



Citrus Heights Police Department  
6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5500

**Animal Services Unit**  
**Administrative Fines & Fees Review Form**

**INSTRUCTIONS**

1. Complete section A only.
2. Attach a copy of your current Pet License.
3. Appeal must be received within 15 days of the citation date (CHMC 8-183 6).
4. Return this form to the **Citrus Heights Police Department, Animal Services Unit**.
5. Written/email notification of the disposition of your request will be mailed/emailed generally within 30 days from receipt of your Review Form.

**SECTION A: REQUESTOR INFORMATION**

**Please print or type information**

DATE OF INCIDENT	INCIDENT NUMBER	CHAS CITATION NUMBER
ANIMAL OWNER/RESPONSIBLE PARTY NAME	PHONE #	
ANIMAL OWNER/RESPONSIBLE PARTY ADDRESS # STREET	CITY/TOWN	ZIP CODE
ANIMAL OWNER/RESIDENT EMAIL ADDRESS	DISPUTED AMOUNT \$	

BRIEF EXPLANATION OF REASON(S) FOR REQUEST:

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SIGNATURE	DATE
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**SECTION B: ADMINISTRATIVE USE**

SUPPORTING DOCUMENTATION:

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PROGRAM ASSISTANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
SR. ANIMAL SERVICES OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_  
SUPPORT SERVICES SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_