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 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 to the right 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 cost of court fees is added to the fine indicated on your ticket (Court costs are determined by the Virginia General Assembly). 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 not guilty at your hearing, there will be no fine or court fees.

b. After submitting this form and later you 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 contested, you are unable to pay the City of Fredericksburg directly as outlined in #1 a through c above. You must pay the court directly all fines and costs.

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: _____

Full Name: _____

Address: _____

_____

Phone Number: _____Date of Birth: _____

OLN*: _____ State: _____

*Enter your SSN if you are not in possession of a driver's license.

Signature: _____