



PARKING CITATION CONTEST FORM

First-Level Initial Review

INSTRUCTIONS: Complete Section A and Section B below, being sure to include your reason(s) for contesting the parking citation. Attach any supporting documents as evidence to your claim(s). Pursuant to California Vehicle Code (CVC) Section 40215(a), you must mail this form within twenty-one (21) calendar days from the date the citation was issued, or within fourteen (14) days from the date of the mailed Notice of Delinquent Parking Violation letter, to the following address:

C/O: Parking Citation Service Center
 P.O. Box 11923
 Santa Ana, CA 92711

SECTION A – CONTESTER INFORMATION

FULL NAME		PRIMARY PHONE NO.	SECONDARY PHONE NO.
STREET ADDRESS		CITY	STATE ZIP CODE
CITATION NUMBER	DATE CITATION ISSUED	LICENSE PLATE NUMBER	ISSUING AGENCY

SECTION B – REASON FOR CONTESTING

Type or write legibly. Attach additional pages as needed.

SECTION C – DISPOSITION OF REVIEW

IF DISMISSED: The citation will be dismissed, and the bail will be cancelled. No further action is required.

IF UPHELD:

- a.) You must pay the bail amount of the citation, OR:
- b.) You may request a Second-Level Administrative Hearing. To request a hearing:
 1. Complete the Administrative Hearing Request Form, [available online](#).
 2. Submit a deposit for the bail amount of the citation (check or money order).
 3. Must be completed within twenty-one (21) days from the decision of the First-Level Initial Review.
 4. Mail your completed request form along with your deposit to the address listed in the above instructions.

AGENCY USE ONLY

DECISION BY ISSUING AGENCY <input type="checkbox"/> UPHELD <input type="checkbox"/> DISMISSED	INVESTIGATOR / OFFICER	REVIEW DATE	AMOUNT DUE \$
REASONING / COMMENTS			