

## CITY OF ONTARIO COMMUNITY IMPROVEMENT Administrative Citation Initial Review Request

You may contest an administrative citation **within 15 calendar days from the date the citation was issued** if the violation did not occur or if you were not the responsible party by completing this initial review form. You may make this initial review request to the Community Improvement Department at 208 West Emporia Street, Ontario, California 91762, or you may call the Community Improvement Department at (909) 395-2007. This request may be made by telephone, in writing by mail, or in person. There is no charge for this review. **If an initial review is not requested in a timely manner, the administrative citation stands and cannot be contested further.**

**PLEASE PRINT OR TYPE THE FOLLOWING:**

(Review determination will be mailed to the address provided below)

Respondent's Name:	Citation Number:
Address (Street Address, City, State, Zip Code):	
Code Section(s) Violated:	
Date & Time Citation Issued:	Vehicle License Number (if applicable):
Location of Violation:	
State why you feel this citation is invalid:	
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(If more room is required, please use reverse side or attach a separate sheet)	
Signature:	Date:
<b>FOR OFFICE USE ONLY</b>	
Reviewed by: _____ Date: _____	
Determination: <input type="checkbox"/> Citation Dismissed <input type="checkbox"/> Citation Valid        Mailed: _____	
Comments: (May be continued on reverse side)	
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**NOTICE:** The determination of your Initial Review is reflected above. If you do not agree with this finding, and wish to pursue this matter further, you may request an Administrative Hearing **within 15 calendar days of the mailing of this initial review**. You can make this request for hearing by telephone, in writing by mail, or in person at the address and phone number listed above. The amount of the fine specified on the administrative citation must be paid prior to any appeal of this determination. **Failure to request a hearing in a timely manner or if you fail to appear, the determination of the initial review stands, and the citation cannot be contested further.**

