



MARTINEZ POLICE DEPARTMENT

525 Henrietta Street, Martinez, CA 94553 (925) 372-3440

ADMINISTRATIVE HEARING HARDSHIP WAIVER REQUEST

Pursuant to the California Vehicle Code Section 40215, the individual requesting an administrative hearing of a parking violation shall deposit the amount of the parking penalty. In the event that an individual is unable to deposit the parking penalty and can provide satisfactory proof of their inability to pay the amount due, the deposit requirement may be waived. **This request must be submitted at the same time you make a request for an administrative hearing.**

Please complete, sign and return this application form and supporting documents to:
City of Martinez
C/O Citation Processing Center
P.O. Box 10479
Newport Beach, CA 92658-0479.

REQUESTER INFORMATION			
Name:		Citation #:	
Address:			Citation Date:
City:	State:	Zip Code:	Phone #:

1. Explain the financial hardship that makes you unable to make the advanced deposit.

2. Attach any documents or information you would like considered in support of this application. Examples of acceptable documents include: Federal Tax Return, IRS Form 1722 – Verification of Non-filing, Verification of Social Security or Supplemental Security Income Benefits, Notice of Action – General Assistance or Temporary Aid for Needy Families or Notice of Unemployment Award.

I declare under the penalty of perjury that the reasons and supporting documentation are true and correct to the best of my knowledge.

Signature: _____ Date: _____

WARNING: If a hardship waiver is granted and you withdraw your challenge to the citation or you are found liable during the Administrative Hearing, penalties and fees must be paid.