

REQUEST FOR INITIAL REVIEW



ISSUING AGENCY: County of Kern

CITATION NUMBER :

ISSUE DATE:

Name:

Address:

City:

State:

Zip Code:

Telephone Number:

Vehicle License Number:

Amount Due:

Violation Code:

Location of Violation:

REASON FOR REVIEW:

INITIAL REVIEW DECISION:

Your Citation has been: () Dismissed () Upheld () Extended until (date) _____
() Reduced to a \$25 Administrative Fee () Time limit to request a review has expired _____
() Other _____ Reason Code _____

SIGNATURE OF REVIEWING PARTY:

DATE:

If citation was upheld or penalty was reduced, entire amount due must be paid within 21 days from the letter date. Failure to do so may result in late charges and withholding of your vehicle registration. Send penalty with a copy of this form to : County of Kern, c/o Parking Citation Services, PO Box 11923, Santa Ana, CA 92711 or drop off at General Services Division, 1115 Truxtun Ave., 3rd Floor, Bakersfield, CA 93301.

ADMINISTRATIVE HEARING:

Should you wish to appeal the outcome of the above review, send your request indicating that you are asking for a hearing in person or a hearing in writing. Send any supporting documentation and the full "AMOUNT DUE" as a penalty deposit. Your Administrative Hearing request and "AMOUNT DUE" must be received within 21 calendar days from the date of the Initial Review results letter. If you are unable to pay the penalty deposit, you may be granted a waiver which can be obtained from the Parking Citation Service Center. The Administrative Hearing Citation Request form can be obtained by calling the Parking Citation Service Center at 1-800-355-8679 or online at www.paymycite.com. Upon receipt of this form and/or payment, you will either be assigned a hearing date, if you wish to be heard in person, or if you submitted a written declaration the result will be mailed to you, stating the Hearing Examiner's ruling. Mail all documentation to: Parking Citation Service Center, PO Box 11923, Santa Ana, CA 92711.

FOR OFFICE USE ONLY-HEARING EXAMINER REVIEW

Hearing Time:

Hearing Examiner:

Disposition: () Citation Upheld:

() Citation Dismissed: