

**INDIANA BOROUGH PARKING DEPARTMENT**

***Request for Parking Violation Adjustment***

\*Ticket# \_\_\_\_\_ \*Vehicle Plate# \_\_\_\_\_ State \_\_\_\_\_ \* Officer Badge # \_\_\_\_\_

\*Date of Violation: \_\_\_\_\_ \*Type of Violation: \_\_\_\_\_

(\*All this information is located on your ticket)

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Reason for Adjustment Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Instructions:** Please do not include your ticket. Hold your ticket for your records and call the Indiana Borough Parking Department after 7 business days to follow up on your adjustment request. The Indiana Borough Parking Department can be contacted at 724-465-4280.

**DO NOT WRITE BELOW THIS LINE (For Borough Parking Department Use Only)**

*Meter Malfunction*

Meter# \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Adjustment Decision*      **YES or NO**

Explanation for Adjustment: \_\_\_\_\_

\_\_\_\_\_

Explanation for Denial: \_\_\_\_\_

\_\_\_\_\_

Date Notified: \_\_\_\_\_ Officer Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_