



**City of Newport Beach
PO Box 3599, Tustin, CA 92781-3599**

REQUEST FOR PARKING CITATION ADMINISTRATIVE HEARING

Please print or type in **BLACK** ink only: a complete mailing address is required

Name: _____ Citation Number: _____

Address: _____ Vehicle License: _____

City/State/Zip: _____ Violation Date/Time: _____

Telephone # _____ Email _____

The Administrative Review has determined that the above citation was validly issued.

Under provisions of California Vehicle Code section 40215, I request an Administrative Hearing on the parking citation listed above. I have enclosed the full parking penalty in the amount of \$ _____ as a prerequisite of this request.

Driver License: St/Number _____ Date _____ Signature _____

THIS FORM, STATEMENT OF FACTS, AND PENALTY AMOUNT MUST BE RECEIVED BY THE PARKING COLLECTIONS OFFICE ON OR BEFORE _____ (Date determined by City, do not complete)

Should you be dissatisfied with the outcome of an Administrative Review, you may appear before a Hearing Officer to present your case in person. If you do not wish to appear at the hearing in person, a telephonic hearing can be conducted or a Written Statement of Facts may be submitted. Payment in full is required before an Administrative Hearing can be scheduled. You will be reimbursed if your citation is dismissed.

_____ Check here for In Person hearing.

_____ Check here for hearing based on Written Statement of Facts. (Attach your Written Statement to this form)

_____ Check here for a Telephonic hearing. Telephone Number to be reached at is: (____) _____

Hearing scheduled for _____ (date) and _____ (time).

(Hearing Scheduled by City, do not complete)

If you are scheduled for a telephonic hearing, please be advised that the Hearing Officer will attempt to contact you for 15 minutes from the scheduled time above. Inability to contact you at the telephone number provided and at the time scheduled will result in the citation being upheld.

**IN PERSON HEARINGS WILL TAKE PLACE AT CITY HALL
100 CIVIC CENTER DR, NEWPORT BEACH, CA 92660
BAY A, CUSTOMER SERVICE CONFERENCE ROOM**

If for any reason you will not be available for your hearing date and time, contact the Parking Citations Appeals office prior to the hearing date to request a continuance. You may request the continuance by phone by calling 949-644-3137 or in person at City Hall 100 Civic Center Dr, Newport Beach CA 92660, Bay A, Customer Service Center. Failure to request a continuance prior to the hearing will result in the citation being upheld.

FOR OFFICE USE ONLY

Date received: _____

Counter: _____ Fax: _____ US Mail: _____

Customer notified form was received _____