

**MAIL ALL DOCUMENTS TO:**

GWC Parking Enforcement  
c/o Parking Citation Service Center  
P.O. Box 11923  
Santa Ana, CA 92711  
(714) 895-8924

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**Administrative Hearing**

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Please complete this form if you are requesting an Administrative Hearing. Administrative Hearings may be scheduled in person or by Written Appeal. If you are contesting more than one parking citation, you must complete a separate form for each parking ticket. Administrative Hearing Requests must be returned to the Parking Citation Service Center 21 days from the date on your initial review request outcome notice. Administrative Hearings will not be scheduled if full payment of your parking ticket is not submitted with your request. Administrative Hearings will not be scheduled if an Initial Review has not been conducted.

**Please check the applicable Administrative Hearing you are requesting and complete all information requested on the form.**

1. ( ) I hereby request an Administrative Hearing in person.
2. ( ) I hereby request an Administrative Hearing by Written Appeal. I understand that my Initial Review statement will be used by the Hearing Officer to make a decision in lieu of in-person testimony.

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**Parking Ticket Information**

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Today's Date \_\_\_\_\_ Date of Initial Review \_\_\_\_\_

Parking Citation No. \_\_\_\_\_ Date of Violation \_\_\_\_\_

Vehicle License Plate No. \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student ID# \_\_\_\_\_ Semester Parking Permit # \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_