



- Appeal
- Resubmission

Citation #:

CITY HALL • 201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795 • PHONE: (561) 367-7048
 (FOR HEARING IMPAIRED) TDD: (561) 367-7046

PARKING DIVISION

FAX: (561) 347-5168
 www.myboca.us

REQUEST FOR PARKING CITATION DISMISSAL FORM

PLEASE ALLOW (15) DAYS FOR REVIEW

Please note the following:

- 1) Please attach a copy of the citation.
- 2) Incomplete forms without required documentation will **not** be processed.
- 3) Completed form must be submitted within **(15) days** of the issued citation.
- 4) If **denied**, citations may be appealed within **(15) days** of the decision.

This form and those applicable attachments shall be deemed a public record, which may be inspected and copied pursuant to Chapter 119 of the Florida Statutes.

Customer Name (Print): _____ Telephone#: () _____

Address: _____
Street City State Zip Code

Vehicle Tag#: _____ State: _____ E-mail Address: _____
 Gmail Yahoo Hotmail

Reason(s): Paid Wrong Space Valid Disabled Permit Other
Posted Time Limit
 Appeal
 Appeal After Review (Denial)

Citation #:

THIS SECTION IS FOR OFFICE USE ONLY

Request received/processed by: _____ Date received/processed: ___ / ___ / ___

Copy of the citation attached? Yes No 2) Supporting documentation? Yes No

Received Via (circle one): Patron E-mail Mail Other

- Dismiss
- Void
- Appeal or Pay
- Admin Fee
- Additional Info Needed

Additional Comments: See Reverse Side

Supervisor's Approval: _____ Date: _____

Notification sent by: _____ Type: In Person / Fax / E-Mail / Phone Call-Voice Mail / Letter Mailed

Date of notification/appeal notice sent: ___ / ___ / ___



PARKING DIVISION

FAX: (561) 347-5168
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Documents Required For Valid Disabled Permit

- Copy of disabled permit
- Copy of disabled permit registration
 - If you **DO NOT** have this registration in your possession, you are able to obtain a copy from your local Department of Motor Vehicles
- Copy of driver's license (or ID) of owner of the disabled permit
 - Driver's license / ID and disabled permit **MUST** be from the same state
- Copy of vehicle registration for vehicle that was issued a citation
- Copy of citation
- **\$10** Administrative fee
 - Check (made payable to City of Boca Raton)
 - Cash / Credit or Debit Cards accepted in City Hall

Documents Required for Paying the Wrong Space

- Copy of citation
- Copy of receipt that you received from the meter
- **\$10** Administrative Fee
 - Check (made payable to City of Boca Raton)
 - Cash / Credit or Debit Cards accepted in City Hall

Please bring in/ mail in all supporting documents needed in order to review your citation for dismissal. **Please allow 15 days for your citation to be reviewed.**

Attn: Parking Division
201 W Palmetto Park Road
Boca Raton, FL 33432

For questions or concerns:
(561) 367-7048
parking@myboca.us