



## 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](mailto: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 6<sup>th</sup> 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: \_\_\_\_\_