



Parking Ticket Contest Form

- Everything highlighted **MUST** be filled in to process this request.
- Only one parking ticket number per contesting form.
- Court Date **WILL** be at least 30 days from the date we receive this completed form back.
- Ways of Contesting a Parking Ticket
 - **Mail (Postal)**, you **MUST** mail back the original ticket or provide a legible copy (front & back) of the Parking Ticket with this completed form to **Attn: Parking Contest**
 City Treasurer
 2401 Courthouse Drive
 Virginia Beach VA 23456-9018
 - **Branch Drop-Off**, branch locations can be found online here: [City Treasurer Hours & Locations](#)
 - **Email Request**, you **MUST** attach **BOTH** the completed form and a legible copy (front & back) of the Parking Ticket and email to vbpt4you@vbgov.com.

If your contest is declared **Guilty** or **Guilty in Absentia** (no show) by the judge you will have **5 calendar days to pay the amount due** from the date of your contest. Penalties and additional collection actions will proceed immediately on the 6th day.

Your Full Name: _____

Address: _____

City / State / Zip: _____

Phone: () _____ **Alternate Phone:** () _____

Parking Ticket Number: _____ **License Plate Number:** _____

Email Address: _____

Justification for Contest:

This is to certify that I wish to contest the above referenced parking ticket. **I also understand this is not an official request until signed by the City Treasurer.** At that time, a court date and time will be given to appear in court.

Contester's Signature

-----Below to be completed by City of Virginia Beach Treasurer ONLY-----

By copy hereof I have notified _____ on the time and date of the hearing of this matter in traffic court.

Please place this matter on the General District Court, Traffic Division docket for _____ o'clock, on the _____ day of _____, 20____, for Courtroom_____.

 City of Virginia Beach Treasurer's Signature
Office Number: 757-385-6435

Please issue a subpoena for Officer _____, parking ticket code number _____ for his/her appearance on the above date and time.

Ticket Amount: _____ Admin Fee: _____ Date Rec'd: _____ Date approved: _____