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| **INSTRUCTIONS AND INFORMATION YOU SHOULD KNOW:** |
| Please return this form to the Waterville Valley Police Department at the above address within five (5) days of the issue date of your ticket. Do not include payment. Your appeal will be processed in a timely manner (usually within 30 days), after which you will receive an email regarding the decision. |
| In the event your appeal form was faxed or mailed to you, you have five (5) days from \_\_\_\_\_\_\_\_\_\_\_\_\_ to return this form. Only those appeals filed correctly and within the five-day period will be reviewed. Postal delays will not be considered a valid excuse. |
| If your ticket is affirmed, you will be required to pay your fine. If your ticket is reduced, you will be required to pay a smaller fine. If these payments are not made within five days of the date of our email, a warrant may be issued. If your ticket is voided, no payment is required and the matter is deemed closed.  |

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| **INFORMATION ABOUT YOU:** |
| Name: |
| Mailing Address: |
| City, State, Zip: |
| Telephone and Email: |

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| **INFORMATION ABOUT YOUR VEHICLE:** |
| License Plate Number:  |
| Make: | Model: | Year: |
| Vehicle Owner’s Name (if not you): |
| Vehicle Owner’s Address: |
| City, State, Zip: |

 ***THIS FORM IS CONTINUED ON THE OTHER SIDE****-****PLEASE TURN OVER***

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| **REASONS YOU THINK THE TICKET SHOULD BE VOIDED:** |
| Give us some brief details |
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| **INFORMATION ABOUT THE TICKET:** |
| Date of Appeal: |
| Ticket Number: | Issue Date: |
| Type of Offense: | Location of the Offense: |

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| **FOR ADMINISTRATIVE USE ONLY** |
| Action Taken: Appeal Denied Fine Reduced Appeal Granted  |
| Remarks: |