

City of Berkeley

Level One – Administrative Review



- You must request and an **Administrative Review** *in writing* within 21 calendar days of citation issuance or within 14 days from the mailing of Notice of Violation. Notices of Violations are sent to the registered owner of the vehicle.
- Request for Administrative Review may be made:
 - **By mail** – send a letter or download the [Request for Administrative Review Form](#) (also available at Customer Service) and mail with supporting evidence to City of Berkeley, Parking Citation Processing Center, P.O. Box 54017, Los Angeles, CA 90054-0017
 - **In person** – deposit at the Customer Service Center at 1947, First Floor, Berkeley, CA 94704 a letter of explanation (or Request for Administrative Review Form, available at Customer Service) with supporting evidence
 - **Online** – [Contest Citation Online](#)
- If you are requesting Administrative Review of a citation, there is no payment necessary until a final Notice of Decision has been made on your citation. After your Review response is mailed, if the citation is found to be "Not Valid," it will be dismissed and you don't need to take any further action. If your citation is not dismissed, within 21 days the penalty will be due in full OR you may request an Administrative Hearing.
- Follow these steps when submitting an Administrative Review of your citation:
 - Enclose the original citation or a copy of your citation with your Review request
 - Enclose any evidence as that would assist in your Review, as supporting evidence is required for dismissal. Examples include:
 - Disabled Placard and/or ID card
 - Residential Parking Permit holder information
 - Photographs
 - Statements from witnesses
 - Receipts, timecards, medical records or any other documentation that might support dismissal of your citation.
 - Documentation including picture, receipts, etc will be retained for the record.
- Based on your written explanation and supporting evidence provided, the City will determine whether there is sufficient proof to dismiss the violation and mail you a written Administrative Review Decision.
- If your citation is found to be "Valid," you have the option of paying the penalty at the original amount or having an Administrative Hearing, per Level 2.