

**City of Gainesville**  
**AFFIDAVIT OF EXPLANATION FOR PARKING CITATION**

Received Date \_\_\_\_\_  
(For GPD/PVO Use Only)

In accordance with City of Gainesville Code of Ordinances, Article III, Section 26-46(d)2(b), parking citation administrative fees may be waived by the City Manager or designee upon receipt of an affidavit of explanation, **received or postmarked within 7 days writing of the original citation, under the following circumstances ONLY:**

- 1) malfunctioning meter;
- 2) valid and verifiable emergencies;
- 3) governmental employees on verifiable official business in government-owned vehicles (when initially legally parked);
- 4) city volunteers detained due to verifiable volunteer duties; or
- 5) citation issued in error.

**\*\*\*No other exceptions provided by city ordinance\*\*\***

**INSTRUCTIONS:** Fill out form in its entirety. Upon submission, please verify the following required documentation is attached to this form by checking the following boxes:

Original or copy of citation       Copy of driver's license       Copy of permit/placard/other documentation

\*GPD's Legal Office will notify you in writing within 60 days as to whether or not the citation has been dismissed.\*

**Please note: timely notification regarding the results of the review process will be hindered if you provide incorrect or incomplete information, or your handwriting is illegible, thereby increasing the possibility of late fees. All relevant material/documentation supporting your request for dismissal must be attached to this affidavit of explanation. Affidavits submitted beyond the 7 day period will not be reviewed.**

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
*(Complete number including area code)*

MAILING ADDRESS: \_\_\_\_\_  
*(P.O. Box/ Street Address with Apt. #)      City      State      Zip Code*

E-MAIL ADDRESS: \_\_\_\_\_

**PARKING CITATION INFO:** Citation Number: \_\_\_\_\_ Date Citation Issued: \_\_\_\_\_

Vehicle Tag Number: \_\_\_\_\_ Registered Owner: \_\_\_\_\_

**EXPLANATION:** (continue on pg. 2 if needed) \_\_\_\_\_

**The making of false statements to obtain dismissal of a parking citation constitutes a violation of Florida Statute 837.06, punishable by up to 60 days in jail.**

\_\_\_\_\_  
SIGNATURE OF AFFIANT

\_\_\_\_\_  
DATE

By checking this box, you agree to receive the outcome of your appeal by the email address provided above only (the results of the review process will not be sent to you via U.S. mail)

