



**CITY OF MENIFEE**  
**CODE ENFORCEMENT DIVISION**

29714 HAUN RD, MENIFEE, CA 92586 | 951-672-6777 | HOTLINE: 951-246-6214

## **ADMINISTRATIVE/PARKING CITATION INFORMATION**

The City of Menifee Code Enforcement Department issues two types of citations: an Administrative Citation for the majority of code violations and a Parking Citation for vehicle/parking related code violations. Please see the appropriate section below for information on how to pay and/or appeal your specific type of citation:

### **ADMINISTRATIVE CITATIONS**

#### ***1. How do I pay for the citation?***

- Send a check, payable to City of Menifee, for the amount of the citation. Enclose the check in the envelope attached to the back of the citation (Please put the citation # on check)
- Pay online with credit card at [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com) (\$3 convenience fee)
- Contact the Citation Processing Center via telephone at (800) 989-2058
- Do NOT send cash

#### ***2. Where do I send the check to?***

- City of Menifee C/O Citation Processing Center P.O. Box 7275 Newport Beach, CA 92658-7275

#### ***3. How many days do I have to pay the citation?***

- Payment must be made within 30 days. Failure to pay within the specified time frame may result in a notification to the State Franchise Tax Board.
- If payment is not made within 30 days, a 25% administrative fine will be added to the citation amount, and is due within 60 days of the original citation issue date.

#### ***4. How do I appeal the citation?***

- An appeal must be made in writing and the appeal must be mailed to the Citation Processing Center, P.O. Box 7275, Newport Beach, CA 92658. Include a check for the full penalty amount or the appeal will not be accepted. Failure to properly file a written appeal within thirty (30) calendar days shall constitute a waiver of your right to an administrative hearing and shall constitute adjudication of the administrative citation, or any portion thereof, and the total amount of the fine.

#### ***5. How many days do I have to appeal the citation?***

- Within thirty (30) calendar days from the issuance date of the citation



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### **PARKING CITATIONS**

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○ 92658-7275

**3. How many days do I have to pay the citation?**

- Payment must be made within thirty (30) days. If payment is not made within 30 days, a 25% administrative fine will be added to the citation amount, and is due within 60 days
- Also DMV may withhold vehicle registration renewal if payment is not made.

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