



THE CITY OF ASPEN

# PARKING TICKET DISPUTE FORM

City of Aspen  
Parking & Transportation Department  
130 South Galena ■ Aspen, CO 81611

Name \_\_\_\_\_ Ticket # \_\_\_\_\_

Mailing Address \_\_\_\_\_ License Plate # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**REASON FOR DISPUTE:** Give full details and provide a sketch or photo if you consider it helpful. Any photo or item attached as evidence will be held by the Parking Department for 30 days and then discarded. It is your responsibility to retrieve any evidence items from the Parking Office within the 30-day period.

My parking receipt was upside down.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS:

All disputes must be made in writing. **Disputes will not be handled in person or over the telephone.**

If you received a computer generated or printed ticket, you do not need to attach a copy, just be sure to provide the correct citation number. If you have a valid parking coupon, please attach it to your dispute form or provide a photocopy of the front and back.

The dispute process takes approximately one to two weeks. Dispute results will be mailed to the address provided on this form. Fines will not escalate during the review period. Mail completed form to: City of Aspen Parking Dept ■ 130 South Galena ■ Aspen, CO 81611 ■ Attn: Parking Disputes. Or fax to 970-920-7473.

## RESPONSE: Office use only

Your Parking Citation has NOT been withdrawn. Please return this form with payment. If you disagree with this resolution, you may schedule a court appearance.

Your Parking Citation has been withdrawn. Do not send payment.

Date: \_\_\_\_\_ Reviewing Officer: \_\_\_\_\_

Comments: