



REQUEST FOR ADMINISTRATIVE HEARING
PARKING TICKETS

A Parking Ticket Can Only Be Contested By the Registered Owner of the Vehicle. This Form must be filled out completely before a hearing date will be set.

Date(s) of Ticket(s): _____ Ticket Number(s): _____

Total number of ticket(s): _____
(attach copies of tickets)

Name: _____

Address: _____

City / State / Zip: _____

Telephone #: _____ DOB: _____

License Plate #: _____ DL#: _____

Make and Model of Vehicle: _____

Address of Violation: _____

Reason for requesting a hearing: _____

I hereby wish to request a hearing on the above ticket(s).

Signature: _____ Date: _____

Please mail or hand deliver the completed form to:

City of DeKalb
Attention: CMO/Legal
200 South 4th Street, Room 219
DeKalb, IL 60115

YOU WILL BE RECEIVING NOTICE IN THE MAIL OF YOUR HEARING DATE

Hearings:

Time: Mondays @ 9:00 am (see Administrative Hearing Schedule on City of DeKalb website)

Location: City of DeKalb's Municipal Building, 200 4th Street, Rm. 200, DeKalb, IL

Administrative Hearing procedures and potential penalties for a finding of liable (guilty) are outlined in Chapter 17 of the City of DeKalb Municipal Code.