

INITIAL REVIEW/RFI CHECKLIST

CVC 40215(a): You must request an Initial Review within 21 calendar days of ticket issuance, or within 14 calendar days from the mailing date of the first overdue notice.

CITATION NUMBER: _____

Motorist informed of missing documents _____

Note: Copies are accepted unless otherwise noted

VN Representative

DECLARATION of NON-OWNERSHIP	MISSING FRONT PLATES (Correctable Citations)
<input type="checkbox"/> Notice of Transfer & Release of Liability (DMV); OR <input type="checkbox"/> Bill of Sale/Trade-in-Agreement form licensed car dealer/leasing company (NO private party sales); OR <input type="checkbox"/> Rental of Lease Agreement; OR <input type="checkbox"/> IRS-Approved vehicle donation document from a charity	<input type="checkbox"/> 1) \$10 reduced fine per citation + any late penalty amount; AND <input type="checkbox"/> 2) One of the following supporting documentation. <input type="checkbox"/> Proof of Correction with law enforcement agency signature; OR <input type="checkbox"/> A dated photograph of the front of the vehicle with the license plate properly attached to the vehicle; OR <input type="checkbox"/> Registration for the new (replaced) plate with the photo/correction (for NEW/REPLACED PLATE)
DISABLED PLACARD	NOT MY CAR (Out of State Plate Only)
<input type="checkbox"/> 1) Disabled Placard; AND <input type="checkbox"/> 2) Disabled Peron ID Card; AND <input type="checkbox"/> 3) \$25 Administrative Fee <input type="checkbox"/> If Registered Owner Not the Placard Owner: Written statement signed by Placard Holder indicating driver was transporting placard holder at time of violation.	<input type="checkbox"/> Current Registration
DISPLAY OF TAB (Correctable Citations)	STOLEN VEHICLE
<input type="checkbox"/> 1) \$10 reduced fine per citation + any late penalty amount; AND <input type="checkbox"/> 2) One of the following supporting documentation <input type="checkbox"/> Current Valid DMV Registration + ***; OR <input type="checkbox"/> Temporary Permit + ***; OR <input type="checkbox"/> For New Cards – Contract or Temporary Registration + *** <input type="checkbox"/> 3) If Stolen Tabs – Need Registration for the replacement tabs *** For 1-3, Dated photographic proof of correction is also required or Proof of Correction with law enforcement agency signature	<input type="checkbox"/> Stolen and recovery reports; OR <input type="checkbox"/> Stolen report and insurance payoff documentation ; OR <input type="checkbox"/> Stolen report and official police garage tow receipt
STOLEN LICENSE PLATE	METER
<input type="checkbox"/> 1) Valid DMV Registration for Replacement Plate; AND <input type="checkbox"/> 2) Police Report Documenting the Theft	If motorist is disputing meter citation based on payment issue or time still on meter and paid by credit card <input type="checkbox"/> Credit Card statement with first 6 and last 4 digits of credit card
STOLEN LICENSE PLATE	METER
<p><i>CVC 40215(b): If you are not satisfied with the results of the Initial Review, you may request an Administrative Hearing. You must request an Administrative Hearing within 21 days of the date of the Initial Review decision. The person requesting an administrative hearing shall deposit the amount of the parking penalty with the processing agency. A person may request an administrative hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due. Once those 21 days have passed, you are no longer entitled to an Administrative Hearing.</i></p>	<input type="checkbox"/> Payment and Hearing request; OR <input type="checkbox"/> Payment waiver request including financial disclosure statement form and supporting proof of income <input type="checkbox"/> If hearing by mail – need all supporting documentation/evidence

PLEASE NOTE: It is your responsibility to supply all evidence you want considered at the time of review. Each decision will be based on the documentary evidence in the possession of the evaluator at the time of the review. The documents listed above are for reference only and providing all documents in a category is not a guarantee that a citation will be dismissed.

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DISABLED VEHICLE	PAYMENT (DOUBLE/PRIOR) FORGE OR STOLEN PAYMENT
<input type="checkbox"/> Vehicle Registration; AND <input type="checkbox"/> Proof vehicle was disabled such as: <input type="checkbox"/> Tow Receipt; OR <input type="checkbox"/> Battery Replacement; OR <input type="checkbox"/> Roadside assistance receipt; OR <input type="checkbox"/> Repair receipt	<input type="checkbox"/> Legible copies of the front and back of your canceled check(s) or money order (s); OR <input type="checkbox"/> Cash receipt, obtained at one of our cashiering facilities; OR <input type="checkbox"/> Confirmation receipt, if submitted payment via the City website; OR <input type="checkbox"/> Bank statement, showing the monies taken out of your account and sent to the City; OR <input type="checkbox"/> Credit card statement, showing payment to City of Los Angeles PVB, noting the first 6 and last 4 digits; OR <input type="checkbox"/> FTB Intercept letter
MEDICAL	PENALTIES
<input type="checkbox"/> Medical Claim, on doctor's or medical family stationary, signed by licensed medical doctor; OR <input type="checkbox"/> The treating medical facility receipt; OR <input type="checkbox"/> Emergency room receipt; OR <input type="checkbox"/> Ambulance/Paramedic agency receipt	<input type="checkbox"/> Statement why penalties should be waived, accompanied by all supporting documentary evidence. Deposit of penalties
CONFIDENTIAL PLATE	OFFICIAL BUSINESS/EXCEPTIONS TO CERTAIN VEHICLES
<input type="checkbox"/> Letter, on Department Letterhead, from the sponsoring agency that granted citizen official status, indicating that their office never received nor forwarded notifications of citations <p style="text-align: center;">* ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.</p>	<input type="checkbox"/> Letter on Official Stationary explaining the nature of the Official Business being conducted at the time of the violation; signed by the Commanding Officer, Manager or Department Head <p style="text-align: center;">* ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.</p>
FILM/MISC PERMIT	MEDIA PERMIT
<input type="checkbox"/> Film permit; OR <input type="checkbox"/> Miscellaneous permit	<input type="checkbox"/> 1) Media Permit/Photo of a Media Permit Decal; AND <input type="checkbox"/> 2) ORIGINAL Letter from Supervisor/Manager Explaining the Event Being Covered at the Cited Location
MILITARY	DECEASED
<input type="checkbox"/> Letter from military stating RO was on active Military Duty at the time of the violation; signed by the Commanding Officer, Manager, Director or Department Head Also need evidence that vehicle was not being operated during deployment.	<input type="checkbox"/> Death Certificate

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