

**CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION
HEARING BY WRITTEN DECLARATION
STATEMENT OF RIGHTS AND DECLARATION**

Name: _____

Citation No.: _____

An administrative review has been completed for this citation. You are entitled to a mail-in or in-person review of the citation by a City hearing examiner provided the hearing is requested within (15) days of the mail date on the notice of the results of the administrative review and you have paid the amount due for the citation. By completing this form, you have indicated your choice of a Hearing by Written Declaration.

You may submit with this declaration statements from witnesses with pertinent knowledge of the facts relating to your defense. These statements should begin "I, (name of witness), declare" and then state the facts to that person's knowledge in numbered paragraphs. The declaration should end with these sentences, "I declare, under the penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed by (name) on (date) at (city and state where signed)." The declaration must be signed with the name of the witness. If the witness does not reside in California, a notarized affidavit may be submitted instead of a declaration under penalty of perjury.

I have read and understand the above Statement of Rights and Procedures. **I WAIVE THE RIGHT TO AN IN-PERSON HEARING ORDER TO PROCEED WITH A HEARING BY WRITTEN DECLARATION.**

Signature

Social Security Number

Date

WRITTEN DECLARATION

(Please type or print. Attach additional sheets if necessary. Mail to City of Los Angeles, Parking Violations Bureau, P.O. Box 30247, Los Angeles, CA 90030.)

I, _____, declare as follows:

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Documentary evidence attached { } Yes { } No. If yes, please list documentary evidence. All documents submitted will be retained by the City of Los Angeles.

Privacy Act Statement

The City of Los Angeles is authorized to collect the information on this form under applicable Government Code Sections and provisions of Federal law relating to the Social Security Act. The information you provide may be used in automated matching programs. These matching programs are computer comparisons of Parking Violations Bureau records with records kept by other State and local government agencies. Information from these matching programs can be used to provide for the repayment of delinquent debts under this program. Your response is not mandatory.