

PLEASE READ CAREFULLY BEFORE FILLING

Please visit our website at Mercy.edu to review the college's parking policies before writing your appeal to ensure that your appeal is well founded.

- Appeals must be filled within 10 days of the citation issued date or the appeal is not eligible.
- Return the Parking Citation Appeal form (form can be found in the Safety website) to the safety office located in Main hall room 234 or mail to 555 Broadway, Dobbs ferry NY, 10522 or fax to 914-674-3099 or email to securityoffice.mercy.edu.
- Attach a copy of the original ticket with this form.
- Please provide a current email address, address and phone number. Confirmation and hearing date will be sent by email.
- List specific reasons for your appeal on the Citation Appeal form. You may attach photos, receipts, and/or other supporting documentation for your case.
- Keep the appeal as short as possible while providing specific information related only to the violation.
- The following reasons are not valid as a basis for appeal:
 - Lack of knowledge of the regulations
 - Other vehicles were also parked improperly
 - Only parked illegally for a short time
 - Stated failure of parking office to ticket previously for similar offense
 - Late to class or appointment
 - Inability to pay the fine
 - No other place to park

Once your appeal is reviewed by the Appeals committee and a decision is rendered, you will receive an email notification of the result, usually within 3 days. If you would like to schedule an in-person appeal please check _____. An email will be sent with the schedule date and time to appear for the appeal process. All appeals are held at the Dobbs Ferry Campus.