

City of Albany

APPEAL OF PARKING TICKETS BY GOVERNMENT EMPLOYEES WHILE ON GOVERNMENT DUTY/BUSINESS

Date _____

Name: _____ Agency: _____

Address & Phone: _____

Title: _____ Date of Citation: _____

(This form must be submitted within 14 Days of the date of citation)

Ticket #: _____ (a copy of the ticket must be attached)

Agency Vehicle _____ Private Vehicle _____

At the time of issuance, I was on official business attending:

(attach a copy of court notice or associated documentation)

Requesting Party's Signature _____

The ticket listed above was received by me during the performance of my official government duties.

Authorizing Supervisor _____

(Print name and title)

Authorizing Supervisor Signature _____

Note: It is our policy to waive tickets only for overtime violations that are incurred by government officials who are testifying in court or at the Albany County Judicial Center. All other requests will be provided consideration in accordance with our standard adjudication policy. Violations for parking in handicap zones, on sidewalks, in crosswalks, obstructing fire hydrants and similar violations that impact public safety will be enforced, even if they are incurred while on "official duty".

ATTACH BUSINESS CARD, LETTERHEAD OR OTHER VERIFICATION OF EMPLOYMENT AND MAIL TO: Parking Violations Bureau, City Hall, Albany, NY 12207.