

ADMINISTRATIVE CITATION

This citation charges you with a violation of Minneapolis City Code of Ordinances.
For information on how to respond to this citation, see the reverse side of this form.

City of Minneapolis
Police Department
350 South 5th Street, Room 1A, City Hall
Minneapolis, MN 55415-1319
(612) 673-3002

CCN # _____

Violator Information			
Name (last, first, middle)			
Street Address, City, State, ZipCode			
Drivers License Number			State
Date of Birth (mo/day/year)	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Phone number	
Business/Organization Information (if applicable)			
Name of Business			
Address of Business			
Circle one: <div style="display: flex; justify-content: space-around; width: 100%;">Owner/LicenseeProperty OwnerManagerOther(explain)</div>			
Violation Information			
Violation date	Violation time AM <input type="checkbox"/> PM <input type="checkbox"/>	Repeat Violation <input type="checkbox"/>	Continuing Violation <input type="checkbox"/>
Address of Violation			
Ordinance Number			Fine Amount
Description			
Officer	Badge Number	Phone Number	
Comments			

Warning – Failure to respond to this citation within twenty (20) days will result in increased penalties and fees assessed.

Served: In Person By Mail Certified Mail

White – Department Copy
Pink – Violator's Copy

Canary – Officer's Copy
Goldenrod – Violator's Copy (to be returned with payment of request for appeal)

- **Responding To The Citation**

You must pay the scheduled civil fine or request a hearing with twenty (20) days after service of this administrative citation. Failure to respond to this citation will result in increased penalties and fee assessed.

- **Pay The Fine** – *By paying the fine, you are admitting to the violation.*

To Pay By Mail: Send the check or money order with the goldenrod copy of the administrative citation to License Investigation Division. The check or money order should be made out to the **Minneapolis Finance Department**.

If you are a charitable gambling organization you must pay the fine from you general account, not your gambling account (under Mpls. Code of Ordinances 268.80 RR).

- **Contesting The Violation – Requesting A Hearing**

To contest the violation and request a hearing, you must mail or deliver in person a written request to License Investigation Division.

You will be notified of a hearing date and the name of a hearing officer with 60 days from the receipt of the request.

- **Repeat Violations**

If the citation indicates that this is a repeat violation within a 24-month period, the fine will be doubled that of the last fine imposed, up to a maximum of \$2,000 per violation.

- **Continuing Violations**

If the citation indicates that this is a continuing violation, fines can be assessed on a daily basis until compliance occurs.

- **Questions**

If you have questions concerning the actual violation noted on the front of this form, please call the number listed next to the name of the officer.

For more information about the payment of your fine or on the hearing process, please call the License Investigation Division at (612) 673-3002.

**MAIL PAYMENT AND CORRESPONDENCE TO:
MINNEAPOLIS POLICE DEPARTMENT
LICENSE INVESTIGATION DIVISION
350 SOUTH 5TH STREET, ROOM 1A
MINNEAPOLIS, MN 55415**