CITATION APPEAL

THE UNIVERSITY OF TEXAS SYSTEM POLICE
THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

Any person who has received a University citation may file a request to have the citation reviewed by submitting an appeal to the University Police Communication Office (MB 151) no later than **ten (10)** calendar days after the citation was issued. If an appeal is not filed within this time period, the citation is deemed final.

Citation No: _____ Vehicle License No:_____

Name: _____

Student ID No: _____ Home Phone: _____

Address: _____City: _____ State: _____ Zip:_____

Appeals may be reviewed based on the written appeal statement or the appealing party may also request a personal appearance. Failure to appear at the hearing (if requested) will result in the decision being rendered on the basis of the written statement, including any supporting material, and the information shown on the citation.

Statement of Appellant: **(attach additional sheet if necessary)**

_____

_____

_____

_____

_____

Signature: _____ Date: _____

Received by the Police Department: _____

(Signature) **(Date)**

Comments: _____

_____

Submitted to Parking and Traffic Committee: _____

(Date)

The Parking & Traffic Committee may order the payment of the administrative enforcement charge(s) in whole or in part, or the cancellation of such charge(s). If the appeal is denied and the appellant fails to pay the charge(s) within ten (10) calendar days after the date of notification of decision, a $3.00 late charge will be assessed on each citation.

Committee Comment: _____

_____

Appeal was granted ☑ or denied ○

Chairperson signature: _____ Date: _____

Revised 072497