**SOUTHWESTERN UNIVERSITY TRAFFIC VIOLATION APPEAL**

**All citations must be appealed within 4 business days**.

Return completed form to the University Police Department.

Be sure to attach your original ticket(s) to back of this form.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request:\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ticket Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone # :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking Decal #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Violation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain carefully the circumstances and conditions which might warrant revoking or modifying the fine.

The members of the Traffic and Safety Committee are not to be contacted in advance of or after appeal process. Contact with any Committee members related to the appeal process will be subject to disciplinary action.