



CITY OF WORCESTER

Office of the Parking Administrator

Room 203, City Hall

455 Main Street

Worcester, MA 01608

Massachusetts General Laws Chapter 90 § 20A½ allows individuals to appeal the issuance of **UNPAID** parking tickets. This must be done in writing. Use of this form is sufficient when submitting an appeal.

All appeals must be received by the Office of the Parking Administrator within 21 days of the date of the ticket issuance. **Payment of the ticket is an admission of the parking violation.**

Parking Administration Office hours are Monday through Friday 8:00 AM - 5:00 PM (Parking Ticket Appeals received after 4:30 PM are processed the next business day). Once the Parking Administration Office receives the parking ticket appeal, the ticket is placed on "hold" and does not accumulate penalties for the duration of the appeal.

You will receive an answer by mail within 21 days. If you have any questions, please call (508) 799-8656.

Note - Please be sure to fill out all information completely and accurately. Fields marked with an asterisk (*) are required.

Your Information:	Registered Owner, if Different:
*First Name _____	First Name _____
*Last Name _____	Last Name _____
*Street Address _____	Street Address _____
Apt. Number _____	Apt. Number _____
*City/State _____	City/State _____
*Zip Code _____	Zip Code _____
Phone Number _____ (xxx-xxx-xxxx)	Phone Number _____ (xxx-xxx-xxxx)
*Email Address _____	

*Ticket # _____ (10 Characters)

*Location _____
Example: Thomas St. near Main St.

*Plate State _____

*Plate Number _____ (Do Not Include Spaces in Your License Plate Number)
Example: ABC123

Meter Number _____ (If Applicable)

Please state the reason(s) you feel this ticket should be dismissed. Draw a diagram if necessary.

Use Reverse Side If Necessary

Evidence Video URL _____ (If Applicable, Enter Link to Social Media Video File)
Example: www.youtube.com/watch?v=abc123

Signature _____ Date _____

NOTE: Use of this form is not required by law. A signed letter may be submitted instead, but must include all of the above information. Disposition of this appeal will be given to the registered owner of the vehicle.