INITIAL REVIEW/RFI CHECKLIST

CVC 40215(a): You must request an Initial Review within 21 calendar days of ticket issuance, or within 14 calendar days from the mailing date of the first overdue notice.

CITATION NUMBER:_____ **Motorist informed of missing documents**_____

Note: Copies are accepted unless otherwise noted *VN Representative*

DECLARATION of NON-OWNERSHIP

- ☐ Notice of Transfer & Release of Liability (DMV); **OR**
- ☐ Bill of Sale/Trade-in-Agreement form licensed car dealer/leasing company (NO private party sales); **OR**
- ☐ Rental of Lease Agreement; **OR**
- ☐ IRS-Approved vehicle donation document from a charity

MISSING FRONT PLATES (Correctable Citations)

- ☐ 1) $10 reduced fine per citation + any late penalty amount; **AND**
- ☐ 2) One of the following supporting documentation.
  - ☐ Proof of Correction with law enforcement agency signature; **OR**
  - ☐ A dated photograph of the front of the vehicle with the license plate properly attached to the vehicle; **OR**
  - ☐ Registration for the new (replaced) plate with the photo/correction (for NEW/REPLACED PLATE)

DISABLED PLACARD

- ☐ 1) Disabled Placard; **AND**
- ☐ 2) Disabled Peron ID Card; **AND**
- ☐ 3) $25 Administrative Fee
- ☐ **If Registered Owner Not the Placard Owner:**

  Written statement signed by Placard Holder indicating driver was transporting placard holder at time of violation.

NOT MY CAR (Out of State Plate Only)

- ☐ Current Registration

DISPLAY OF TAB (Correctable Citations)

- ☐ 1) $10 reduced fine per citation + any late penalty amount; **AND**
- ☐ 2) One of the following supporting documentation
  - ☐ Current Valid DMV Registration + ***; **OR**
  - ☐ Temporary Permit + ***; **OR**
  - ☐ For New Cards – Contract or Temporary Registration + ***
- ☐ **3) If Stolen Tabs** – Need Registration for the replacement tabs

  *** For 1-3, Dated photographic proof of correction is also required or Proof of Correction with law enforcement agency signature

STOLEN VEHICLE

- ☐ Stolen and recovery reports; **OR**
- ☐ Stolen report and insurance payoff documentation ; **OR**
- ☐ Stolen report and official police garage tow receipt

STOLEN LICENSE PLATE

- ☐ 1) Valid DMV Registration for Replacement Plate; **AND**
- ☐ 2) Police Report Documenting the Theft

METER

If motorist is disputing meter citation based on payment issue or time still on meter and paid by credit card

- ☐ Credit Card statement with first 6 and last 4 digits of credit card

STOLEN LICENSE PLATE

CVC 40215(b): If you are not satisfied with the results of the Initial Review, you may request an Administrative Hearing. You must request an Administrative Hearing within 21 days of the date of the Initial Review decision. The person requesting an administrative hearing shall deposit the amount of the parking penalty with the processing agency. A person may request an administrative hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due. Once those 21 days have passed, you are no longer entitled to an Administrative Hearing.

METER

- ☐ Payment and Hearing request; **OR**
- ☐ Payment waiver request including financial disclosure statement form and supporting proof of income
- ☐ If hearing by mail – need all supporting documentation/evidence

PLEASE NOTE: It is your responsibility to supply all evidence you want considered at the time of review. Each decision will be based on the documentary evidence in the possession of the evaluator at the time of the review. The documents listed above are for reference only and providing all documents in a category is not a guarantee that a citation will be dismissed.

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DISABLED VEHICLE

- ☐ Vehicle Registration; **AND**
- ☐ Proof vehicle was disabled such as:
  - ☐ Tow Receipt; **OR**
  - ☐ Battery Replacement; **OR**
  - ☐ Roadside assistance receipt; **OR**
  - ☐ Repair receipt

PAYMENT (DOUBLE/PRIOR) FORGE OR STOLEN PAYMENT

- ☐ Legible copies of the front and back of your canceled check(s) or money order (s); **OR**
- ☐ Cash receipt, obtained at one of our cashiering facilities; **OR**
- ☐ Confirmation receipt, if submitted payment via the City website; **OR**
- ☐ Bank statement, showing the monies taken out of your account and sent to the City; **OR**
- ☐ Credit card statement, showing payment to City of Los Angeles PVB, noting the first 6 and last 4 digits; **OR**
- ☐ FTB Intercept letter

MEDICAL

- ☐ Medical Claim, on doctor's or medical family stationary, signed by licensed medical doctor; **OR**
- ☐ The treating medical facility receipt; **OR**
- ☐ Emergency room receipt; **OR**
- ☐ Ambulance/Paramedic agency receipt

PENALTIES

- ☐ Statement why penalties should be waived, accompanied by all supporting documentary evidence.

  Deposit of penalties

CONFIDENTIAL PLATE

- ☐ Letter, on Department Letterhead, from the sponsoring agency that granted citizen official status, indicating that their office never received nor forwarded notifications of citations

**** ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.***

OFFICIAL BUSINESS/EXCEPTIONS TO CERTAIN VEHICLES

- ☐ Letter on Official Stationary explaining the nature of the Official Business being conducted at the time of the violation; signed by the Commanding Officer, Manager or Department Head

**** ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.***

FILM/MISC PERMIT

- ☐ Film permit; **OR**
- ☐ Miscellaneous permit

MEDIA PERMIT

- ☐ 1) Media Permit/Photo of a Media Permit Decal; **AND**
- ☐ 2) ORIGINAL Letter from Supervisor/Manager Explaining the Event Being Covered at the Cited Location

MILITARY

- ☐ Letter from military stating RO was on active ***Military Duty*** at the time of the violation; signed by the Commanding Officer, Manager, Director or Department Head

Also need evidence that vehicle was not being operated during deployment.

DECEASED

- ☐ Death Certificate

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