



ANIMAL SERVICES  
DEPARTMENT OF HEALTH SERVICES



**REQUEST FOR ADVANCE DEPOSIT HARDSHIP WAIVER**

Must be filed with a Request to Contest Administrative Citation.

Sonoma County Code Section 1-7.6(i) provides that any person who intends to contest an administrative citation and is financially unable to make the advance deposit of the fine as required by Section 1-7.6(f), may file a request for an advance deposit hardship waiver.

A copy of this request must accompany a written Request to Contest Administrative Citation and documentation supporting financial hardship. Both requests and all supporting documents must be received by Sonoma County Animal Services within thirty (30) days from the date of the administrative citation.

Name \_\_\_\_\_ Date of Citation \_\_\_\_\_

Address \_\_\_\_\_ Citation No. \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

I hereby request a waiver of the advance deposit requirement for the following reasons:

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

Acceptable forms of documentation to support this request include, but are not limited to, Verification of Social Security Income Benefits, Federal tax return or IRS Form 4506-T for non-filers, Medi-Cal Card, Notice of Unemployment Award, General Assistance Notice of Action, and current paycheck.

The County of Sonoma uses the California Department of Housing and Community Development official state income limits found at <https://www.hcd.ca.gov/funding/income-limits/state-federal-income-limits/state>.

You will receive a decision regarding this Request for Advance Deposit Hardship Waiver at the address provided. If your Request is not granted, you must remit the advance deposit of your administrative citation fine to Sonoma County Animal Services within seven (7) days of service of the decision. Failure to pay the deposit in a timely manner will result in a waiver of the right to a hearing.

If your Request for Advance Deposit Hardship Waiver is granted, then the advance deposit of your administrative citation fine is waived, and you will be notified of a hearing date.