

**INSTRUCTIONS FOR CONTESTING A PARKING CITATION**  
**Issued by the County Parks Department**

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Step ONE

**VERIFY THE DATE YOU RECEIVED THE TICKET**

Parking Citation Review Forms must be submitted to this office 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 to pay for the ticket.

Step TWO

**VERIFY THE ISSUING AGENCY THAT GAVE YOU THE TICKET**

- If you received a parking citation from a County Park Ranger, GO TO STEP THREE.
- If you received a ticket from a California Highway Patrol (CHP) officer or from a security guard at the Ventura County Government Center complex you may not be eligible to use this form. PLEASE CALL 805-654-3700 for instructions.

Step THREE

**COMPLETE THE FORM**

Please fill in all areas of the form. Be sure to include the Vehicle License Number, Citation Number, Violation, Date and Time citation was issued, Issuing Agency, and your personal statement, which should include the location where you received the citation. Include any supporting information such as photographs, or any other documentation that will help us determine liability. Sign and date the form.

Step FOUR

**MAIL OR DELIVER THE FORM, ANY SUPPORTING INFORMATION, AND A COPY OF THE CITATION TO:**

COUNTY OF VENTURA  
GENERAL SERVICES AGENCY  
800 SOUTH VICTORIA AVENUE L# 1050  
VENTURA, CA 93009

Upon receiving a properly filled out review form, County will place a hold on your case until a final decision has been made. You will be notified of the County decision via U. S. mail. Questions regarding this process should be directed to (805) 654-3700.

*Note: If mailed, post mark must be within 21 days of citation or review will not be processed.*