Administrative Review
CITATION CONTEST FORM

Office Use Only		
Rec'd by:	Date	Update Complete

INSTRUCTIONS: Complete Section A below including your reason(s) for contesting the citation. Attach any supporting evidence. Mail this form within 21 calendar days of the citation issue date or 14 calendar days from the mailing of a notice of delinquent parking violation to: Parking Citation Service Center, Post Office Box 11923, Santa Ana, CA 92711 ***(CVC 40215)***

Section A

Name:

Street Address:

City: **State:** **Zip:**

Home Ph #: **Other Ph #:**

Citation #: **Lic Plate #:** **Issuing Agency:**

Reason for Contesting:

Section B **Office Use Only**

DECISION BY (ISSUING AGENCY):

Citation Valid: ☐ Citation Dismissed: ☐

Reason: (If blank, see attached)

Investigator Signature: Date:

AMOUNT DUE:		**DEADLINE FOR PAYMENT: 21 calendar days from the mailing of the decision**	**Date the decision was mailed:**	

Further Instructions to Contest:

If dismissed, the citation will be canceled and no further action is required.

If valid: 1. You must pay the penalty **"AMOUNT DUE"** (above) ***or***

2. Request an administrative hearing ***and*** deposit the **"AMOUNT DUE"** by the **DEADLINE** (21 days from the mailing of the decision)

Mail this notice with your personal check, cashier's check or money order to:
Make Payable to the Name of the Agency who issued the citation
C/o Parking Citation Service Center, P.O. Box 11923 Santa Ana, CA 92711

TO REQUEST AN ADMINISTRATIVE HEARING: Mail correspondence to the address listed below stating why you are requesting a hearing. Send any supporting evidence and the full "AMOUNT DUE" as a penalty deposit. If you are unable to pay the penalty deposit, you may be granted a waiver. You may obtain a "Request for Waiver of Penalty Deposit" form from: Parking Citation Service Center, P.O. Box 11923 Santa Ana, CA 92711

Indicate in your correspondence if you wish to have your hearing by "MAIL" or "IN PERSON." If "in person," you will be advised of your hearing date, time and location. **Your administrative hearing request *and* penalty "AMOUNT DUE" deposit must be received within 21 calendar days from the mailing of the decision, or the penalty will be increased and you will not have another opportunity to be heard.**