Shawnee State University
Portsmouth, Ohio 45662 * 740-351-3205

APPEAL FOR PARKING VIOLATIONS

Individuals who receive a parking citation have the opportunity to appeal through the Parking Appeal Review Committee (PARC). This appeal form is to be used to explain the circumstances and desired outcome. This form is to be prepared and submitted **with a copy of the ticket within 10 business days** (Monday – Friday) from the date of your citation. Submit your form to Elaine Bradley, PARC Recorder, Vern Riffe Center for the Arts, Rm. 135, 940 Second Street, Portsmouth, Ohio 45662. One appeal form per ticket. You will be notified of the hearing date if you provide an email address. You may attend the hearing if you so desire but you are not required to do so. You may submit any written materials you would like the committee to review. You will be advised of the decision on your appeal if an email address is provided or by contacting the committee's recorder at 351-3529.

PLEASE PRINT

_____	_____	_____
Ticket Number	Vehicle Make/Year	License Plate Number
_____	_____	_____
Full Name	Email Address	Phone Number

_____
Address

_____	_____	_____
City	State	Zip Code

Shawnee State University status: ***[ ] Student*** ***[ ] Employee*** ***[ ] Faculty*** ***[ ] Other***

***Narrative*:**

(If you need more space please continue on back of sheet.)

Signature _____ Date _____

PARC ONLY
Appeal Denied ___
Appeal _____
Fine $_____

Initials _____