



**City of Virginia Beach
V. Leigh Henderson, Treasurer
Parking Ticket Appeal Request**

TELEPHONE	EMAIL
(757) 385-6435	vbpt4you@vb.gov

APPEALS INSTRUCTION

To request an appeal for a parking ticket, please complete the form on the reverse side in its entirety and submit it via mail or email with all supporting documentation and evidence.

MAILING ADDRESS	EMAIL ADDRESS
Treasurer’s Office Attn: Parking Tickets 2401 Courthouse Dr Virginia Beach, VA 23456	vbpt4you@vb.gov

- An incomplete form is an automatic denial of appeal.
- An appeal must be received by the Virginia Beach Treasurer’s Office Parking Ticket Department within 20 days of the ticket issuance.
- An appeal does not guarantee a ticket will be dismissed. If the Parking Ticket Department denies the appeal, the ticket must either be contested in court before a judge or paid.
- Payment or a completed court contesting form is due prior to the 14 calendar day due of the ticket to prevent penalty.

APPEALS INFORMATION

Code of the City of Virginia Beach Chapter 1 Article 3 covers information for parking with particular attention to Section 21-303 (General parking prohibitions; penalties for violation.) These parking violations (such as left side parking, parking in a fire lane, parking within 20ft of a crosswalk, etc.) do not require a posted sign.

Article 3 does not require the Treasurer’s Office to send notification of a parking violation.

Signs are not required to be posted at every car length. A sign posted at the beginning or ending of a block may govern allowable parking for the entire block.

Adhere to time restrictions on signs and meters. There is no grace period.

If multiple signs are displayed, the most restrictive should be followed.

Many parking tickets have photographic evidence supporting the issuance of a ticket. As such, appeals for incorrect color or model of vehicle will not be considered valid reason. This also applies to common license plate issues. (One instead of the letter “I”, Zero instead of the letter “O”, etc.)

Payment of a ticket before an appeal or court contest is treated as admission of guilt.

Courthouse	Oceanfront	Thalia	Kempsville	Lynnhaven
2401 Courthouse Dr. Bldg 1	420 Birdneck Circle	4001 Va. Beach Blvd, Suite 112	5340 Fairfield Shopping Ctr	2875 Sabre St, Ste 500

We accept cash, money orders, checks, Visa*, MasterCard*, American Express*, and Discover* at each office. *Additional fees apply.

One check or money order may be written for multiple bills, made payable to City Treasurer.

Online payments can be made at www.payment.vbepay.com. **NOTE*** Do not log in. Choose guest payment option.



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DRIVER/REGISTERED OWNER'S INFORMATION (Please Print)

CITATION NUMBER:			PLATE NUMBER:		
FIRST NAME:			LAST NAME:		
STREET ADDRESS:			PHONE NUMBER:		
CITY:	ST:	ZIP CODE:	EMAIL:		

REASON FOR APPEAL REQUEST

- Vehicle or Tags were reported stolen at the time the ticket was issued. (Submit copy of police report.)
- Signs prohibiting or restricting parking were missing or blocked from view. (Submit photographic evidence).
- Parking meter was out of order and help line confirmed no other working meters in the vicinity. (Submit photographic evidence. **NOTE*** A broken meter does not automatically result in a ticket dismissal.)
- Ticket portrays incorrect data. (Submit explanation and supporting evidence.)
- Vehicle was suddenly disabled. (Submit supporting evidence.)
- Medical Emergency. (Submit supporting evidence.)
- Handicap parking. (Submit explanation, state issued handicap placard and handicap ID card.)
- Other. (Submit explanation and supporting evidence.)

BY SIGNING, I DECLARE THE INFORMATION SUBMITTED ABOVE TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

SIGNATURE:	DATE:
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DISPOSITION

- APPEAL APPROVED** **FINDINGS:** _____
- APPEAL DENIED** _____
- _____