



## ADMINISTRATIVE CITATION PROGRAM REQUEST TO PERFORM COMMUNITY SERVICE

**THE FORM MUST BE RECEIVED BEFORE YOUR ADMINISTRATIVE CITATION IS DUE.**

|                             |        |                 |  |
|-----------------------------|--------|-----------------|--|
| ADMINISTRATIVE CITATION NO: |        | DATE ISSUED:    |  |
| NAME OF CITED PERSON:       |        | FINE AMOUNT: \$ |  |
| MAILING ADDRESS:            |        |                 |  |
| CITY:                       | STATE: | ZIP CODE:       |  |
| PHONE NUMBER: (    )        |        | EMAIL ADDRESS:  |  |

Please complete this form if you are requesting to perform Community Service instead of paying your citation penalty. If you are requesting to perform Community Service for more than one Administrative Citation, you must complete a separate form for each Administrative Citation.

The form can be found online at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite), at the Department of Public Safety, at the City Hall counter, or by calling (661) 723-6020.

Please check ONE of the following boxes:

1.  I would like to perform traditional community service assigned by the City of Lancaster.
  
2.  I would like to participate in a social service or education program as my community service hours.

a.  I propose the following social service or education program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Include contact information)

b.  I would like the City of Lancaster to assign me to a social service or education program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

**Submit this form and any additional documents via hand delivery, mail, or email to:**

City of Lancaster  
c/o Administrative Citation Program  
44933 Fern Avenue  
Lancaster, CA 93534  
[adcite@cityoflancasterca.gov](mailto:adcite@cityoflancasterca.gov)

You may also complete and submit the form online at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite).

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Please contact the City Clerk's Office at (661) 723-6020 or at [adcite@cityoflancasterca.gov](mailto:adcite@cityoflancasterca.gov) if you require additional information about your citation or the Administrative Citation Program. The Administrative Citation Program Policies and Procedures can be found at [www.cityoflancasterca.gov/adcite](http://www.cityoflancasterca.gov/adcite).

#### **ADA ACCOMMODATIONS**

The City does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities under Title II of the Americans with Disabilities Act (ADA).

If you require a reasonable accommodation due to a disability, please contact:

Meg Watkins  
ADA Coordinator  
(661) 723-6187  
[ada@cityoflancasterca.gov](mailto:ada@cityoflancasterca.gov)

#### **LEGAL ASSISTANCE**

*The following resources may help you find an attorney to help with your citation:*

Public Counsel – Consumer Rights and Economic Justice Project  
610 S. Ardmore Ave.  
Los Angeles, CA 90005  
(213) 385029722 ext. 700  
<https://publiccounsel.org/services/debt-collection-foreclosure-fraud/>

*You may find more legal aid and non-profit agencies at <https://www.LawHelpCA.org>.*