

Please return to the **RECORDS DIVISION** – Staunton Police Department
116 W. Beverley St.
Staunton, VA 24401

Name: _____ Violation Date: _____
Address: _____ Veh. Lic. Number: _____
_____ Violation: _____
Parking Ticket Number: _____ Location: _____

REQUEST FOR ADMINISTRATIVE REVIEW OF PARKING CITATION

This form is to protest a Parking Citation without waiting for a Criminal Summons and trial and to be administratively reviewed by the Commonwealth's Attorney. You will be notified by mail of their decision. Please sign this form and ATTACH THE PARKING TICKET.

I request review and dismissal of this Parking Violation for the following reason: _____

I certify the above statement is true and correct. Date: _____ Signature: _____

***** DO NOT WRITE BELOW THIS LINE *****

Comments of Officer who issued the Parking Violation: _____

I certify the above statement is true and correct. Date: _____ Signature: _____

COMMONWEALTH'S ATTORNEY REVIEW

You are hereby advised that an Administrative Review of a Parking Violation as requested has been completed and the request has been;

___ Considered Favorably. Charge dismissed, no fine due.

___ Not Considered Favorably. Payment due of \$ _____.

Date: _____ Signature: _____

Commonwealth's Attorney, City of Staunton