

**Instructions to Complete  
Request for Waiver of Penalty Deposit for Administrative Hearing Form**

California Vehicle Code Section 40215(b). The person requesting an Administrative Hearing shall deposit the amount of the parking citation with the processing agency. The issuing agency shall adopt a written procedure to allow a person to request an Administrative Hearing without payment of the parking citation upon satisfactory proof of an inability to pay the amount due.

The following are instructions to complete the form.

1. Enter name, driver's license number, license plate of the cited vehicle, and citation number.
2. Enter the total monthly income.
3. In the body of the form, please state all reasons why you are not able to pay the parking citation to the City of Long Beach. Provide as many details as possible explaining why you cannot pay the amount owed, such as: job loss, medical condition, etc.
4. Sign and date form.

Do not write below the dotted line.

The completed form and supporting documents must be received by the due date. Failure to submit documentation by the due date will result in normal processing of the notice and forfeiture of the opportunity to obtain an Administrative Hearing.

If the citation is upheld by the Hearing Office, the penalty amount is due within 30 days of the appeal decision. If the penalty is not paid within the stated time, a late fee and other penalties as well as collection efforts will be pursued.

Please mail the document along with supporting financial information to City of Long Beach, Parking Citations, P. O. Box 22766, Long Beach, CA 90801; or email to Parking Citations at [FM-ParkingCitation@longbeach.gov](mailto:FM-ParkingCitation@longbeach.gov). The documents may be submitted in-person to Long Beach City Hall, 333 W. Ocean Blvd., Lobby Level, Parking Citations, Long Beach, CA 90802.