



# Highwood Police Department

## REQUEST FOR CITATION REVIEW

Completed by Complainant

<b>Citation #:</b>		<b>Citation Date:</b>	
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This following is a request for review of a local ordinance citation. I have indicated below the circumstances which I feel should be brought to the attention of the officer/issuer of the citation. I am requesting that this citation(s) be voided/reconsidered/amended based on these circumstances. I am aware that my "Request for Citation Review" may be denied at the discretion of the officer/issuer and that as such I am fully responsible for any fees or fines associated with said denial. **Note: complainant must retain the circumstances during the review process.**

<b>Name:</b>		<b>Phone:</b>	
<b>Street Address:</b>		<b>City:</b>	<b>Zip:</b>
<b>Email:</b>			

<b>Officer's Star/Badge #:</b>		<b>Violation:</b>	
<b>Complainant's Statement of Circumstances (use back of form if needed):</b>			
<b>Signature:</b>		<b>Date:</b>	

## OFFICIAL USE ONLY

Completed by Officer

<i>Check One</i>	
<input type="checkbox"/>	Citation may be <b>voided</b> based on circumstance(s) indicated by Complainant.
<input type="checkbox"/>	Citation to remain <b>in force</b> requiring payment of fine(s) or request court appearance.
<b>Officer's Comments:</b>	
<b>Officer's Signature:</b>	<b>Date:</b>

## FINDINGS

Based on your statement and after further review we have concluded the following:

<i>Check One</i>	
<input type="checkbox"/>	Request has been approved based on the circumstance(s) enumerated.
<input type="checkbox"/>	Request has been denied requiring payment of the fine(s) as indicated or court appearance.

<b>Signature - Chief Of Police:</b>		<b>Date:</b>	
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<b>Copied To:</b>	

<b>Citation #:</b>	
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