

Willamette University
Office of Campus Safety
Parking Citations Appeal Form

You may dispute or appeal a parking citation.

- Campus Safety must receive your appeal within five (5) working days from the date the citation was issued. You are responsible for getting your appeal to Campus Safety within the five-working-day period.
- You may appeal in writing, or by e-mail to safety@willamette.edu. No other form of parking citation appeal can be accepted.
- Your appeal must be based on verifiable evidence. Lack of knowledge of the University's [Parking Regulations](#) will not be accepted as grounds for appealing a citation.
- Repeated violations cannot be appealed.

Click on each gray box below to enter information (all required).

Name: _____ WU ID#: _____

Campus Box # of Mailing Address: _____

Citation #: _____ Citation Date: _____

Vehicle License #: _____ WU Permit #: _____

Violation(s): _____

State the basis for appealing this citation: _____

Signature: _____ Date: _____
(sign after printing)

Print, sign, and deliver or mail to Office of Campus Safety

The Director of Campus Safety will review each appeal and make a decision based on the written appeal and on Campus Safety records. Appellants will be notified of the decision by mail. See [Parking Regulations](#) for details and further information.

<i>Office Use Only:</i> Date rcvd _____
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