



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Parking Citation Processing	
Department: Parking, Transportation, & Event Services	Reference No.:
Division: Administration & Finance	Issue Date: August 2002
References: NA	Revision Date: NA
Web Links: NA	Expiration Date: NA

PAYING A CITATION

Citations may be paid by mail within twenty-one (21) days of citation issuance or within fourteen (14) days of mailing of the **Notice of Delinquent Parking Violation**. For your convenience, you may pay the fine amount by using the envelope provided. Payment must be made by check or money order, (NO CASH), payable to California State University, Long Beach.

Mail Payments to:

California State University, Long Beach
C/o Parking Citation Service Center
P.O. Box 958
Torrance, CA 90508-0958

CITATION APPEALS

Any person that is disputing the issuance of a citation is entitled to a three-step process. The governing legislation of this process is controlled by Assembly Bill 408 (AB 408).

There are four ways to request an Administrative Review.

1. In-Person: CSULB Parking and Transportation Services office located in Lot 15.
2. Phone: (562) 985-8733
3. Fax: (562) 985-7832
4. Mail: CSULB Parking and Transportation Services: Citation Processing
1250 Bellflower Blvd
Long Beach, CA 90840

- An Administrative Review must be requested within twenty-one (21) days of citation issuance or within fourteen (14) days of the mailing of the Notice of Delinquent Parking Violation.
- If you disagree with findings of the Administrative Review, you may appeal the decision through the Administrative Hearing process. At the time you request an Administrative Hearing, you must pay the fine amount of the citation(s) with a check or money order to CSULB Parking and Transportation Services c/o Citation Processing. The request for an Administrative Hearing must be made within twenty (21) days of the Certificate of Service by Mail date indicated on the bottom of the Administrative Review form.
- If you disagree with the outcome of the Administrative Hearing, you may appeal the decision within 30 days of the date certified on the bottom of the Administrative Hearing form. The final decision on CSULB parking citations is rendered through Long Beach Municipal Court located at 415 W. Ocean Blvd, Long Beach, CA 90805. Please advise that all the preceding steps be followed, and the posting of a \$25.00 court-filing fee is mandatory.

FORMS: NA