



## PAY YOUR PARKING CITATION

Information on payments, payment plans, and the appeals process can be found via the City of Vallejo's Police Department, Traffic Division, at (707) 651-7172, or by visiting [parkvallejo.net](http://parkvallejo.net) and clicking on "Parking Citations." An installment payment plan is available, and must be requested within 60 days.

To pay your parking citation, please follow one of the following options:

- **ONLINE:** Visit [www.dspayments.com/vallejo](http://www.dspayments.com/vallejo), search by citation number or license plate number to access your citation information and to pay. Citations can take up to two weeks to be entered in the system. If the citation does not appear, please follow the mail option below.
- **MAIL:** Send a check or money order along with a copy of your citation to:  
City of Vallejo - Parking Enforcement Center  
PO Box 3214  
Milwaukee, WI 53201-3214
- **PHONE:** Please call (866) 449-7578 to make a payment over the phone.

The citation, if unpaid, will affect you at the time you are registering your vehicle at the DMV.

\* The payment process is managed by a third party company, Duncan Solutions, and their payment processing center is located in Milwaukee, Wisconsin.



## APPEAL YOUR PARKING CITATION

All appeals must be received within 21 calendar days of the issue date on the parking citation.

To appeal your citation, please follow the steps below:

1. Provide a written statement explaining the reason(s) for the appeal.
2. Mail the statement of appeal (from #1, above), a copy of your citation, and any evidence you wish to present to:

City of Vallejo - Parking Enforcement Center  
P.O. Box 3214  
Milwaukee, WI 53201-3214

If the citation was related to disabled parking, a copy of your disabled placard or placard ID. While not required, you may wish to send your appeal via certified mail, so you can track the appeal's delivery.

3. The appeal process can take up to 90 days. Do not pay your citation while your appeal is under review. Late fees will not accrue during this timeframe.
4. You will receive a final determination in the mail.

For additional questions please contact the Vallejo Police Department's Traffic Division at (707) 651-7172. The Parking Division does not have access to your citation information, or the legal authority to manage this process.

\* The appeals process is managed by a third party company, Duncan Solutions, and their appeals processing center is located in Milwaukee, Wisconsin. While this firm manages the workflow, all citations are reviewed by the City of Vallejo's Police Department, Traffic Division, or their designee.



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