



**REQUEST FOR ADVANCE DEPOSIT HARDSHIP  
WAIVER APPLICATION FORM**

Received Date Stamp

**Complete form and return to:**

County of San Bernardino, c/o Citation Processing Center  
PO Box 7275, Newport Beach, CA 9265  
(800) 969-6158  
www.citationprocessingcenter.com

San Bernardino County Code Section 11.0208 allows a person who intends to request a review of the administrative citation to contest that they did not own the subject property; commit, cause, or otherwise allow a violation of one or more provisions of Titles 1 through 8, inclusive, of this Code to occur, exist, or continue as alleged in the administrative citation at issue; whether the violation occurred or continues to occur; administrative costs; or that they are not a responsible party as defined at § [11.0202](#)

Administrative Citation Number: \_\_\_\_\_ Administrative Citation Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Address: \_\_\_\_\_ APN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Information Relating to Request for Waiver:**

I am unable to make the advance deposit for the following reason(s) (attach additional pages as needed):

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My monthly household income is \$ \_\_\_\_\_ and I have \_\_\_\_\_ dependents, including myself.

**I declare under penalty of perjury that the foregoing statement and information provided by me is true and correct.**

**You are required to submit documents to support your request for financial hardship.** Examples of acceptable documents include: Federal Tax Returns, IRS Form 1722 – Verification of Non-Filing, Verification of Social Security or Supplemental Security Income Benefits, Notice of Action – General Assistance or Temporary Aid for Needy Families, or Notice of Unemployment Award. This waiver is subject to review and the submittal is not a guarantee of approval of the waiver. Failure to qualify will require the full advance deposit to continue with the appeal

The County applies Income Guidelines based on the 48-state poverty threshold annually established by the US Census Bureau as published in the Federal Register.