



## Elburn Police Department

301 E. North St., Elburn, IL 60119  
630-365-5070 – 630-365-5073 Fax  
Email: [elburnpd@elburn.il.us](mailto:elburnpd@elburn.il.us)

### REQUEST FOR REVIEW OF AN ORDINANCE CITATION

This is my request for a review of a Village of Elburn Ordinance citation. I understand that this does not mean that the ordinance citation will be voided or not processed in the event my request for relief is denied. I have indicated in the below narrative the reason(s) that I feel should invalidate the ordinance citation and need to be brought to the attention of the police officer or community service officer that issued it. I understand this process is to be completed within the initial 10 day period of receipt of the ordinance citation. I am requesting that my ordinance citation be voided based upon the reason(s) explained below.

**The citation should NOT be attached to this request. It must be retained by the recipient.**

Issuing Officer Badge #	Citation #	Citation Issue Date:
Name:		Home phone:
Address:		Cell phone:
City, State, Zip:		Email Address:
Violation cited:		
Explanation of request (For Metra daily fee violations, include date & time you paid for space and which kiosk you used, if applicable):		
Signature: _____ Date: _____		

*Required - Type name if completed/submitted digitally*

### Office Use Only Below This Point

<input type="checkbox"/> Citation to be voided	<input type="checkbox"/> Citation should <u>not</u> be voided	
Officer/CSO Signature: _____	Badge # _____	Date: _____
<input type="checkbox"/> Citation to be voided	<input type="checkbox"/> Citation should <u>not</u> be voided	
Supervisor Signature: _____	Badge # _____	Date: _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Request for review of citation has resulted in the following disposition:

- Your request has been approved and the citation will be voided
- Your request has been denied, payment of fine is required or a court appearance must be requested

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_