



# PARKING CITATION CONTEST FORM

## Important to read before filling out form

Legally the registered owner of the vehicle is responsible for the parking violation. This form must be signed by the registered owner.

Your request will be certified to the Henrico General District Court. You will be delivered a Summons with a date to appear in court to appeal the violation, normally within 60 days. Once certified to the court you can no longer pay the Department of Finance for the citation. If you are found guilty the court will collect associated court costs in addition to the amount of your parking violation.

Today's Date

\_\_\_\_\_

Print first and last name

\_\_\_\_\_

Citation number

\_\_\_\_\_

Issue date of Citation

\_\_\_\_\_

Vehicle license plate number

\_\_\_\_\_

Telephone number

\_\_\_\_\_

Street Address

\_\_\_\_\_

\_\_\_\_\_

Please be sure that you have read the top of this form before signing.

Signature

\_\_\_\_\_

Mail with a copy of your Citation to:  
County of Henrico  
Department of Finance – J Kranz  
P. O. Box 90775  
Henrico, VA 23273-0775