



## Request for Administrative Review Section 7-3A-10:CONTEST BY MAIL

**Parking / Motor Vehicle Compliance Regulation Violations** Recipients of a Violation Notice may contest the merits of the alleged violation without attending a hearing as provided herein by submitting a waiver of hearing and a notarized statement of facts specifying grounds for challenging the Violation Notice. Such documentation must be received by the traffic compliance administrator prior to the scheduled administrative hearing.

This form must be completed in full including a certified statement of facts specifying the grounds for challenging the violation notice. The request will be adjudicated by the Hearing Officer at the scheduled Administrative Hearing date which appears on your violation notice. You may include any supporting documents or photos to support your claim. Return this form along with any other documents and evidence to support your claim to:

Glendale Heights Police Department  
Attn: Records/ Traffic Compliance Administrator  
300 Civic Center Plaza  
Glendale Heights, IL 60139

**The "Request for Administrative Review" must be fully completed and received by the Glendale Heights Police Department no later than three business days prior to the scheduled administrative hearing.**

|                              |                      |                    |                      |
|------------------------------|----------------------|--------------------|----------------------|
| Citation Number:             | <input type="text"/> | Date of Violation: | <input type="text"/> |
| Time of Violation:           | <input type="text"/> | Location:          | <input type="text"/> |
| Vehicle Registration:        | <input type="text"/> | Vehicle Make:      | <input type="text"/> |
| Fine Amount:                 | <input type="text"/> | Hearing Date:      | <input type="text"/> |
| Name of Owner:               | <input type="text"/> |                    |                      |
| Address of Registered Owner: | <input type="text"/> |                    |                      |
| City:                        | <input type="text"/> | State:             | <input type="text"/> |
|                              |                      | Zip:               | <input type="text"/> |
| Phone Number:                | <input type="text"/> |                    |                      |

Please call to confirm you received my request for hearing

### **Defenses to Violations are:**

1. That the respondent was not the owner or lessee of the cited vehicle at the time of the violation.
2. That the cited vehicle or its state registration plates were stolen at the time the violation occurred. **(Proof must be submitted)**
3. That the facts alleged in the parking or compliance violation notice are inconsistent or do not support a finding that the specified code section was violated.
4. That the illegal condition described in the compliance violation did not exist at the time the notice was issued.

(See the reverse side for additional required information.)

**STATEMENT OF FACTS**

I acknowledge that my personal appearance is waived and that I am submitting to adjudication based upon the certified statement filed by me and that the facts contained in the violation notice. **You may include other documentation and evidence to support your claim.**

Under penalties as provided by law for false certification pursuant to 735 ILCS 5/1-109 of the Code of Civil Procedures and Perjury, the undersigned certifies that the statements set forth in the instrument are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed