



## Madison Police Department

Shon F. Barnes, Chief of Police

Court Services Unit  
211 S. Carroll Street, Room GR-10  
Madison, Wisconsin 53703  
Phone: 608-266-4170  
Fax: 608-267-1117

Email Address: [pdcourtservices@cityofmadison.com](mailto:pdcourtservices@cityofmadison.com)  
Hours: Monday – Friday, 8AM – 4PM

Parking tickets are assigned to the registered owner of a vehicle. If you received notice of a parking ticket *after* selling a vehicle, this indicates that the buyer had not yet registered the vehicle at the time it was ticketed. As the last registered owner, you must take action to resolve the parking ticket. Note that failure to take action on the ticket may result in additional fees or license plate suspension. The following options are available to you:

### **Provide a copy of the Bill of Sale**

You may submit a Bill of Sale as proof that the vehicle was sold. Note that all of the elements below are required. An incomplete Bill of Sale cannot be accepted.

- Seller's Name and Address
- Buyer's Name and Address
- Make/Model/Year/Color of Vehicle
- License plate and/or VIN
- Signatures of Seller and Buyer
- Date of Sale

OR

### **Request a Vehicle Owner Modification**

Submit a Request for Vehicle Owner Modification form (included on the reverse side of this letter.) To qualify as acceptable proof of sale, all fields must be completed, and the form must be notarized.

OR

### **Contest the ticket in parking court**

Call Court Services at 608-266-4170 to request a parking court date to contest the ticket.

Alternatively, the ticket may be paid online at [parkingtickets.cityofmadison.com](http://parkingtickets.cityofmadison.com) or by mail/in person to the address above. If you have any questions, please contact Court Services at 608-266-4170.

Sincerely,

Court Services Section  
Madison Police Department

# REQUEST FOR VEHICLE OWNER MODIFICATION

Madison Police Department – Court Services

211 S. Carroll St, Rm GR10

Madison, WI 53703

Ph: 608-266-4170/fax 608-267-1117 Email [pdcourtservices@cityofmadison.com](mailto:pdcourtservices@cityofmadison.com)

If you received a parking ticket *after* selling a vehicle, you may request that the parking ticket is assigned to the current vehicle owner. All sections of this form must be fully completed, including the seal of a Notary Public authenticating your signature. If you are unable to provide all information below, the parking ticket will not be modified. Alternatively, you may request a court date to contest the ticket by calling 608-266-4170, or you may pay the ticket at the address above or online at [parkingtickets.cityofmadison.com](http://parkingtickets.cityofmadison.com).

## Parking Ticket Numbers

## Seller Information

Full name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Buyer Information

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Vehicle Information

Date of Sale: \_\_\_\_\_ License plate and/or VIN: \_\_\_\_\_

Make / Model / Color: \_\_\_\_\_

## Notarized Signature

I swear and affirm that the information contained in this document is true and correct to the best of my knowledge and that for any false statement made herein I am subject to prosecution for false swearing under Wis. Stat. Sec 946.32, a Class H Felony.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

Updated: 10/11/2024

NOTARY PUBLIC SEAL

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date Commission Expires