

## INSTRUCTION SHEET FOR SUBMITTING A REVIEW OF CITATION

- When completing the Review of Citation form, please print and write legibly
- The Review of Citation is a request for a review of a local ordinance citation including citations with a fine of \$5, \$25, or \$250 citations for Expired Meter or Handicapped Parking violations.

**\$35 tickets (No Seatbelt, Expired Registration, No Front Plate, etc.) may only be appealed in court because it is governed by the Illinois Vehicle Code. You may not submit this form for a \$35 citation, but instead must come to the police department and request a court hearing.**

- Once the form is completed, be sure to attach a copy of the citation
- You can submit the Review of Citation form by mail, addressed to:  
Hinsdale Police Department  
121 Symonds Dr  
Hinsdale, IL 60521
- You can drop the form off at the police station. Lobby hours: Monday-Friday 8:30am – 11pm, Saturday 8am-2pm, closed Sunday
- Completed forms, including a copy of the ticket, may also be faxed to (630) 789-6278
- Please allow 14 days for the response to be mailed back (may be longer if you mail the request to us)

