

INSTRUCTIONS FOR CONTESTING A PARKING CITATION

Step One. **VERIFY:**

THE DATE YOU RECEIVED THE TICKET

Parking Citation Review Forms must be submitted within 21 days of receiving the citation. Please check the date on your ticket. Requests for Review received beyond the 21-day period may not be processed and you will be responsible for the ticket.

Step Two. **COMPLETE THE FORM**

Please fill in all areas of the Parking Citation Review form. Be sure to include: Vehicle License Number, Citation Number, Violation, Citation Date, Issuing Agency, your complete contact information, and your statement, which should include the location where you received the citation. Include any supporting information, such as photographs, or any other documentation that may help determine liability. ***Sign and date the form.***

Step Three. **RETURN COMPLETED FORM TO THE COUNTY OF VENTURA**

Return your completed Parking Citation Review form via mail or email, with a copy of the citation, to the County of Ventura. If returning by mail, send to:

**COUNTY OF VENTURA
GENERAL SERVICES AGENCY
PARKING CITATIONS REVIEW/PAYMENTS PROCESSING
800 SOUTH VICTORIA AVENUE #L5140
VENTURA, CA 93009**

If returning via email, send to: county.parks.citations@ventura.org

You *must* include a copy of the citation with your form (scan a copy and attach to your email) in order for your request to be processed.

Upon receiving a completed Parking Citation Review form, the County of Ventura will place a hold on the case until a final decision has been made. You will be notified of the County's decision via mail. Please call (805) 672-2002 if you have questions regarding the County of Ventura's parking citation review process.