INSTRUCTIONS FOR CONTESTING A PARKING CITATION
issued by the COUNTY PARKS DEPARTMENT

Step One. VERIFY:

1. 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 will not be processed and you will be responsible for the ticket.

2. THE ISSUING AGENCY THAT GAVE YOU THE TICKET

   If you received a parking citation from a County Park Ranger, go to Step 2.

   If you received a ticket from the California Highway Patrol (CHP) or from a security officer at the County Government Center, you may not be eligible to use this form. Please call (805) 654-3700 for further instructions.

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, 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, fax, 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
800 SOUTH VICTORIA AVENUE #L1060
VENTURA, CA 93009

If returning via fax, send to (805) 659-6992, or via email, send to: county.parks@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) 654-3700 if you have questions regarding the County of Ventura's parking citation review process.