________________</td>
<td>Ticket Number(s): __________________________</td>
</tr>
<tr>
<td>Mailing Address: __________________</td>
<td>Ticket Date(s): ___________________________</td>
</tr>
<tr>
<td>City: ___________________________</td>
<td>License Plate State/Number: __________________</td>
</tr>
<tr>
<td>State / Zip: _____________________</td>
<td>Year/Make/Model: __________________________</td>
</tr>
<tr>
<td>Contact Number: _______</td>
<td>University Parking Decal or Tag Number: __________________</td>
</tr>
<tr>
<td>Email: __________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>O Student  O Faculty/Staff  O Visitor/Other</td>
</tr>
</tbody>
</table>

**ITEM 3 - I SUBMIT THE FOLLOWING FACTS IN SUPPORT OF THIS APPEAL:** (PLEASE NOTE THAT APPEAL SHOULD BE BASED ON THE PREMISE THAT THE TICKET WAS NOT CONSISTENT WITH UNIVERSITY PARKING RULES AND REGULATIONS. REFER TO THE BACK OF THIS FORM FOR A LIST OF INSUFFICIENT GROUNDS FOR THE ACCEPTANCE OF AN APPEAL. IF YOU NEED MORE SPACE, PLEASE USE A SHEET OF PAPER AND ATTACH IT TO THE BACK OF THIS FORM.)

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Signed by: __________________________ Date: __________________________

My signature is verification that I am the person in Item 1 - PERSONAL INFORMATION above, and my supporting statement is true and accurate.

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**Late Charges:** Late charges are accrued on the 30th day from the date of issuance of citation. If the appeal process takes more than 30 days a late charge will be added 14 days after an appeal decision is made. Citations can be paid while in appeal to remove a hold on your record; if the appeal is accepted the payment will be refunded within 4 to 6 weeks. Paying a citation has no effect on the appeal outcome.

Return completed Form to: Parking Appeal Board, University at Albany, 1400 Washington Avenue, Albany, NY 12222. or By e-mail to parking@albany.edu

Telephone: (518) 442-5766, Fax: (518) 442-3126.
All initial requests for appeals of parking citations will be made in writing, thru your MyUAlbany, on-line or through e-mail. Parking tickets must be appealed by students and faculty/staff by using MyUAlbany. If you appeal using your MyUAlbany you will be notified of the decision by e-mail. After 14 calendar days appeals will not be accepted. If you are not an employee or current student with access to your MyUAlbany account, you may send your appeal via e-mail to parking@albany.edu. If you are not an employee or current student and you decide to e-mail your appeal, you must include all citation and personal information in the e-mail that is requested on the appeal form.

Please attach the ticket(s) you are appealing to this form.

All information on the Appeal Form must be completed for the appeal to be processed.

Please provide copies of any documentation you may have in support of your appeal. Without it, your appeal may be denied with a request for documentation.

If you appeal your citation via your MyUAlbany you will be notified via e-mail of the Appeal Boards decision. If you submit your appeal in any other form you will get the decision by mail. Therefore, it is important that all information, including your name and address, be legible. If the information required on the form is not legible, the form will be returned to you without a decision. If your name and address are not legible, it will not even be possible for us to contact you.

Fair hearing/due process: You have the right to a personal hearing with the Parking Appeal Board should you disagree with the written decision of the Board and have additional evidence to submit. The decision of the Board following a personal hearing is final. If you are scheduled for an appointment that will be difficult for you to keep, please call and reschedule. Failure to appear at the time fixed for a personal hearing is equivalent to a plea of guilty. In such cases, no further hearing will be scheduled and associated fines will be imposed.

The Parking Appeal Board is made up of University community members (not of Parking and Mass Transit Services or University Police Department personnel).

False or misleading statements or failure to disclose pertinent information will result in denial of appeal. It may also result in the loss of special permit privileges and/or other appropriate administrative action (in the case of students, referral to Community Standards).

The following are insufficient grounds for accepting an appeal of a parking citation:
- Being late or in a hurry.
- Dropping something or someone off or picking them up.
- Preferred parking lot full or too far away.
- Inclement weather.
- Others parked in the same way did not receive tickets.
- Afraid to walk alone. (Please note: UPD will provide an escort to your resident hall at any time. They can be contacted using a blue light phone or by calling 442-3132.)
- Flashing hazard lights (or four-way lights). (A 30 minute loading/unloading permit is available from Parking and Mass Transit. A valid University decal or temporary permit is required to obtain a loading/unloading permit.)
- The amount of time the vehicle was parked.

Please direct all inquiries regarding the status of your appeal to: Telephone (518) 442-5766; Fax (518) 442-3126.

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THANK YOU for your cooperation.