

## TRAFFIC CITATION APPEAL FORM

1. An appeal may be filed within five (5) business days from the date the traffic citation was issued. Your appeal must present some evidence to support your appeal otherwise the appeal will be immediately denied without a meeting before the Traffic Citation Review Committee.
2. If you wish to appeal:
  - a. Send an e-mail to **Traffic\_Citation@fnal.gov** with the subject "Citation Appeal". Or if you do not have access to a computer/e-mail account, contact the ESH&Q Section Admin. at x5811 to make them aware of the appeal.
  - b. Complete/print/sign and return this form to the ESH&Q Section either electronically (scanned and e-mailed to **Traffic\_Citation@fnal.gov**, which is the preferred method) or send the paper form to MS 119. You need to submit your appeal within 5 business days of receiving your citation.
3. The Traffic Citation Review Committee will contact you and review your appeal.
4. A written decision will be sent to you.

Appellant Information (PLEASE PRINT ALL INFORMATION)			
<b>Name:</b>	<input style="width: 95%;" type="text"/>	<b>I.D.#:</b>	<input style="width: 95%;" type="text"/>
<b>Phone #:</b>	<input style="width: 95%;" type="text"/>		
<b>Email:</b>	<input style="width: 95%;" type="text"/>		<b>Mail Stop:</b>
<input style="width: 95%;" type="text"/>		<b>Supervisor's Mail Stop</b>	<input style="width: 95%;" type="text"/>

Citation Information		
<b>Citation #</b>	<input style="width: 95%;" type="text"/>	<b>Date:</b> <input style="width: 95%;" type="text"/>
<b>Plate #:</b> <input style="width: 95%;" type="text"/>		
<b>Violation Description:</b> <input style="width: 95%;" type="text"/>		
<b>Signature of Appellant</b>		<b>Date</b>
<input style="width: 95%;" type="text"/>		

**Reason for this Appeal:**

**Appellant Diagram (optional) or continued reasons for appeal:**

**Findings**

**Decision**

- Your appeal is upheld. Your citation will be expunged. Keep this determination as a receipt.
- Your appeal is denied.

**Review Committee Members**

Signature	Date
Signature	Date
Signature	Date