



Derby Police Department

125 Water Street
Derby, Connecticut 06418
Tel. (203) 735-7811
FAX (203) 736-1499



PARKING TICKET APPEAL

INSTRUCTIONS

1. Complete sections A, B, & C
2. Provide a detailed explanation of your complaint. If necessary, draw a diagram in the space provided.
3. Sign the complaint form.
4. Turn in this form to Derby Police Department within ten (10) days of the date the ticket was issued. Your fines will not increase during this appeal period.
5. **DO NOT TURN IN THE TICKET WITH THIS COMPLAINT FORM.**
6. The complaint will be reviewed and you will receive a written decision.

SECTION A: COMPLAINANT INFORMATION

Name	Phone Number	Date Submitted
Address	City / Town	Zip

SECTION B: PARKING TICKET INFORMATION

Registration	State	
Make of vehicle	Type	Color
Ticket Number	Violation Number	
Date	Time	
Location		
Near	Issued by (Badge Number)	

SECTION C: EXPLANATION

ADDITIONAL EXPLANATION

DIAGRAM (Optional)

	
	Draw an arrow indicating NORTH

**DO NOT TURN IN PARKING TICKET
WITH THIS FORM!!**

COMPLAINANT'S SIGNATURE