Beginning Wednesday, June 13, 2012 all Citation Appeal forms must be submitted either in-person at one of the Transportation Services office locations or emailed to parking-citations@fpm.wisc.edu.

Please note that for auditing purposes we are unable to discuss appeals over the phone or in person.

To minimize the impact of the temporary change in submitting appeals, all appeals submitted after June 12, 2012 will:

- have the 7 day appeal submission timeline waived until the new software is in place (anticipated date of July 11, 2012)
- have the review process delayed until June 20, 2012
- not be subject to escalation fees
- have decisions completed by July 11, 2012

We anticipate this manual process to be in place until July 11, 2012, at which time the new eBusiness portal of the Transportation Services website should be available for use. Thank you for your patience and understanding during this transition. We are confident that the new system will enhance our ability to provide superior service to our customers.

Complete the form legibly, sign and date the form.

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/STATE ___________________________ ZIP ____________

CITATION # ___________________________ LICENSE PLATE # ___________________________

If you were using a UW permit at the time you received the citation, please photocopy the front and back of the permit and attach the photocopy to this Citation Appeal Form.

State factually and briefly the basis of your appeal in the box below. If you have supporting materials, please attach them to this Citation Appeal Form.

SIGNATURE ____________________________ DATE ____________

If more space is needed, please continue on back of form.