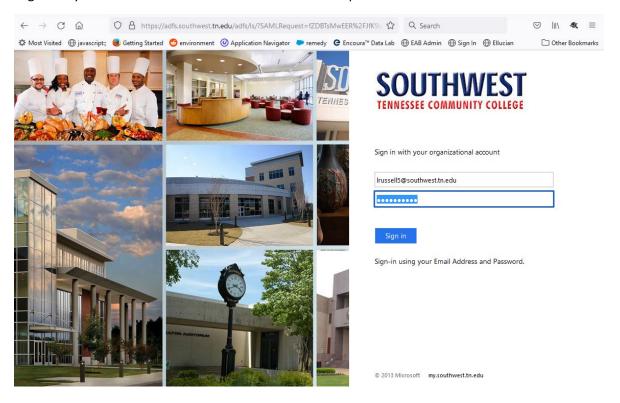


Southwest Staff / Faculty / Staff

## **Traffic Citation Appeals Form Request**

Log into Dynamic Forms with Southwest user name and password.

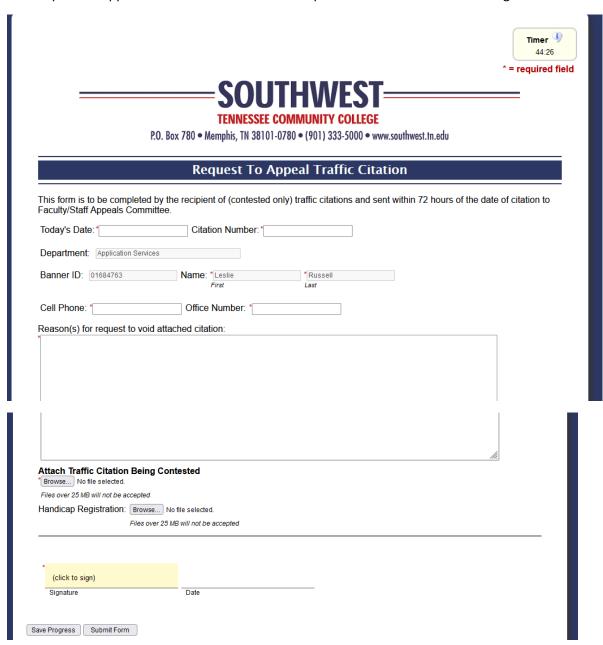




Fields requiring completion have a red asterisk located to the left of the field.

Please complete all required fields. Please attach a copy of the Traffic Citation issued.

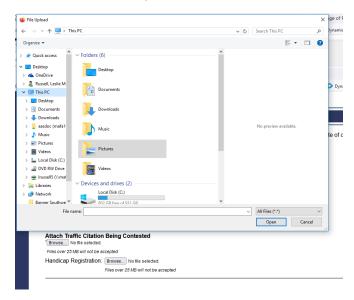
The Request to Appeal Traffic Citation must be completed with 72 hours of receiving the citation.





To attach the citation, save a scanned copy of the citation or capture a picture of the citation.

Save to a location easy to browse to and retrieve to attach.



If the person who the citation was issued has verification of Handicap Registration, please attached to the citation.

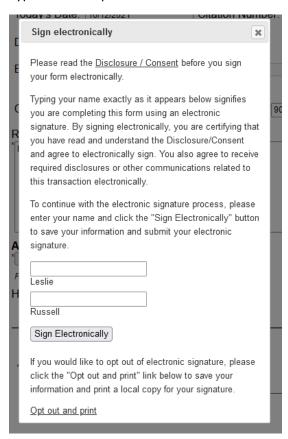


Add Signature to the form by selecting in the light-yellowish box.





Type the name presented below the text boxes exactly as shown.

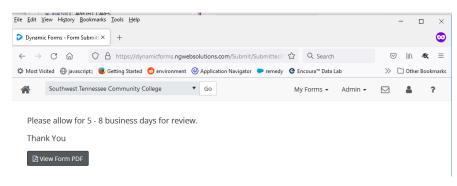


Submit the form by select the Submit Form button.





View what you have submitted by selecting the View Form PDF or select the X to close the window.

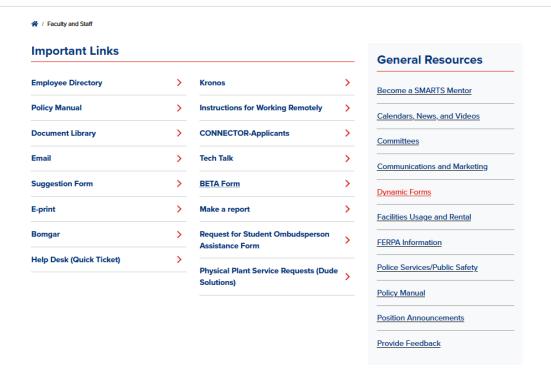




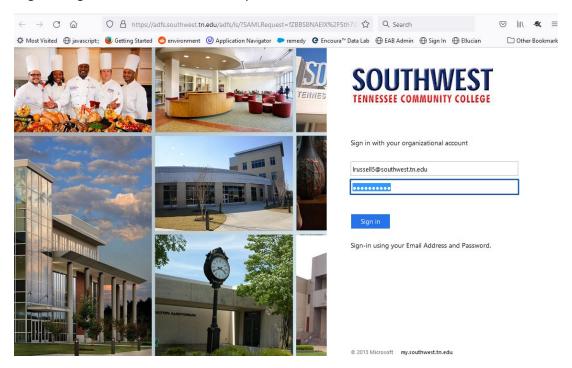
To View Submissions:

Log into Dynamic Forms:

https://www.southwest.tn.edu/facstaff/



#### Log in using Southwest user name and password





If presented with a blue bar like the screenshot directly below, please select Accept, this will ensure all pop-up windows are allowed.

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