



REVENUE DIVISION CITATION CONTEST FORM

FOR INFORMATION:
Telephone (916) 808-8500
Monday thru Friday
7:30 a.m. To 4:45 p.m.

INSTRUCTIONS TO CONTESTANT:

Complete section A below including your reasons for contesting citation. Attach any supporting evidence. Mail or bring in person, within 21 days of citation issue date to: Revenue Division, 915 I Street, Rm 1214 Sacramento, CA 95814

SECTION A

ISSUING AGENCY

NAME _____
ADDRESS _____
CITY _____
STATE _____ ZIP _____

DAY PHONE NO. _____

LOCATION OF CITE _____

CITATION NO. _____
DATE CITED _____
VIOLATION CODE _____
VEHICLE LIC. NO. _____
METER NO. _____

Office Use Only
REC'D BY _____
DATE REC _____
PTS UPDATE _____

REASON FOR CONTESTING CITATION: _____

SECTION B

OFFICE USE ONLY

DECISION BY ISSUING AGENCY INVESTIGATOR:

Citation is invalid _____ Citation is valid _____ Because (if blank, see attached) _____

Signature _____ Date: _____

AMOUNT DUE \$ _____ DEADLINE _____ (If Blank, SEE ATTACHED) PTS UPDATE _____

INSTRUCTIONS TO CONTEST:

If your citation was invalid, it will be canceled and no further action is required.

If your citation was found valid, you must pay the penalty amount due above **or** request an administrative hearing and deposit the amount due by the deadline above.

Please mail this notice with your personal check, cashier's check or money order to:

Revenue Division, P.O. Box 2860, Sacramento, CA 95812-2860

TO REQUEST AN ADMINISTRATIVE HEARING:

Mail to the address **BELOW** your written reasons for requesting a hearing and any supporting evidence along with the full amount due as a penalty deposit. If you are unable to pay the penalty deposit, you may be granted an exemption, if your completed Financial Evaluation Form is approved. You may obtain a parking Citation Payment Application for Financial Evaluation Form from:

Revenue Division, 915 I Street, Rm 1214, Sacramento, CA 95814-2604 or by telephoning (916) 808-8500

Tell us in your letter 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 deposit must be received by the deadline above (or on attached), or the penalty will be increased and you will not have another opportunity to be heard.