



Stanford University Department of Public Safety Forms

Please print the necessary form, complete all requested information and add any supporting documentation. Return it to Stanford University Department of Public Safety:

By Fax: 650-725-8485

By Campus ID Mail: Department of Public Safety
Mail Code 7240
(Please allow time for mail delivery)

By U.S. Mail: Stanford University
Department of Public Safety
Records Unit
711 Serra St.
Stanford, CA 94305-7240
(Please allow time for mail delivery)

By delivery in person: Department of Public Safety
711 Serra Street
Stanford, CA 94305-7240
(Directly behind the gas station on campus)

*If you have any questions call
the SUDPS Records Unit at 650-723-9633*

STANFORD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY PROCEDURE FOR CONTESTING PARKING CITATIONS

All parking citations issued by members of the Stanford University Department of Public Safety (SUDPS) on Stanford University grounds are issued under the authority of Santa Clara County. SUDPS in conjunction with Santa Clara County Office of Parking Violations has implemented an Administrative Review procedure for contesting parking citations in accordance with Assembly Bill 408 (effective July 1, 1993).

AB 408 established a three step process for contesting parking violations: an **ADMINISTRATIVE REVIEW**, an **ADMINISTRATIVE HEARING**, and an appeal to the **SMALL CLAIMS DIVISION** of the **MUNICIPAL COURT**.

If you wish to appeal a parking citation you must, **within twenty one (21) days of the date of issuance of the citation, or fourteen (14) days from the date of the mailing of the Notice of Delinquent Violation**, request either an administrative review or hearing. If you do not make your request within the appropriate period of time, the law specifies that you **lose your right to appeal the citation.**

STEP 1 – ADMINISTRATIVE REVIEW

You may request an **ADMINISTRATIVE REVIEW** by contacting the **SANTA CLARA COUNTY OFFICE OF PARKING VIOLATIONS** at **(408)299-8686** or **(800)367-7977**, or by completing and submitting the "Request for a Parking Citation Administrative Review" form. These forms are available on campus at SUDPS: 711 Serra Street; at the Parking and Transportation Office: 340 Bonair Siding; and at the Hospital Security Office in the basement of the Stanford University Medical Center.

Submit the completed form along with a photocopy **of the citation, photocopy of your current parking permit, and any supporting documentation** you may have to the **Office of Parking Violations, P.O. Box 849, San Jose, CA 95106-0849**. Alternatively, you may fax a copy of the completed form to SUDPS at 650-725-8485, return the form in person to SUDPS, or send the form through the US mail to SUDPS (711 Serra Street, Stanford, CA 94305). To ensure that your appeal is received in a timely fashion, it is recommended that you send it certified US mail, return receipt requested.

The Department of Public Safety will review the circumstances surrounding the issuance of the citation. The results of this review are forwarded to the Santa Clara County Office of Parking Violations. **THE SANTA CLARA COUNTY OFFICE OF PARKING VIOLATIONS WILL NOTIFY YOU BY MAIL OF THE RESULTS OF THE REVIEW.** This can take from six to eight weeks. SUDPS does not send out notification of the results.

There are two possible dispositions: **VALID** or **DISMISSED**. If the citation is deemed **VALID**, you must remit the fine to **Santa Clara County Office of Parking Violations, P.O. Box 849, San Jose, CA 95106-0849** within this time period specified on the notice. If the disposition is **DISMISSED**, you will not be responsible for any fine or penalties.

STEP 2 – ADMINISTRATIVE HEARING

If you are not satisfied with the results of the administrative review, you may request an **ADMINISTRATIVE HEARING** before the Santa Clara County Parking Adjudicator by contacting the Office of Parking Violations either in person at 777 North First St., San Jose, or by mail at P.O. Box 849, San Jose, CA 95106-0849. Only the registered owner of the vehicle or the person in control of the vehicle at the time it was cited is eligible to request a hearing. The request must be made **within fifteen (15) days of the date of the mailing of the results of the administrative review.** **The request must be made in writing and must be accompanied by a deposit of the full amount of the fine.** You may elect to have the hearing in person or have the Parking Adjudicator complete the hearing by mail. The Santa Clara County Office of Parking Violations will notify you by mail of the results of this hearing.

STEP – 3 APPEAL TO THE MUNICIPAL COURT

If you are not satisfied with the results of the **ADMINISTRATIVE HEARING** you may, within twenty (20) days of the date of the mailing of the decision, file an appeal with the Small Claims Division of the Municipal Court. For more information, contact Santa Clara County Office of Parking Violations.

CONSEQUENCES OF NOT PAYING PARKING FINES

Failing to pay the parking fine within the specified time period will result in an additional late fee. An administrative hold will be placed against the vehicles' registration by the Department of Motor Vehicles (CVC 4760). Any vehicle having five (5) or more unpaid parking violations may be impounded and held by a law enforcement agency (CVC 22651). If the amount of unpaid parking fines and penalties exceeds \$400, a civil judgment may be obtained against the registered owner of the vehicle (CVC 40220). If you have any questions about the appeal process, contact the **SANTA CLARA COUNTY OFFICE OF PARKING VIOLATIONS** at **(408) 299-8666** or **(800)367-7977** weekdays 9 am – 4 p.m.



Stanford University Department of Public Safety
Request for a Parking Citation Administrative Review

(Please print clearly and complete all areas)

Name: _____ Date: _____
Address: _____ Phone: _____
Address: _____ License plate #: _____
City: _____ State: _____ ZIP code: _____
Citation #: _____ Citation #: _____ Citation #: _____

Parking Permit Type and Number [] Enter parking meter number (if applicable) []

Please describe why you are appealing citation(s):

Multiple horizontal lines for describing the appeal.

Signature: _____

Disposition - For office use only

Citation #: _____ valid: ___ dismissed: ___ code: _____ Reviewed by: _____
Citation #: _____ valid: ___ dismissed: ___ code: _____
Citation #: _____ valid: ___ dismissed: ___ code: _____ Date: _____

Two horizontal lines at the bottom of the page.