

**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Parking Services - 310-858-7272 ext. 103

P.O. Box 11923

Santa Ana, CA 92711-11923

REQUEST FOR ADMINISTRATIVE REVIEW

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 to the address listed above.

Section A**Name:****Street Address:****City:****State:****Zip:****Home Phone #:****Other Phone #:****Citation #:****Date on Citation:****Reason for Contesting (Use additional sheets, as necessary):****Section B
OFFICE USE ONLY****Citation Valid:**☐**Citation Dismissed:**☐

- ☐ Evidence submitted does not prove that the parking permit was properly displayed at the time of the citation.
- ☐ The parking permit displayed was not valid.
- ☐ Evidence submitted does not prove that the violation did not occur.
- ☐ Argument for dismissal does not reflect the citation issued.
- ☐ Sufficient proof was not presented to cancel the violation.
- ☐ The reason given does not invalidate the citation.

Comments:**Investigator's Signature:****Date:****Amount
Due:****Deadline for payment:** 21 calendar
days from the mailing of this decision.**Date the decision was mailed to the
contesting party:****Further Instructions to Contest:****If dismissed:** The citation will be cancelled and no further action is required.**If valid:**

1. You must pay the penalty "**Amount Due**" (above) or
 2. Request a hearing** - Submit your letter requesting a hearing and
pay the "**Amount Due**" within 21 days from the mailing of this decision.
- ** Your hearing request must include: Your full name, complete address, and citation number.

Mail your request with this notice and your personal check, cashier's check, or money order to:
Parking Citation Services Center - MRCA
P.O. Box 11923
Santa Ana, CA 92711-11923

HEARING REQUESTS MADE AFTER THE 21 DAY DEADLINE ARE NOT ELIGIBLE FOR A HEARING AND LATE FEES MAY BE ASSESSED.**MAIL COMPLETED FORM TO THE ADDRESS LISTED ABOVE**