1. Please provide a written statement explaining the circumstances leading up to the ticket being issued, the grounds for appeal, and any supporting documentation.

2. A copy of your ticket (both front and back sides) must be submitted with the appeal form. **Appeals that do not include a copy of the ticket will not be considered.** If you lost your ticket, please contact the Public Safety Office at (516) 463-6608 during business hours.

3. The completed appeal form and documents can be delivered to the Department of Public Safety located in the Mack Public Safety and Information Center or emailed to PublicSafety@Hofstra.edu.

4. The appellate decision is final. The outcome of the appeal decision will be communicated via e-mail to the student’s Hofstra Pride account.

If you have further questions or need additional clarification regarding the information included within the Parking & Moving Violation Student Appeal Form, please contact:

The Department of Public Safety
Mack Public Safety and Information Center
(516) 463-6606
PARKING APPEAL FORM

Please fill out this form completely and print legibly.
**You must fill out a SEPARATE FORM for EACH TICKET being appealed**

Return the form to: The Department of Public Safety, Mack Information Center or Email the form and documentation to: PublicSafety@Hofstra.Edu

Name ___________________________ Hofstra ID # ___________________________

Student Staff Faculty Administrator Visitor

Hofstra Pride Email Address or Visitor Email Address ____________________________

Contact Phone # ____________________________

VEHICLE INFORMATION:

License Plate #: ________________ State: ________________

Year/Make/Model: ____________________________

TICKET/TOW INFORMATION:

Ticket #: ________________ Date ticket was received: ________________

Was your vehicle towed? ☐ No ☐ Yes If yes, tow #: ________________

Please select the type of ticket received: ☐ Parking Violation ☐ Moving Violation

Amount of ticket/tow: $________ Has ticket/tow already been paid? ☐ No ☐ Yes (If yes, attach copy of receipt)

NOTE: Written statements and any other supporting documentation are to be attached to this form along with a copy of the ticket. If this appeal is based on emergency circumstances, the requisite documentation should be submitted as evidence.

BEFORE SUBMITTING THIS APPEAL, BE SURE THAT YOU HAVE:
- Filled out this form completely.
- Attached a written explanation.
- Attached a copy of ticket (front & back).
- Enclosed a copy of the receipt if ticket has been paid.

__________________________________________ ________________
Signature Date