

**OFFICE OF CITY TREASURER  
TRAFFIC DIVISION  
PARKING VIOLATION HEARING REQUEST/WAIVER PROCEDURES**

Section 1: Personal Vehicle Information

- Enter name and current mailing address.
- Enter ticketed vehicle information as it appears on the issued violation(s)/citation(s).
- Enter the Parking Violation(s)/Citation(s) number:
  - For computer-generated tickets, this number appears on the left side on the first line below the box.
  - For hand written tickets, this number appears in the upper right hand corner of the violation/citation.

Sections 2 & 3: Options 1 or 2 **(One option must be marked!)**

**Option 1:** Should be marked if violator will appear at the hearing. The hearing date will be determined by the City Treasurer's Office. Option must be signed. **(If request is not presented in person; violator must contact the City Treasurer's Office for time, date and location of hearing. Call 217-789-2224 Extension 1 for this information.)**

**Option 2:** Should be marked if violator will **not** appear at the hearing. Applicable explanation should be marked. **A written detailed explanation must be submitted including any additional information (photos, diagrams, witness statements, copies of registration, receipts for towing or repair, etc.).** This written statement will be your testimony before the Hearing Officer. **Option 2 must be dated and signed.**

Section 4: Docket No. Section 4 will be completed by the City Treasurer's Office.

Request forms **along with a copy of the contested violation(s)**, written detailed explanation (photos, diagrams, witness statements, copies of registration, receipts for towing or repair, etc.) may be submitted in person, by email to [parking.dispute@springfield.il.us](mailto:parking.dispute@springfield.il.us) or by mailing to:

Office of the City Treasurer  
300 South 7<sup>th</sup> Street  
Room 104 MCW  
Springfield, IL 62701

**For further information, contact the City Treasurer's Office at 217-789-2224 Extension 1**