

ALGONQUIN COLLEGE PARKING OPERATIONS
 1385 WOODROFFE AVENUE, ROOM C044,
 OTTAWA, ONTARIO K2G 1V8
 (613) 727-4723 extension 7187
 Email: parking@algonquincollege.com

PARKING VIOLATION APPEALS FORM

All individuals who receive a Parking Infraction Notice (PIN or ticket) have the right to file an appeal with the Parking Office within **five (5) days** of the infraction date. To file an appeal, complete this form in print, attach a **photocopy of the parking ticket (not the original) and a copy of your valid parking permit if applicable.**

FAILURE TO COMPLETE ALL AREAS OF THIS FORM OR SUBMIT ALL REQUIRED DOCUMENTATION WILL INVALIDATE THIS APPEAL.

Submit the above documentation to the Parking Office in room C044 or fax it to (613) 727-7617.
Faxed documents must be legible

Name:		
Address:		
City:	Province:	Postal Code:
Home Phone:	Business Phone:	
Date of Ticket:	Ticket Number:	
Vehicle License Plate:	Algonquin Permit Number and Color:	

REASON FOR APPEAL: Please provide specific details and facts (use reverse if required)

Date of Appeal:	Signature:

FOR PARKING OFFICE USE ONLY

Date received (mm/dd/yy) _____ Initial: _____