

Appealing a Parking Citation (Level One Appeal & Level Two Appeal)

Overview

UWF Parking Services issues tickets to ensure that students, staff, and visitors have access to the parking spaces they need and pay for, to provide consistent enforcement of all parking rules and regulations, and to maintain an equitable parking system for all members of the university community.

However, Parking Services realizes that some citations need to be addressed, discussed, defended, and in some cases rescinded, because of errors made by the student patrolers or the extenuating circumstances of the one being ticketed. So, in accordance with [UWF Reg 5.001 Parking and Registration regulations](#), anyone wishing to appeal a parking ticket must file a Level One Appeal online within seven calendar days of issuance of the citation. Be sure to have your ticket handy before appealing.

To maximize the chances of success for your appeal, make sure you provide specific factual information that supports why the ticket should be voided. Although extenuating circumstances may infrequently be the basis for a successful appeal, disregarding UWF parking policies usually leads to an upheld citation.

Keep in mind that a Level One Appeal is heard by the Parking Services Manager, that a Level One Appeal aims to correct only obvious issuance errors, and that all rejected Level One Appeals are automatically forwarded to the Parking Violations Appeal Board (PVAB) for a Level Two Appeal.

Instructions

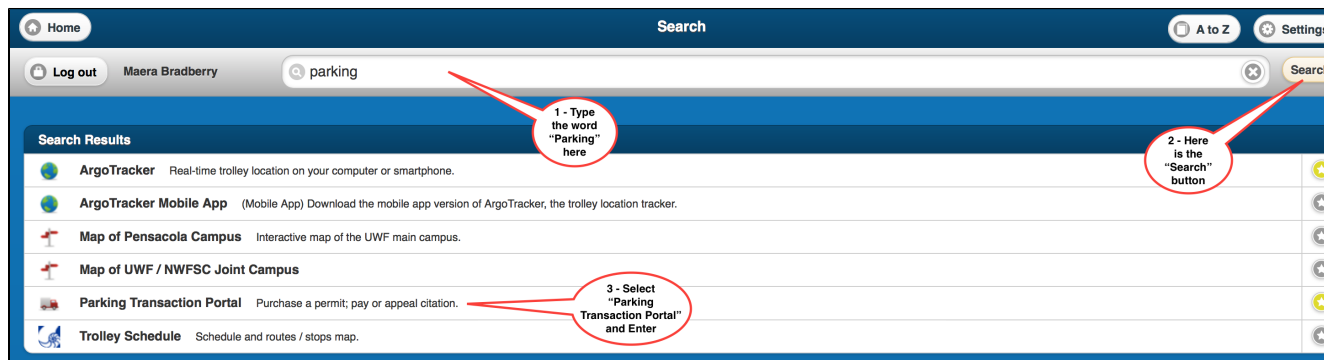
Level One Appeal

Step 1

Log on to My.UWF.edu. Your MyUWF Desktop should appear.

Locate the search bar across the top of the window. Type the word "parking" and click the 'Search' button.

Click the "Parking Transaction Portal" app.



Step 2

Click the 'UWF Login' button if you are a current student, faculty, or staff at UWF.

[PARKING PORTAL](#) [PERMITS](#) [CITATIONS](#) [VEHICLES](#) (0 ITEMS \$0.00) [LOGIN](#) -or- [SIGNUP](#)

Manage Parking Account

Easily manage your parking account from one location.

[Manage Account](#)

UWF Campus Services uwf.edu/parking

Customer Authentication

If you are a current student or staff member with the university, please click the button below marked UWF Login. If you are a new/returning student or former employee, you may be unable to use the UWF Login. If this is the case, you may use the Guest Login or contact UWF Parking Services at (850) 857-6023.

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

NOTE: If you have a citation issued prior to **07/09/2014**, it may be paid at the Cashier's Office in building 20E. Online payments prior to this date are unavailable for guests.

Step 3

You are now on the "Manage Parking Account" main portal page. Click on the "View Your Citations" link. OR, enter your citation number, the state and Plate Number of your license plate. And then click the "Search Citations" button.

UWF Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS

[View Your Citations](#)

1

[View Your Appeals](#)

2

[View Your Letters](#)

2

Citation Number

111TEST

-OR-

State

FLORIDA

Plate Number

Search Citations

PERMITS

[View Your Permits](#)

1

Get Permits

Step 4

Confirm your license plate number and click the "Confirm" button.

PERMITS CITATIONS VEHICLES

0 ITEMS \$0.00

Confirm Plate Number

Plate Number

Close Confirm

Manage Account

UWF Campus Services uwf.edu/parking

View your Parking Citations

Step 5

If you choose to appeal a citation, click the "Appeal" button on the "View your Parking Citations" screen.

View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

YOUR CITATION(S) TOTAL **\$20.00** [Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
111TEST	Unpaid	\$20.00	04/28/2016	822***	Lot A	Appeal	Add to Basket

Step 6

Review the details of your Citation and read the agreement, then click the "Next" button.

Appeal Agreement

Review the details of your citation below and carefully read the agreement. When you are ready to proceed, click Next to continue.

Citation Number

111TEST

Citation Date

4/28/2016 1:00:00 AM

License Plate

822JDG FL

Citation Balance

\$20.00

Payment Status

Unpaid

Violation Description

Expired Permit

I agree that I have read and understood the rules and regulations of the parking office as they relate to citation appeals.

☒ I have read and understand the above statements

[Next >>](#)

Step 7

Complete the Appeal Details form and click the "Submit" button. When you click "Submit", your appeal will be sent to UWF Parking Services, and a copy of your appeal should be sent to the e-mail address you provided. UWF Parking Services will post all decisions regarding appeals in Building 91 and in the Parking Transaction Portal (accessed from MyUWF) within seven calendar days.

Appeal Details

Please complete the form below and click submit to submit your appeal. Check the box next to method by which you wish to be contacted about the results of this appeal.

Email



*

Add

Mailing Address



*

Add

Home Phone

Business Phone

Cell Phone

Appeal Reason (10 - 500 characters)

*

Appeal goes here.

482 characters left

Attachment 1

Choose File

No file chosen

Attachment 2

Choose File

No file chosen

Attachment 3

Choose File

No file chosen

* indicates a required field

Submit

Step 8

Print your Appeal Receipt for your records by clicking the "Print Receipt" button.

Appeal Receipt

Please print the receipt below for your records.

Appeal Number	7246
Citation Number	111TEST
Issue Date	4/28/2016 1:00:00 AM
Current Date/Time	04/28/2016 01:52:59 PM
Violation Description	Expired Permit
Citation Balance	\$20.00
Payment Status	Appeal Balance Due
Appeal Reason	Appeal goes here.

Print Receipt

Level Two Appeal

Requests for Level Two appeals must be made via email within 7 days of the Level One decision. The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on a list in Building 91 and in the Parking Transaction Portal (accessed from MyUWF).

To maximize the chances of success for your appeal, make sure you provide specific factual information that supports why the ticket should be voided. Although extenuating circumstances may infrequently be the basis for a successful appeal, disregarding UWF parking policies usually leads to an upheld citation.

Keep in mind that the hearings for Level Two Appeals take place whether the complainant is present or not, and that the PVAB's decision is final and binding.

FAQs

Once you are in the Parking Transaction Portal, click "View Your Appeals" to see all appeals your have submitted.

UWF Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS

View Your Citations	1
View Your Appeals	2
View Your Letters	2

Citation Number

-OR-

State

Plate Number

Search Citations

PERMITS

View Your Permits	1
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Get Permits