



**NICK CULLEN  
DIRECTOR**



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### REQUEST FOR ADMINISTRATIVE HEARING

Pursuant to Section 7.08.040 of the Kern County Code, any party who has been served with a denial, suspension, or revocation notice for a Commercial Animal Facility may request an administrative hearing before a hearing officer to contest the decision. The request must be filed with the Department within ten (10) calendar days following service of the notice.

<b>Required Items for Administrative Hearing</b> <b>(Application will not be accepted if an item is missing):</b>		
1. Completed Request for Administrative Hearing application with original signature in blue or black ink. 2. The request must be received by the Department within ten (10) calendar days following the date of service of the notice. 3. The grounds forming the basis for the hearing request.		
1. Subject Name, Address and Animal Information		For Staff Only
First Name:	Last Name:	Date Request Filed:
Street Address:		Date Notice was served:
City, Zip:		Permit #:

I want to have a hearing (select one):  
 By Declaration. I will mail a statement and all evidence within the next 10 days to:

Administrative Hearing Officer  
 Kern County Animal Services Department  
 3951 Fruitvale Avenue  
 Bakersfield, CA 93308

**(Failure to submit a written statement/evidence will not delay the hearing.)**

In person (please read statement below)  
**You will be given no less than thirty (30) calendar day's prior written notice of the date and time of the hearing via U.S mail. At the hearing, you will have the opportunity to present evidence relevant to the hearing officer's determination of the matter. If you do not appear at the hearing the hearing will continue in your absence.**

2. Statement Contesting Proposed Denial, Suspension, or Revocation (you may continue your statement on the reverse side. Please attach any supporting evidence you would like the Hearing Officer to consider.)

