CITY OF LOS ANGELES - PARKING VIOLATIONS BUREAU
INITIAL REVIEW REQUEST

Date: _____ **Clerk ID #:** _____

To contest a parking citation, you may request an Initial Review by completing the form below. The request for review must be made within 21 calendar days of the citation issue date or 14 calendar days from the first overdue notice. Initial review requests received after the contesting period may not be allowed per California Vehicle Code 40215. **Please use a separate form for each citation you are contesting.**

Please complete this form, attach any supporting documentation, and return it to any of the Public Service Centers or mail to: Parking Violations Bureau, PO BOX 30420, Los Angeles, CA 90030.

Results of the Initial Review will be mailed to you at the mailing address you provide below. If you do not receive a response within 10 days, it is your responsibility to follow-up with PVB at 866-561-9742.

Name _____ **License Plate** _____

Street Address _____

_____

City **State** **Zip**

Telephone Number _____

Citation # _____ **Citation Issue Date** _____

Violation Code # _____

Requestor's Statement: Please provide a detailed explanation of why you believe 1) the violation did not occur OR 2) the registered owner was not responsible for the violation OR 3) there were extenuating circumstances that justify the dismissal of the citation. Extenuating circumstances are defined as unusual circumstances beyond your control. All requests for a review based on extenuating circumstances must include supporting documentation.

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==========**OFFICIAL USE ONLY**==========

Office report and case status:

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Authorized by: _____ Date: _____

"As a covered entity under Title II of the Americans with Disabilities act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure the equal access to its programs, services and activities."