



# Capital Region Airport Commission

## CONTESTED TICKET FORM

### INFORMATION

Date Contested:		Phone:	
Name:		Ticket Number:	
Address:		Date Issued:	

### GUIDELINES

To appeal a parking violation this form must be completed and the reasons for the appeal noted. **NOTE: filing a Contested Ticket Form does not relieve you from payment of the ticket.**

Please mail this form with your **ticket and payment** within 10 days from the date of issue to the Capital Region Airport Commission, Attn: Public Safety Department – Citation Payment, 1 Richard E. Byrd Terminal Drive, Richmond International Airport, VA 23250.

If your claim is found valid you will receive a refund from the Capital Region Airport Commission in the amount of your contested ticket within 30 (thirty) days. If the claim is found not valid, an explanation of the decision will be mailed to you.

**Explanation of Appeal in space provided below (continue on back if necessary)**

**NOTE** – Attach all supporting documentation.

### FOR OFFICE USE ONLY

Date Received:		Decision:	
Signature:			
<b>Comments:</b>			