



MCCPD REQUEST TO APPEAL PARKING CITATION

IN ORDER FOR YOUR REQUEST TO BE PROCESSED, THE FOLLOWING INSTRUCTIONS MUST BE FOLLOWED:

- All requests are to be returned to the MiraCosta College Parking office (mailing address: One Barnard Drive Oceanside, CA 92056) within **twenty-one calendar (21)** days from date of issuance.
- YOU WILL BE MAILED A DECISION ON THIS APPEAL WITHIN SIX WEEKS. HOWEVER, **YOU ARE RESPONSIBLE FOR CONTACTING THE PARKING OFFICE IF YOU DO NOT RECEIVE A RESPONSE WITHIN SIX WEEKS.**
- If your appeal is accepted, no further action on your part is required. If your appeal is denied, you may choose to request a second level appeal (a **Chief Review**) or to pay the fine.

The purpose of an appeal is to provide some additional information that the Officer or CSA was not aware of at the time the citation was issued. Please state your reason for appealing this citation in the space provided on the back of this form. **Attach any documents you feel are necessary to help support your case (i.e. - copy of your disabled person ID, copy of a parking permit, etc.)**

This document will be reviewed by members of MiraCosta College District Appeal Committee: Issuing Officer, MCCPD Sergeant, One Faculty, one staff, and one student representative.

Citation Number: _____ Issue Date: _____

Citation received at: Oceanside (main) _____ SEC _____ Community Learning Center _____

Date of Request: _____ Vehicle License Plate #: _____

Name: _____ STUDENT SURF ID#: _____

I am a: () Student () Staff () Visitor Decal #: _____

Address (Please Include City and Zip): _____

Telephone Day/Evening: () _____

I declare under penalty of perjury that the facts are true and correct.

Signature: _____ Date: _____

Office Use Only:

Date Submitted: _____ Accepted By: _____

Date Entered: _____ Entered By: _____

