

## Appeal Form

Notice Number:

Violation Date and Time:

### Instructions:

For your appeal to be considered, you must complete the following steps within thirty(30) days of receipt of this notice:

- Complete Section A, B, or C of the appeal form below.
- Sign and date the certification at the bottom of the appeal form.
- Mail this appeal form direct to:

**The Chesapeake Expressway  
Violation Processing Center  
168 Toll Plaza Road  
Chesapeake, VA 23322**

### Section A: Certification of Non-Liability

The undersigned certifies that on the date of the violation the vehicle bearing the registration plate number on the Violation Notice was (check one only):

- Stolen  Leased or Rented to another person

Lessee/Renter Information:

Name \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date of theft or execution of lease agreement \_\_\_\_\_

**Note:** In order to assert either of these defenses, you must provide the following documentation:

- If you allege that your vehicle was stolen at the time of the violation, you must provide a copy of the police report (if available) or law enforcement agency name, incident number and date stolen.
- If the vehicle was leased or rented, you must provide a copy of the lease or rental agreement or other such contract covering the vehicle on the date of the violation with the name, address, and driver's license number of the lessee or renter, clearly legible by the appeal due date specified on the reverse side of this form.

**Failure to send such information by the appeal due date will render the owner, lessor or rental agent liable for the total amount due.**

### Section B: Overcoming Inference of Owner Liability

The owner of the vehicle is inferred to be the operator at the time of the violation. In order to overcome the inference, the vehicle's owner must provide the following information:

- Notarized testimony/statement that the owner was not operating the vehicle at the time of the violation.
- Notarized testimony/statement indicating the name and residence address of the person operating the vehicle at the time of the violation.

### Section C: Customer Verification

I hereby verify that I was an account holder in good standing and had a valid transponder in the vehicle at the time of the alleged violation.

Name of Transponder Account Holder \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Transponder (tag) number (above the barcode on the tag) \_\_\_\_\_ Account Number \_\_\_\_\_

**Certification:** To be completed for all Appeal Form Sections.

I certify that the following statements are true and accurate to the best of my knowledge. I understand that if any of the foregoing statements are willfully false, I am subject to penalties pursuant to Virginia Law.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_