

## Parking Services

### Appeal Form Parking Notice of Infraction

Please fill out in print. Incomplete or illegible appeal forms will delay processing.

Do not submit payment with appeal. Per WA State Court Rules, payment cannot be accepted with an appeal.

#### Infraction and Contact Information

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Infraction Number

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Vehicle License Plate Number and State

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First Name

Last Name

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Phone

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Email Address

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**If applicable, Parking Kitty Transaction#**

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Mailing Address

#### Reason for Appeal – attach additional sheets as needed

*\*\*\*If you failed to display your disabled placard, review the information on the next page and provide the required documents.*

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#### To appeal, please provide:

- Original Parking Notice of Infraction, which must be signed and completed
- Appeal Form (optional)
- Supporting photos or documents (optional)

*Appeals must be received or postmarked by the City of Vancouver within thirty (30) days of date issued, or if the notice of infraction is mailed, thirty-three (33) days from the date it is mailed, pursuant to RCW 46.63.060(2)(h).*

#### Appeals can be submitted:

1. **In Person** - City of Vancouver Customer Service, 415 W. 6th Street, Vancouver, WA
2. **By Mail** - City of Vancouver Parking Services, PO Box 8995, Vancouver, WA 98668-8995
3. **Electronically** - [www.cityofvancouver.us/parking](http://www.cityofvancouver.us/parking)

## Appeal Process Information

- **IMPOR TANT:** Do not appeal your Infraction if you are not willing to attend a hearing before District Court.
  - Appeals will not be handled over the telephone.
  - Read your Infraction carefully, complete the back of your Notice of Infraction and sign
  - Check one of the boxes on back of your notice of Infraction.
  - If you select #2, Payment Plan, you admit fault, and District Court will provide you with further information.
  - All submitted documents remain the property of the City of Vancouver. Please make copies for your records.
  - *Clark County District Court will notify you when your hearing is scheduled.*

## Payments submitted with or before Appeal

- If payment is received independently and before your appeal, payment will be applied to the infraction and your appeal will not be considered.
- If you submit payment with your appeal and you select response option 1 on the back of the Infraction, your payment will be applied to the infraction and your appeal will not be considered.
- If you submit payment with your appeal and you select option 2 or 3 or 4 on the back of the notice infraction, your payment will be returned to you.

## Incomplete Appeals

If you do not complete the back of the parking Infraction when submitting your appeal, your appeal will not be processed and you may lose your right to file an appeal and a late penalty may be assessed.

## Failing to Display Your Disabled Placard

Your parking Infraction may be administratively dismissed if:

- You received a Notice of Infraction for failing to display a disabled placard; and
- Your violation reads RCW 46.16.381(9) (violation information on the front of the Infraction); and
- You are able to provide a copy of the following information:
  1. Disabled placard showing the valid dates;
  2. Photo ID;
  3. WA Placard Holders will also need to provide a copy of a matching and valid State of Washington "Individual With Disabilities Parking Privilege" identification card issued by the Department of Licensing.

If you do not submit all documents required, your parking Notice of Infraction may be forwarded to District Court.

## Parking in a Striped Access Aisle or Unauthorized Use of a Disabled Placard

All Infraction appeals for Parking in a Striped Access Aisle [RCW 46.16.381(8)] or for Unauthorized Use of a Disabled Placard [RCW 46.16.381(7)] - {See violation information on the front of the ticket}, will be forwarded to District Court.