



**City of Burbank
Office of Parking Citations
PROCEDURE FOR CONTESTING PARKING CITATIONS
REQUEST FOR ISSUING AGENCY REVIEW**

The California Vehicle Code sets forth uniform procedures for contesting a parking citation issued by this Agency. These procedures include several express time periods that must be carefully adhered to.

IN ORDER TO CONTEST A CITATION, THIS FORM MUST BE RECEIVED BY THE BURBANK POLICE DEPARTMENT WITHIN TWENTY-ONE (21) DAYS OF THE CITATION ISSUANCE OR WITHIN FOURTEEN (14) DAYS OF THE POSTMARK OF A DELINQUENT CITATION NOTICE YOU HAVE RECEIVED. ALL PERIODS ARE EXPRESSED IN CALENDAR DAYS.

Complete the reverse side of this form and submit it directly to:

**BURBANK POLICE DEPARTMENT
TRAFFIC BUREAU – PARKING CITATIONS
200 N. Third Street
Burbank, CA 91502**

The Agency Review will consist of an evaluation of the TECHNICAL MERIT of the citation. If the Agency finds the citation is invalid, it will be dismissed. If the Agency finds the citation valid, you will be provided with a “Request for Administrative Hearing” form with which to contest the citation further. Should you disagree with the technical findings, or feel there were extenuating circumstances, complete the form and file with the **deposit of the full penalty amount** within twenty-one (21) days of the postmark of the Agency’s findings.

IMPORTANT NOTICE

Failure to comply with all stated time requirements results in a waiver of your right to contest this citation. All correspondence will be sent to the address you provide on the reverse side of this form. Any delays in your receiving these communications will NOT result in extensions of time periods, except as otherwise provided by law. It is your responsibility to provide a proper mailing address and zip code for personal notification of the Agency’s findings. The Agency will make no further attempts to contact you beyond the mailing of its findings.

This section to be completed by Police Department Representative

Agency finds: CITATION TECHNICALLY VALID CITATION NOT TECHNICALLY VALID

Disposition: PAYMENT OF PENALTY REQUIRED CANCELLED / DISMISSED

CONTINUE TO COMMISSIONER

Date: _____ By: _____, Burbank Police Department

Issuing Agency Reviewer’s Comments: Request received beyond filing deadline, unable to contest.

FINAL DUE DATE: _____
C320-365(6/07)

TODAY'S DATE: _____

CONTESTOR'S NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

CITATION #: _____

DATE OF CITATION: _____

VEHICLE LICENSE #: _____

LOCATION: _____

VEHICLE MAKE/COLOR: _____

REASON CITATION MAY NOT BE VALID:

Signature: _____

IT IS YOUR RESPONSIBILITY TO CONTACT CITATION MANAGEMENT (818/238-3120) IF YOU HAVE NOT RECEIVED A DECISION ON YOUR PROTEST WITHIN 10 DAYS.