



Elburn Police Department

301 E. North St., Elburn, IL 60119
 630-365-5070 – 630-365-5073 Fax
 Email: 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 _____