



Parking and Roadway Appeals Form

To appeal a Campus Parking & Roadway Citation, complete and submit this form within ten (10) days of the violation issuance date to the UDM Department of Public Safety McNichols Campus. Appeals submitted through the mail must be post marked within ten (10) days of issuance. Your appeal will be submitted to the Traffic Appeals Board for review and settlement of the circumstances as provided below. All decisions are **FINAL**.

The Board meets on average once a quarter. Your account will not receive late charges or account holds while it is in the appeals process. Appeal decisions resulting in fines will be due immediately upon written notice.

You will receive written notification of the Board’s decision at the address provided below.

-----No further action is required until a decision has been rendered-----

First Name:		Last Name:		Citation No.
				13-
Student: <input style="width: 50px;" type="text"/>	Employee: <input style="width: 50px;" type="text"/>	Visitor / Contractor: <input style="width: 50px;" type="text"/>		T-Number:
Permanent Address:				
Campus Address				
Hall Name:			Room #:	
Date of Violation:			Location:	
Violation Type:				
Appeal explanation:				
Signing this appeals form means that you agree to the full appeals process as stated above. All decisions rendered by the Traffic Appeals Board are FINAL and not subject to a second review.				
Appeals Date:				
Print Full Name:			Signature:	
University of Detroit Mercy Department of Public Safety 4001 West McNichols Road, Detroit, MI 48221				



How to complete a Parking and Roadway Appeals Form

STEP 1

Print your first and last name and the citation number in the space below.

First Name:		Last Name:		Citation No.
Student:	<input type="text"/>	Employee:	<input type="text"/>	13-
		Visitor / Contractor:	<input type="text"/>	T Number:

STEP 2

Check the box that's appropriate for your status with the University. If you are a student or employee provide your T-Number.

Student:	<input type="text"/>	Employee:	<input type="text"/>	Visitor / Contractor:	<input type="text"/>	T-Number:
Permanent Address:						

STEP 3

Provide your permanent mailing address, which will be used to notify you of the review decision. If you are a residential student list your campus address as well.

Permanent Address:	
Campus Address	
Hall Name:	Room #:

STEP 4

Provide the date that the citation was issued. This date is located on the front side in the upper right hand portion in the gray shaded area on the citation. List the location of the violation and the violation type.

Campus Address:	
Date of Violation:	Location:
Violation Type:	
Appeal explanation:	

STEP 5

Provide a detailed explanation why you are submitting this citation for a removal review. Use as much space a necessary to explain your position. You may use the back side of this form for additional space. You should attach all documents that you feel are relevant to the circumstances for this citation. Documents that are not provided cannot be considered.

Appeal explanation:

STEP 6

Enter the date you are submitting this appeals form. Print your full name and sign in the space provided.

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Appeals Date:	
Print Full Name:	Signature:
University of Detroit Mercy Department of Public Safety 4001 West McNichols Road, Detroit, MI 48221	

STEP 7

Note that your signature on this appeals form is verification that you understand and agree to the appeals process. The decisions of the Traffic Appeals Board are final and not subject to a second review.

Signing this appeals form means that you agree to the full appeals process as stated above. All decisions rendered by the Traffic Appeals Board are FINAL and not subject to a second review.	
Appeals Date:	
Print Full Name:	Signature:
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STEP 8

Submit your completed form and all support documents to the desk officer at the UDM Department of Public Safety McNichols Campus.

STEP 9

If you are mailing your appeals information, return it to the address listed on the bottom of the appeals form. Mailed appeal forms must be post marked within ten (10) days of issuance.

Print Full Name:	Signature:
University of Detroit Mercy Department of Public Safety 4001 West McNichols Road, Detroit, MI 48221	

For questions call (313) 993-1235 Monday – Friday 9:00 am – 4:30 pm. except on holidays or university closures.