



Administrative Citation Review Instructions

A person issued an administrative citation may request a review of the citation if you believe that the violation did not occur, or that extenuating circumstances warrant the dismissal of the citation. The request for a citation review may be made by completing and submitting an “Administrative Citation Review” form. **No payment of fine is required** until the citation review has been completed.

TIME DEADLINE

The review requests must be received within 21 days of the citation issue date, or within 14 days of the mailing of the notice of delinquent citation. Failure to meet these deadlines will result in the loss of any opportunity to contest the citation, and all fines will be due according to the schedule on the citation.

COMPLETING THE REQUEST

It is very important that the review form be filled out completely and accurately for us to process your request. Please contact the information department if you have questions about how to prepare the form.

PROCESS

The initial review will occur within 5 days of the request. The issuing department will designate an employee not connected with the case to complete the review. The reviewer can cancel the citation if the reviewer determines the violation did not occur, or that the person cited was not responsible for the violation. Notification of the results of the citation review will be mailed to the person requesting the review.

DETERMINATION

If the review is granted and the citation is dismissed, no fine will be due, and no further action is necessary on your part. If the review is denied and the citation is upheld, you will be mailed a notice with the reason for the denial and will be advised that payment of the original fine is due. Information on how to appeal the decision of the citation review will be provided if it is denied.

An Administrative Citation Review form may be submitted in person, by mail to 21000 Hacienda Blvd, California City, CA 93505, or fax to (760) 373-7511.