



IF YOU WISH TO APPEAL YOUR CITATION
Please follow the instructions below to request an
agency review of your citation(s):

This is only a request to have your citation reviewed. Disposition of your citation will be determined by the first-level reviewer.

1. Fill out the bottom portion of this form. Give a brief explanation of why you would like to dispute the citation.
2. Do not send any money if you are requesting an agency review.
3. Include copies of any documentation (i.e. permits) which might show you were legally parked at the time the citation was issued. You can also include a more detailed explanation of your reason for disputing the citation on a separate page.
4. Upon receiving the citation you have up to 21 calendar days to request an agency review.
****Note: Failure to respond within 21 calendar days may result in late penalties being assessed****
5. Please forward your citation, completed agency review form, and any supporting documents to:

Clancy Systems
2149 South Grape Street
Denver, CO 80222

6. The process can take anywhere from 6-8 weeks before you will receive a response.

Agency Review Request

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

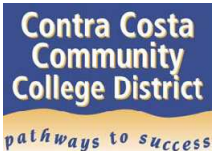
RE: Citation Number: _____

Vehicle License Number: _____

Date Issued: _____

Citation Amount: _____

Reason for requesting review:



District Police Services Contra Costa Community College District 500 Court Street, Martinez, CA 94553
www.4cd.edu/police

Contra Costa College
(510) 236-2820

Diablo Valley College
(925) 686-5547

Los Medanos College
(925) 439-1505