How To Appeal A Citation Online

Please visit https://www.nvcc.edu/parking to begin.

*Note: Citations that are more than 15 days old are not eligible to be appealed online. If the citation is more than 15 days old please contact parking@nvcc.edu.

Step 1: Scroll down and select the ‘Start Appeal’ link under ‘Appeal Citation’
Step 2: Select ‘myNOVA Login’ if you are a student or faculty/staff member
Log in with your myNOVA credentials
Select ‘Guest Login’ if you are not a student or faculty/staff member.

*Note: If you select ‘Guest Login’ and you have not created a Guest Account previously, select the ‘create one’ link. If you have created a Guest Account but cannot remember your password, select the ‘retrieve your lost information’ link.
**Step 3:** Enter the Citation Number on the ticket or the license plate of the vehicle that received the citation

*Do not use both — only use one or the other*

Select ‘Search Citations’

[Image of NOVA Parking Portal]

**Step 4:** Select the ‘Appeal’ link under ‘Appeal this Citation’

[Image of View your Parking Citations]
**Step 5:** A prompt will appear asking you to confirm the plate number of the vehicle that received the citation. Type in the plate number and select ‘Confirm’

![Confirm Plate Number](image)

**Step 6:** Review the details of your citation and the terms of the Appeal Agreement. Select the checkmark box next to ‘I have read and understand the above statements’ and select ‘Next >>’

![Appeal Agreement](image)
Step 7: Select the dropdown menus under ‘Email’ and ‘Mailing Address’

Select from the emails and mailing addresses already tied to your account to use for the appeal. If you do not have an email or mailing address on account, select the ‘Add’ link next to those fields. The phone number fields are optional.

*Note: The appeal decision will be emailed to the email address specified on this page, not through the mail.
Step 8: Type in your reasoning for your appeal

You must have a minimum of 25 characters but no more than 1,000 characters (roughly 300 words)
The appeal must dispute the facts of the citation
You may attach up to 3 files as supporting documentation for your appeal (such as proof of payment, pictures, email correspondences, etc.)
Select the ‘Choose File’ link to select the file(s) you would like to upload
Once finished, select ‘Submit’
Step 9: You will be taken to the ‘Appeal Receipt’ page if your submission was successful. An email confirmation with this information will be sent for your records to the email address you specified during the appeal process.

*Note: Please allow 1 to 2 weeks for processing. An email with the official decision will be sent to your email once the appeal is processed. All appeal results are final. If the appeal is denied, a $10 processing fee will be added to the citation balance.