

COMPLETING PARKING VIOLATION HEARING REQUEST/WAIVER

Section 1: Personal Vehicle Information

- Enter name and current mailing address.
- Enter ticketed vehicle information as it appears on the issued violation/citation.
- Enter the Parking Violation/Citation number:
 - For computer-generated tickets, this number appears on the left side on the first line below the box.
 - For hand written tickets, this number appears in the upper right hand corner of the violation/citation.

Sections 2 & 3: Options 1 or 2 **(One option must be marked!)**

Option 1: Should be marked if violator will appear at the hearing. The hearing date will be determined by the City Treasurer's Office. Option must be signed. **(If request is not presented in person; violator must contact the City Treasurer's Office for time, date and location of hearing. Call 217-789-2224 Extension 1 for this information.)**

Option 2: Should be marked if violator will **not** appear at the hearing. Applicable explanation should be marked. A written detailed explanation must be submitted including any additional information (photos, diagrams, witness statements, etc.). This written statement will be your testimony before the Hearing Officer. **Option 2 must be dated and signed.**

Section 4: Docket No. Section 4 will be completed by the City Treasurer's Office.

Request forms **along with a copy of the contested violation(s)** may be submitted in person or by mailing to:

Office of the City Treasurer
300 South 7th Street
Room 104 Municipal Center West
Springfield, IL 62701

For further information, contact the City Treasurer's Office at 217-789-2224 Extension 1.