

City of Pasadena
C/O CITATION PROCESSING CENTER
PO BOX 10479
Newport Beach, CA 92658-0479
(800) 989-2058

Administrative Hearing Request

Please complete this form if you are requesting an Administrative Hearing. Administrative Hearings may be scheduled in person or by Written Declaration. If you are contesting more than one parking citation, you must complete a separate form for each parking ticket. Administrative Hearing Requests must be returned to the Parking Citation Section 21 days from the date on your initial review request outcome notice. Administrative Hearings will not be scheduled if full payment of your parking ticket is not submitted with your request.

Please check the applicable Administrative Hearing you are requesting and complete all information requested on the form

1. () I hereby request an Administrative Hearing in person.
2. () I hereby request an Administrative Hearing by written declaration. Please complete Written Declaration Form and attach it to your Administrative Hearing Request form. Please send both forms along with your payment to the Parking Citation Section.

Parking Ticket Information (Please Print or Type)

Payment included () Yes No () If yes, payment amount enclosed \$ Parking _____

Citation No. _____ Date of Violation _____

Vehicle License Plate No. _____ State of Registration Are _____

you the registered owner? () Yes () No

Name _____

Address _____ (House #)
(Direction) (Street Name) (unit #)

City _____ State _____ Zip Code _____

Daytime Phone No. () _____ Alternate Phone No. () _____

Signature _____ Date _____