California State University, Sacramento
University Transportation and Parking Services (UTAPS)
Mailing Address: 6000 J Street, Sacramento, CA 95819-6076
Physical Location: Welcome Center
T (916) 278-7275 F (916) 278-5078 www.csus.edu/utaps

REQUEST FOR ADMINISTRATIVE REVIEW, LEVEL 1

- California Vehicle Code 40215(a) requires that parking violation appeals must be submitted within 21 calendar days from the issuance of the citation OR 14 calendar days from the date of the notice of delinquent parking violation. Those who do not submit the appeal within that timeframe forfeit their right to appeal the citation. Appeals submitted after this timeframe may not be accepted.

- Those requesting an Administrative Review for 3A.1 (no valid permit in view) may be found not liable twice during a 12 month calendar year upon submission of their valid Sacramento State parking permit and completed appeal form.

- Attach all substantiating information, such as photocopies of daily permits or photos. Persons appealing 4D.1 (unauthorized disabled parking) must submit photocopies of their DMV placard, DMV disabled identification receipt and personal photo identification card.

Name _____ Phone Number _____

Address _____
Street Apartment City State Zip Code

Citation Number _____ Vehicle License Plate Number _____

Parking Permit Number _____ Registered owner of vehicle _____

Your relationship to registered owner _____

Justification Statement:

_____

_____

_____

_____

_____

_____

Appellant Signature _____ Date_____

FOR OFFICE USE ONLY

☐ Dismissed 1X12 ☐ Dismissed 2X12

☐ Dismissed IOJ ☐ Liable

Decision made by: _____

Comments: