



REQUEST FOR HARDSHIP WAIVER APPLICATION FORM



Marcia Mayeda, Director

Please complete this section to request a Hardship Waiver for a fine from an Administrative Citation.

Information and Instructions to complete Request for Hardship Waiver addendum

- A. The required documentation to demonstrate a financial hardship as defined here. Please submit any evidence demonstrating your financial inability to deposit the amount of the administrative fine that you want the Department to consider.

Financial Hardship: If you are contesting an administrative fine, you must demonstrate that payment of the administrative fine would be a hardship. In determining whether a hardship exists and whether to grant or deny a hardship waiver, the department will consider the amount of your annual household income. A hardship exists if your annual household income does not exceed the "very low income standard" set by the California Department of Housing and Community Development for Los Angeles County. Annual income includes income from all sources including, but not limited to :salaries; commissions; tips; interest; dividends; social security; annuities; retirements; pensions; welfare; alimony; child support and unemployment. You must provide a photocopy of your most recent Federal Income Tax return and a valid driver license or DMV-issued identification card. If a tax return was not filed, other documentation substantiating your income, such as your W-2 Form(s) or verification of public assistance, may be used to substitute for the tax return.

- B. The completed Request for Administrative Hearing application must accompany this hardship request.

1. Statement demonstrating the requestor's financial inability to deposit the amount of the administrative fine. (Please include the required financial documentation you would like the Hearing Office to consider.)

Please note that you must mail all supporting documents pertaining to your Hardship to the Administrative Citation Office along with this form.

When mailing, please send all documentation to:

Administrative Citation Hearing Office
 County of Los Angeles Department of Animal Care and Control
 5898 Cherry Avenue
 Long Beach, CA 90805

Please note that:

- 1) Failure to submit a deposit with your written statement / evidence will not delay the hearing and may result in a finding that the violation was committed.
- 2) This downloaded document cannot be submitted by email. The document must have an original signature and cannot not be a copy of a signature.

The Department will review your hardship waiver request and determine, in its sole discretion, whether or not to grant the request. Written notice of the determination will be provided by U. S. Mail to the responsible person at the address listed in the request for administrative hearing. If a request for hardship waiver is granted, you will not be required to deposit the amount of the fine prior to the administrative hearing. If the request for hardship is denied, you will be required to deposit the amount of the administrative fine with the Department within fourteen (14) calendar days following the date on the notice of the Department's determination. Failure to make a timely deposit following the denial will constitute a waiver to an administrative hearing.

Please complete this section to attest that all information provided herein, including all attachments, is correct to the best of your knowledge.

Certification of Request for Hardship Waiver

2. Applicant or Owner Certification (Please use blue or black ink, if mailing)

I hereby certify under penalty of perjury that the information provided herein, including all attachments, is correct to the best of my knowledge.

By: _____
(TYPE NAME)

Signature: _____
(SUBMITTER)

Date: _____