



# LAKE FOREST POLICE DEPARTMENT

255 W Deerpath, Lake Forest IL 60045  
TX: 847-234-2601 Email: [police-records@cityoflakeforest.com](mailto:police-records@cityoflakeforest.com)

## CONTEST BY MAIL / WAIVER OF APPEARANCE

Name: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Address: \_\_\_\_\_ Issued On: \_\_\_\_\_

\_\_\_\_\_ License Plate: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate why you feel the ticket was either issued in error or you are not liable in the box below. You may attach any supporting documentation. Upon completion, mail or email to address shown above.

Subject Line: **Contest Citation**. Document must be received within **14 days** after receipt of citation.

I hereby acknowledge I am waiving my right to a personal appearance and the above written statement is true and correct. A Hearing Officer will review the information and make a final determination. Notice of Determination will be mailed. If found liable, an administrative hearing fee of \$40 will be added to the fine. Payment must be received within **30** days of receiving notice. For questions, please email [tappaa@cityoflakeforest.com](mailto:tappaa@cityoflakeforest.com) or call 847-810-3834.

Signed \_\_\_\_\_

Date \_\_\_\_\_