



**FREDERICKSBURG POLICE DEPARTMENT  
PARKING TICKET NOTICE**



As a person charged with a violation of an ordinance governing parking in the City of Fredericksburg, you have two options available to you:

1. You may pay the ticket.
  - a. **In person** at the Treasurer’s Office, City Hall, 715 Princess Anne Street, Fredericksburg, 22401.
  - b. **By mail** to the Treasurer’s Office, City Hall, PO Box 267, Fredericksburg, Virginia 22404.
  - c. **Online** at [www.fredericksburgva.gov](http://www.fredericksburgva.gov) and selecting the “Online Payments” option on the right side of the page.
  
2. If you have reason to believe that you are not guilty and wish to contest the charge in court, the form below must be completed and returned to the Police Department, 2200 Cowan Boulevard, within thirty (30) days from the date the ticket was issued.
  - a. Upon receipt of this form, the Police Department will process and forward to the Court. A summons will be issued by the Court advising you of the date and time to appear for your hearing. ***In the event you are found guilty at your hearing, court costs will also be assessed in addition to the fine indicated on your parking ticket. Court costs are determined by the Virginia General Assembly. If you are found not guilty at your hearing, no fine or court costs will be assessed.***
  - b. If you submit this form and later decide not to contest your ticket, you must prepay your fine and court costs to the Clerk of the General District Court prior to your court date.
  - c. Once this form is submitted, you are unable to pay the City of Fredericksburg directly as outlined in #1 a through c above. You must pay all fines and court costs directly to the Court.

TO: The City of Fredericksburg, Virginia General District Court

Date of Request: \_\_\_\_\_ I hereby request a hearing date to be set for the following:

Parking Ticket Number: \_\_\_\_\_ Date of Parking Ticket: \_\_\_\_\_

Full Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver’s License Number (or Social Security Number): \_\_\_\_\_ State: \_\_\_\_\_

Signature: \_\_\_\_\_