



REQUEST FOR ADVANCE DEPOSIT HARDSHIP WAIVER  
REGARDING REQUEST FOR ADMINISTRATIVE HEARING

Citation Number: \_\_\_\_\_ [Attach copy of citation to this form.]

Date Citation was issued: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

I am requesting an administrative hearing for the above citation and I hereby request a waiver of the advance deposit of the fine imposed by the above citation. I am unable to pay the advance deposit of the fine as required by San Juan Capistrano Municipal Code section 1.7.08, due to the following financial hardship(s):

\_\_\_\_\_  
\_\_\_\_\_

I have attached copies of all supporting documents and materials which demonstrate the financial hardship(s) I would experience by depositing the fine for the above citation. Examples of proper supporting documents include, without limitation, accurate, complete and legible copies of State and Federal income tax returns and all schedules for the preceding tax year; financial statements, loan applications, bank account records, income and expense records for twelve (12) months preceding submittal of the waiver form, as well as other documentation demonstrating the citee's financial hardship.. [Attach copies of all supporting documents and materials to this form.] Nonprofit organizations are asked to also submit their articles of incorporation.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DETERMINATION ON REQUEST FOR ADVANCE DEPOSIT HARDSHIP WAIVER:**

Based on the information and supporting documents provided, the City of San Juan Capistrano has determined that your request for waiver of the advance deposit for the above citation is:

granted     denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

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

Title: \_\_\_\_\_