



DEPARTMENT OF PUBLIC SAFETY PARKING OFFICE

Procedures for Parking Citation Appeals

Recipients of Parking Violation Notices (PVN) must pay the fine or request an appeal within fifteen (15) days of the date of violation. The appeal may be heard at the Prince George's County District Court or by the BSU Parking Hearing Board at Bowie State University. The bottom portion of the citation must be filled out with the complete name, address, and driver's license number of the appellant. *This address is where the hearing notice will be sent. If the hearing notice does not reach the appellant at this address, this will be cause for a Failure to Appear. Return the completed appeals request, designating type of appeal, to BSU Department of Public Safety Office or mail to: BSU DPS Parking Appeals Office, McKeldin Gymnasium, 14000 Jericho Park Road, Bowie, Maryland 20715.

The completed citation will be sent to the District Court of Maryland for Prince Georges County. the BSU Parking Appeals Hearing Office. If you wish to have the officer who issued the citation present in court, please indicate in on the citation and notification will be sent to the BSUDPS. The District Court of Maryland or BSU Parking Hearing Appeals Office sends written notification of the date, time, and location of the parking appeals hearing. A BSU Parking Appeals Hearing can be rescheduled one time via written request or e-mail at least five days in advance of the hearing date. The decision rendered by the District Court of Maryland or the BSU Parking Appeals Panel is the final resolution for the citation.