



TIME SENSITIVE – MUST SUBMIT WITHIN 21 DAYS OF THE ADMINISTRATIVE REVIEW LETTER

ADMINISTRATIVE HEARING REQUEST FORM SPEED SAFETY NOTICE OF VIOLATION

Use this form or write a letter for up to 4 speeding tickets. Complete all the sections. The Petitioner must include proof that the: (1) Fine is paid as a deposit; (2) Low-income discount program is approved; or (3) Vehicle reported stolen before issuance of the ticket.

1. PETITIONER CONTACT INFORMATION

- a. First Name: _____ b. Last Name: _____
c. Mailing Address: _____
d. City, State, Zip Code: _____ e. Phone: _____
f. Email: _____
g. License Plate Number: _____ h. License State: _____

2. CITATION INFORMATION

- a. Citation Number: _____ b. Citation Number: _____
c. Citation Number: _____ d. Citation Number: _____

3. HEARING DEPOSIT REQUIREMENT

Make one selection.

- a. Paid the fine as a deposit b. Approved for Low-Income Discount c. Vehicle Theft

Hearings are not scheduled without a deposit or waiver. Failure to provide supporting documentation shall result in the rejection of this hearing request.

4. HEARING PREFERENCE

Choose one hearing preference.

- a. Mail Hearing b. In-Person Hearing c. Phone or Video Hearing

All hearings are scheduled within 90 days of the hearing request. For online and mail hearings, a Hearing Officer will review the protest within the 90-day time limit.

5. SUBMIT HEARING REQUEST FORM

Submit the completed hearing request form and all documents to the SFMTA. Upload online at www.violationinfo.com.

Or send by mail or hand delivery to Customer Service, 11 South Van Ness Ave, San Francisco, CA, 94103.
Emailed hearing requests subject to rejection.



7. STATEMENT OF FACTS

Explain in detail why you disagree with the initial review decision. Clearly state the reasons for your position and include any relevant facts that you believe were overlooked, omitted, or misunderstood. If applicable, reference or cite all laws or policies you believe support dismissal of the ticket, include it. Attach all evidence that supports your claim. For more information, see the instructions on page 3.

[If needed, add up to 2 letter sized pages, doubled-spaced, typed or handwritten. If typed, use 12-point font. If handwritten, print clear and be readable.]

8. Under the penalty of perjury of the laws in the State of California, I declare that the foregoing is true and correct to the best of my knowledge.

Executed on the _____ day of _____ (Month) in the year _____ (Year)

at _____ (City, State).

Petitioner Signature _____



INSTRUCTIONS - HOW TO COMPLETE HEARING REQUEST FORM

1. Petitioner Contact Information - How to fill out your contact information

- First Name - Write your first name (the name your friends call you).
- Last Name - Write your last name (your family name).
- Mailing Address - Write to the full address where you get your mail. This includes your house number, street name, and apartment or suite number (if you have one).
- City, State, Zip Code - Write the name of your city, the state you live in, and your zip code.
- Phone Number - Write a phone number where someone can call you if they have questions.
- Email Address - Write your email address. This is where you can get messages online.
- License Plate Number - Write the letters and numbers on your car's license plate.
- License State - Write the name of the state that gave you your license plate.

2. Citation Information – How to tell us about the Notice of Violation or speed camera ticket.

Find the citation number on the Notice of Violation or ticket. Include up to four speeding tickets issued to the same license plate. Speeding tickets are within 21 days of the initial review letter.

- Citation Number – Write the number from your first Notice of Violation or ticket.
- Citation Number – If you have a second speeding ticket, write the number.
- Citation Number – If you have a third speeding ticket, write the number.
- Citation Number – If you have a fourth speeding ticket, Write the number.

STOP. Use a new hearing request form if you have more than four speeding tickets.

3. Hearing Deposit Requirement – How to fill out the hearing deposit requirement.

Pick only **one** box. **Attach proof** (a paper or document that shows that your selection is true).

- Paid the fine as a deposit – Check this box if you paid the fine. Attach a copy of your payment receipt. The deposit must equal the amount of the fine on each ticket.
- Approved for Low-Income Discount – Check this box if you were approved for a discount because of low income. Attach a copy of the approved low-income verification form.
- Vehicle Theft – Check this box if your car was stolen. Attach all pages of the police report dated before or around the date that the camera recorded the speeding event.

4. Hearing Preference – Choose how you want your hearing.

- Mail Hearing – You send the completed hearing request form by mail to Customer Service c/o ASE Hearing, 11 South Van Ness Av, San Francisco, CA, 94103. A Hearing Officer reads the statement and reviews the evidence. The evidence includes the notice of violation, initial review letter, photographs of the vehicle, and the documentation supporting your claim.
- In-Person Hearing – You go to SFMTA Customer Service and talk to the Hearing Officer. No appointment is needed. Customer Service will schedule you with the Hearing Officer on a first-come, first-served basis.
- Phone or Video Hearing – You talk to the Hearing Officer by phone or video.

⌚ All hearings happen within 90 days after you send your request. No hearing decisions released on the same day, including in-person hearings. ⚡ Note: If phone or video hearings are not available, the SFMTA may change your hearing to a mail hearing.

5. Submit Hearing Request Form - How to send your hearing request form.

After you fill out the form and gather all your documents, you can send them in one of these ways:

a. Upload Online

Go to: www.violationinfo.com

Follow the steps to upload your form and documents. ⚡ Note: Use the citation number and PIN located on the Notice of Violation or speeding ticket. For multiple speeding tickets, upload the form and documents separately. Each speeding ticket has its own citation number and PIN.



b. **Mail or Hand Delivery**

Send or bring your form and documents to:

Customer Service c/o ASE Hearings

11 South Van Ness Ave

San Francisco, CA 94103

⚠️ **Do not email** your hearing request. The request form might be rejected.

6. **Statement of Facts** - How to explain why you disagree with the Notice of Violation (ticket) or initial review

In this part, you need to **write a clear explanation** of why you think the ticket or initial review is wrong. Here's how to do it:

- a. **Tell your side of the story.** Explain what happened and why you believe the ticket should be canceled.
- b. **Include any facts that were missed or misunderstood.** If something important was left out or not explained right, write it here.
- c. **Mention any laws or rules that support your case.** If there's a law or policy that says the ticket should be dismissed, include it.
- d. **Attach proof.** Add any papers, photos, or other documents that help show your side is true. This is called the evidence. 📌 Note: Statement of facts without evidence may result in the denial of the protest.