

**Traffic and Parking Citation Appeal Form**  
**The University of Texas at Tyler**

Any person who has received a University traffic or parking citation may file a request to have the citation reviewed by submitting this appeal form to appointed appeals panel via The University of Texas at Tyler University Police Department (USC 125) **no later than ten (10) working 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 Plate No: \_\_\_\_\_

Name: \_\_\_\_\_ Student/Employee ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Statement of Appellant: (attach additional sheet if necessary)

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Appellant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PD Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Date received by the Traffic and Parking Citation Appeals Panel: \_\_\_\_\_

Upon making a decision on the appeal, the Appeals Panel will mail a written decision to the appellant. The Traffic and Parking Citation Appeals Panel may order the payment of the fines in whole or in part, or the cancellation of such charges. If the appeal is denied, the appellant is required to pay the charges within ten (10) working days after the notification of the Panel's decision. **The Panel's decision is final and there are no further appeals.**

Panel Comments: \_\_\_\_\_

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Appeal is granted ( ) or denied ( )

Senior Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_