

**NICK CULLEN
DIRECTOR**



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REQUEST FOR ADMINISTRATIVE HEARING

Pursuant to Section 8.54.060 of the Kern County Code of Ordinance, any party who has been served with a Notice of Violation and Administrative Fine (Administrative Citation) may request an administrative hearing before a hearing officer to contest the imposition and/or the amount of the administrative fine. The request must be filed with the Department within fifteen (15) calendar days following service of the citation and must be accompanied by a payment equal to the full amount of the administrative fine.

Required Items for Administrative Hearing (Incomplete Applications will not be Accepted):				
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 fifteen (15) calendar days following the date of service on the Notice of Violation and Administrative Fine (Administrative Citation) at the Kern County Animal Services Department or by mail.				
3. The grounds forming the basis for the hearing request.				
4. A deposit equal to the full amount of the administrative fine or a signed request for hardship waiver. (make checks payable to "Kern County Animal Services")				
1. Subject Name, Address and Animal Information				For Staff Only
First Name:		Last Name:		Date Application Filed:
Street Address:				Date Administrative Notice was served:
City, Zip:				Admin Cite#:
Animal Type:		Animal Name:		Hardship Waiver Attached: ☐ Yes ☐ No
Breed:	Color:	Age:	Lic. #:	Amount of Administrative Fine: \$_____

I want to have a hearing (select one):

☐ By Declaration. I will mail a statement and all evidence within the next 15 days to:

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

(The hearing will not be delayed because of failure to submit a written statement/evidence and may result in a finding that the violation was committed.)

☐ In person (please read statement below)

You will be given fifteen (15) 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. The officer's decision will be final and you will lose any right to contest the imposition of the administrative fine in a court law.

2. Statement Contesting Imposition of Administrative Fine (you may continue your statement below. Please attach any supporting evidence you would like the Hearing Officer to consider.)

[illegible]

3. Applicant or Owner Certification

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

By: _____
(Print or Type Name)

Signature: _____
(Black or Blue Ink)

Date:_____