



Administrative / Initial Review Request Form

INSTRUCTIONS: Complete this form if you would like to request an administrative/initial review. In the citizen's statement section, explain why you are contesting the citation in as much detail as needed. One form may be used to request reviews for more than one citation, provided that the citations are being contested for the same reason. Fill out this form completely and attached any supporting documentation and return it to the following address: City of West Hollywood, PO BOX 51848, Los Angeles, CA 90051-6148. Documents will not be returned.

For questions, please call 1-800-687-2458.

CITATION # _____ License Plate #: _____

NAME: _____ Telephone #: _____

ADDRESS: _____

Violation Description: _____ Citation Issue Date/Time: _____

If you are contesting your citation based on one of the following reasons, please make sure to include the required documentation listed below. Failure to submit the required documentation will result in a review of your citation based solely on the information at hand.

Disabled Person Placard Exemption - Copies of Disabled Person Placard, Disabled Person ID Card, and Driver's License
Stolen Vehicle - Copy of Stolen and Recovery Report or copy of police report with insurance pay off, if there is no recovery report.

Stolen license plates/tabs -Copy of stolen report and new plate request from DMV

Deceased Registered owner of the vehicle -Copy of Registered Owner's death certificate

Disabled Vehicle - Original receipt of repair or tow receipt that is dated within 24 hours of citation issuance (next business day)

Parking Permits – Copy of applicable parking permit

Citizen's Statement (please attach additional pages, if necessary):

I declare that I understand and agree to the statement above and that the information provided on this application is true and correct under penalty of perjury under the laws of the State of California.

SIGNATURE: _____ DATE: _____