CITY OF TEMPLE CITY
REQUEST FOR HEARING – ADMINISTRATIVE CITATION

To request a hearing for an administrative citation, complete **SECTIONS 1, 2, 3 AND 4**. This request must be made within **10 CALENDAR DAYS** from the date of issuance of the citation. Return this form, the required deposit and a photocopy of our citation to the City of Temple City, C/O Citation Processing Center, P.O. Box 10479, Newport Beach **OR** Temple City City Hall, 9701 Las Tunas Drive, Temple City, CA 91780.

SECTION 1

Citation No. **Issue Date:** **Code Section:**

Name:

Address: **Apt. No.:** **City:**

State: **Zip Code:** **Phone No. ( )**

SECTION 2 – List all pertinent information as to why you believe this administrative citation should be dismissed. Attach a **PHOTOCOPY** of your citation and any additional information. Copies of documents submitted will not be returned.

SECTION 3

☐ I am requesting an Administrative Hearing in Person (I will be present)

☐ I am requesting an Administrative Hearing by Written Declaration (I will not be present)

NOTE: YOU ARE REQUIRED TO DEPOSIT THE FINE AT THE TIME YOU SUBMIT YOUR REQUEST FOR HEARING

SECTION 4 – By signing below, I hereby affirm and certify under the penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

Signature: **Date:**

SECTION 5

The City will provide at least ten (10) calendar days written notification of the date, time and location of the hearing. Such notice will be sent via First Class Mail to the address provided above. Such notice will be in the form of a copy of the entire application form, with the date, time and location information written in the appropriate portions of the form (below). The hearing date will be set no later than sixty (60) calendar days from the date your request is complete and accepted by the City

FOR OFFICE USE ONLY		
AMOUNT DEPOSITED: $	**RECEIPT NO.:**	
DATE RECEIVED:	**RECEIVED BY:**	
FINANCIAL WAIVER SUBMITTED?	**YES**	**NO**
NOTES:		