



Mailing: Dept. 4313 • 1000 E. University Ave. • Laramie, WY 82071

Office: 1602 Spring Creek Drive • Laramie, WY 82070

Phone: (307) 766-9800 • Fax: (307) 766-7845 • Email: tps@uwyo.edu • Website: www.uwyo.edu/tps

PARKING CITATION APPEAL

APPEALS PROCESS (Please print legibly)

1. Complete all sections of this form and submit with 30 days of the citation's issue date. It is important that the information provided is complete and accurate. Please include any supporting documentation; such as maps, drawing, and pictures. Additional pages may be added.
2. In order to contest the decision of the Traffic Appeals Committee, a second written appeal may be submitted that provides new and/ or additional information for the Committee's consideration. Requests for personal appearances are granted at the discretion of the Traffic Appeals Committee. Appeals are strictly limited to two written and one oral appeal.
3. Attach a copy of the citation.
4. Submit to:
 - Transportation Services
 - Dept 4313
 - 1000 E University Ave.
 - Laramie, WY 82071

Notification of the Traffic Appeals Committee's decision will be sent to the email address provided by the appellant

| | | |
|---------------------------------------|-----------------------------|---------------------------|
| License Plate Number / State | Citation Number / Violation | Committee's Determination |
| Parking Permit Number (if applicable) | 1. / 2. | |

REASON FOR APPEAL (Attach additional sheets if necessary)

I understand that falsifying information in this appeal will result in denial of the appeal and may subject me to disciplinary action. I further attest all information given is true, correct, and valid to the best of my knowledge and belief. After considering all of the facts relating to the citation, I believe I have a fair just reason for an appeal.

Name

Address

Phone Number

Email

Signature

Date

W Number (or alternate ID)

| Official Use Only | | | |
|---|-----------|--|--|
| <input type="checkbox"/> 1 st Appeal <input type="checkbox"/> Re-Appeal <input type="checkbox"/> Requesting an oral appeal <input type="checkbox"/> Prepared <input type="checkbox"/> PDF Attached <input type="checkbox"/> Escalate to Tier 1 Review | Comments: | <input type="checkbox"/> Tier 1 Reviewed <input type="checkbox"/> Tier 1 Approved <input type="checkbox"/> Escalated to Tier 2 <input type="checkbox"/> Hearing Scheduled | <input type="checkbox"/> Results Applied <input type="checkbox"/> Letter Sent <input type="checkbox"/> Scanned into T2 |