



## INSTRUCTIONS FOR MAKING CITATION PAYMENTS AND/OR APPEAL REQUESTS

All details regarding your citation are organized into a case file online. To view, pay or appeal a citation:

- Step 1:** Choose the campus where the citation was received.
- Contra Costa College: <https://contracosta.thepermitstore.com>
  - Diablo Valley College: <https://dvc.thepermitstore.com>
  - Los Medanos College: <https://losmedanos.thepermitstore.com>
- Step 2:** Once you are at the *iparq* website, enter your citation number or license plate number.
- Step 3:** Citation summary and violation images will appear. Choose to pay or appeal the fine.
- Step 4:** Enter the payment or appeal information. The system will confirm with an onscreen message and an email.

### Additional information:

1. Please allow 5-10 business days to receive a response to your online appeal.
2. Failure to pay or appeal your citation within 21 calendar days of receiving a citation may result in additional late penalties being assessed.
3. If you fail to pay or appeal this citation as directed, vehicle registration will be withheld. Repeated unpaid parking citations may result in the vehicle being towed and/or impounded.

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Contra Costa Community College District Police Department

*iparq*: PO Box 60309, San Diego, CA, 92166

QUESTIONS: (925) 231-7607

Contra Costa College: (510) 236-2820    Diablo Valley College: (925) 686-5547    Los Medanos College: (925) 439-1505