



# VUMC Parking & Transportation Services

## VUMC Parking Citation Appeals Form Please Print

Date of Appeal: \_\_\_\_\_

Full Name: \_\_\_\_\_

Check Only (1) Box:

VUMC Staff/Faculty/Student

Patient/Patient Visitor (Not Affiliated with VUMC)

Other: \_\_\_\_\_

License Plate and/or Citation#: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Phone#: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

The above fields are mandatory if you wish the committee to consider your appeal.

**For VUMC Staff/Faculty/Students: Submitted Appeals for appointments should contain documentation substantiating your appointment date and time. This documentation must be submitted at the time of appeal.**

**Medical Documentation must contain the name, date, and time of appointment/visits. All other information MUST be redacted.**

Inaccurate or incomplete data will nullify your appeal.

Please State the reasons for your appeal below. See instructions on reverse side of this page.



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## How to Write an Effective Appeal

Please consult the parking regulations on the Vanderbilt Medical Center Parking & Transportation website before writing your appeal to ensure that your appeal is well founded and to ensure that you are familiar with the regulations for which you were cited.

### **Appeal must be filed in writing within 14 days of issuance of Citation**

1. Keep the appeal as short as possible while still providing pertinent information.
2. Address the issue for which the citation was issued. Tangential matters cannot be considered.
3. Appeals are not granted for any of the following reasons:
  - a. Everyone parks there and I'm the only one who got a ticket.
  - b. I was only there for X number of minutes.
  - c. I've parked there for the X number of months or years and I've never been cited before.
  - d. I didn't know.
  - e. I thought it was a space.
  - f. I did not see the sign.
  - g. I can't afford the fine.
4. Appeals are to be filed at the Parking Permit Office Located in the EAST Garage or by Fax (936-2127).
5. Once submitted, the appeals committee will make a decision and send you the results by email. The decision of the appeals committee is final, so please state everything you want to be known in this appeal.
6. If you are an employee appealing a "parking in patient area" citation, you may submit any supporting documentation including Kronos records to help your appeal.