



**REQUEST FOR INITIAL INVESTIGATIVE REVIEW**

Date: \_\_\_\_\_

An Initial Administrative Review may be requested in person, by phone, or in writing. Please be specific when explaining why you feel that dismissal of the citation is warranted.

**PLEASE TYPE OR PRINT THE FOLLOWING:**

Citation number \_\_\_\_\_ Violation \_\_\_\_\_

Date & time citation issued \_\_\_\_\_

Vehicle license number \_\_\_\_\_ Permit No. if applicable \_\_\_\_\_

Violation location \_\_\_\_\_

Respondent's Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home phone ( ) \_\_\_\_\_ Work phone ( ) \_\_\_\_\_

Statement of Facts: \_\_\_\_\_

\_\_\_\_\_  
*If more room is needed please attach a separate sheet of paper*

Form completed by: (check one)  Mail  Phone  Person

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO ISSUING AGENCY**

**FOR OFFICE USE ONLY**

Reviewed by: \_\_\_\_\_ I.D. No: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Citation Dismissed Code: \_\_\_\_\_  
\_\_\_\_\_ Citation Valid Code: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_ Determination Mailed Date: \_\_\_\_\_

**WARNING: If you wish to pursue this matter further, please see the attached instructions. Failure to respond in a timely manner may prevent you from contesting this citation any further.**