



DEPARTMENT OF POLICE SERVICE

Parking Division

210 Bank Street
Waterbury, CT 06702

PARKING TICKET COMPLAINT PROCEDURE

Complaints regarding parking ticket disputes must be made in writing within fourteen (14) days to the Waterbury Police Department Parking Division.

If you fail to provide the required information your complaint may be denied.

Your letter should include the following information stated below:

1. Fill out Parking Violation Complaint form
2. Complaint should be made within 14 days of receiving the ticket
3. Photocopy of the ticket . Retain original for your records
4. Use the area provided on the reverse side to explain your complaint or dispute
5. All complaints should have name, address, and daytime telephone number
6. While complaint is pending no late fee will be charged to your ticket
7. All complaints will be investigated
8. you will be contacted by mail of our findings

Handicapped Parking Permit Procedure

The following information is also needed in addition to the above if you are disputing a Parking Ticket and ha a **valid** Handicapped Permit.

1. Photocopy of the Handicapped Permit (**Removable windshield card**)
2. Photocopy of your driver's license

**Mail All To: WPD Parking Division
210 Bank Street
Waterbury CT, 06702**



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Waterbury, CT 06702

PARKING VIOLATION COMPLAINT

****THIS FORM WILL NOT BE PROCESSED IF ILLEGIBLE OR INCOMPLETE****

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

VEH REG NO: _____ STATE: _____

TICKET NO: _____ DATE TICKET ISSUED: _____

MAKE: _____ MODEL: _____ YEAR: _____

NATURE OF COMPLAINT:

THE FILING OF THIS FORM WITH THE WATERBURY POLICE DEPARTMENT-PARKING DIVISION WITHIN 14 DAYS OF ISSUANCE OF THE TICKET WILL DEFER THE ACCUMULATION OF PENALTIES ON THE TICKET UNTIL THE OWNER IS NOTIFIED IN WRITING OF THE RESULT OF THE REVIEW.

I HEREBY CERTIFY UNDER PENALTY OF FALSE STATEMENT THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____ DATE ____/____/____

****PLEASE DO NOT FORGET TO SEND PHOTOCOPY OF THE PARKING TICKET WITH THIS FORM****

PLEASE KEEP THE ORIGINAL PARKING TICKET FOR YOUR RECORDS