



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION AND MARINE
Animal Care Services Bureau
ADMINISTRATIVE CITATION APPEAL



7700 E. Spring St. * Long Beach, CA 90815 * (562) 570-7387 * FAX (562) 570-3053

NOTICE OF REQUEST FOR ADMINISTRATIVE CITATION APPEAL AND HEARING ONLY person(s) issued the administrative citation may request an Appeal Hearing

BE ADVISED. An Appeal Request must be received no later than 30 calendar days from the date of citation issuance and must be accompanied with the advance deposit of the full citation amount. Requesting an appeal does not relieve the cited party from the requirement to pay fines for outstanding violations.

Citation No(s):	Citation Date(s)
Location of Violation:	Violation(s)
Cited Party:	Area Code/Phone No:

Mailing Address:

Please explain your reason for believing this citation(s) was issued in error:

Check Boxes: I am not the person responsible for the cited violation
 The violation did not occur on the date and/or at the location the citation was issued.
 Other **(please describe)** *additional space on the back*

I understand the hearing on appeal is limited to relevant evidence as to those grounds indicated above.

I declare under penalty of perjury that I am the cited party and the foregoing statement and information provided by me is true and correct.

Signature: _____ **Date:** _____
Cited Party(s)

Print: _____

HEARING PAYMENT & CONTACT INFORMATION

- An advance deposit in the amount of the full citation fine, with the request for appeal, must be received no later than thirty (30) calendar days of the citation date.**
- An Appeal Hearing shall be scheduled for a date not sooner than twenty-one (21) calendar days and not more than sixty (60) calendar days from the date the Request For Hearing was submitted.
- If you are unable to pay the advanced deposit, you may request an advance deposit hardship waiver within thirty (30) calendar days of the citation date.** You must review and sign the qualifications on the back of this form. Any form submitted without all proper documentation will be denied.

Mail form and payment to: Long Beach Animal Care Services Bureau
 Administrative Citation Processing
 7700 E. Spring Street
 Long Beach, CA 90815
 Phone: (562) 570-PETS (7387)
 Fax: (562) 570-3053

