



# ADMINISTRATIVE REVIEW REQUEST FORM

### INSTRUCTIONS:

Complete this form to request an Administrative Review (contest) of a parking citation. One form may be used to request multiple reviews for multiple citations so long as they are within the 21-day window mandated by the State of California and being appealed for the same reason. This form must be completed in its entirety with supporting documentation attached as facsimile on 8.5" x 11" paper. Documents will not be returned.

**Mailing Address:**  
Citation Processing  
West Hollywood  
P.O. Box 612200  
San Jose, CA 95161

Return this form to Parking Services at West Hollywood City Hall on the first floor. Appeals must be postmarked or received within 21 days of the citation's issue date. The City is not responsible for lost or mail that is missing.

**OR**

For appeal status and citation inquiries, please call 1(888) 736 – 7697

### MOTORIST & CITATION INFORMATION

LAST NAME		FIRST NAME	
PHONE #		EMAIL	
ADDRESS			
CITATION #		LICENSE PLATE #	
VIOLATION DESCRIPTION		CITATION ISSUE DATE	

**If you are contesting based on one of the following reasons, be sure to include copy of the required documentation listed below. Failure to submit the required documents will result in a review based entirely on the information at hand.**

**Disabled Persons Placard Exemption-** Disabled placard, DMV issued ID/Receipt Card, and Driver's License

**Stolen Vehicle-** Stolen vehicle recovery report or police report with insurance pay off, if there is no recovery report

**Deceased Registered Owner-** Death certificate of registered owner

**Inoperable Vehicle-** Receipt of repair or tow that is dated within 24 hours of citation issue date

**Parking Permits-** Parking permit

### Citizen's Statement (use reverse side if necessary):

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*I declare that I understand and agree to the statement above and that the information provided on this application is true and correct under penalty of perjury under the laws of the State of California.*

Signature

Date

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