



ST. CHARLES POLICE DEPARTMENT
PARKING TICKET REVIEW FORM

POLICE USE ONLY	
Review Number	
Date Received	
Received By	

This is a request for review of a parking ticket and does not mean the ticket will be voided or not processed in the event the request is denied. This form is for the purpose of communicating circumstances to the St. Charles Police Department which the violator wishes the Department to consider in processing this Parking Violation. It shall only be completed in situations where the violator had limited or no contact with the issuing officer at the time the ticket was issued. This form must be completed in its entirety for consideration. This review process is for parking tickets only.

This request must be made within seven (7) days of the date the ticket was issued.

NAME:		PHONE:	
ADDRESS:		EMAIL:	
CITY / STATE / ZIP:		FAX:	
TICKET #:		DATE / TIME TICKET ISSUED:	
VIOLATION:			
OFFICER'S BADGE #:		TODAY'S DATE:	
STATEMENT OF CIRCUMSTANCES / REASON FOR REQUEST: (Use reverse side or attach additional sheet if needed. Attach any evidence that will help substantiate your statement.)			

Signature _____		Date _____	

DO NOT WRITE BELOW THIS LINE – POLICE DEPARTMENT USE ONLY

OFFICER/SUPERVISOR COMMENTS: _____	

Signature _____ Date _____	
COMMANDER COMMENTS: _____	

Signature _____ Date _____	

DISPOSITION:

- WARNING** – Due to circumstances or mitigating factors, violation is reduced to a warning. No fine.
- VIOLATION NOT SUSTAINED** – No fine.
- VIOLATION SUSTAINED** – Amount Due \$ _____ Due Date: _____

Commander signature: _____ Date _____



ST. CHARLES POLICE DEPARTMENT

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This form is being provided to you for the purpose of communicating with the officer who issued this ticket and his or her supervisor. It is designed for situations where you had limited or no communications with the officer who issued the ticket.

Completion of this form does not relieve you of any fines or penalties associated with this ticket.

This request will not be considered if it is not received within seven (7) days from the date the ticket was issued.

The following explanations are among those which **do not** qualify as valid reasons for a ticket to be voided or dismissed:

- I was only parked for a short time.
- There was lack of legal parking spaces.
- There was lack of convenient parking spaces.
- Time constraints
- Mine was the only vehicle to receive a ticket.
- I have parked there before without receiving a ticket.
- I own the vehicle, but someone other than me parked the vehicle.

After the review is complete; you will be notified of the decision. Please indicate your preferred method of notification:

PLEASE MAKE SURE THIS INFORMATION IS ACCURATELY ENTERED ON THE FRONT OF THIS FORM

- Email
- U.S. Mail
- Fax
- Pick up in person

If you would still like to be heard at Administrative Adjudication proceedings, contact the St. Charles Police Department at (630)377-4435 to request a Hearing. Adjudication proceedings are held on the third Thursday of every month at 7pm at the Police Department, 1515 W. Main Street.