



Kutztown University
Employee Parking Ticket Appeal Form

Kutztown University allows an employee to appeal a parking violation believed to have been issued in error. This appeal form must be completed within seven (7) calendar days of the issuance of the citation.

INSTRUCTIONS: Complete this form in its entirety and once you complete the form, it will be submitted electronically via DocuSign. The personal statement must be legible and expressed in a manner that is appropriate, respectful and non-threatening.

PERSONAL INFORMATION (Information provided here will be used to communicate with you about the status of your appeal.)

Driver's Name: _____
FIRST MI LAST SUFFIX

Email Address: _____ Personal Phone Number: _____
WE WILL CONTACT YOU WITH THE VERDICT OF YOUR APPEAL THROUGH ONE OF THESE TWO METHODS.

Home Mailing Address: _____
NUMBER/STREET CITY STATE ZIP

Campus Address: _____ Campus Phone Number: _____

VIOLATION INFORMATION (The following information is available on the ticket.)

Ticket # _____ Ticket Date _____ Ticket Time _____ Location _____

License Plate # and State _____ Officer # _____ Decal # _____

Violation: _____

BASIS FOR APPEAL

A copy of the vehicle registration or rental vehicle agreement must be attached to this form.

SIGNATURE: _____ **DATE SUBMITTED:** _____

For Official Use Only Below This Line

- Appeal Denied. Please mail a check made payable to Kutztown University to Kutztown University, Office of Student Accounts, Kutztown PA 19530. Appeal Granted, One Time Only
 Ticket Voided Due to Officer/Department Error

Please include the following information in the response to this appeal:

Date of Review: _____ Reviewed By _____

PARKING TICKET APPEAL RESULTS ARE FINAL.