DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES

First Level Review: An Alternative to Parking Ticket Hearings

What is first level review?

First level review allows you to contest a parking ticket without waiting for a walk-in hearing, if the information on your parking ticket was not properly completed by the ticket writer or if your defense can be supported by documents.

How do I know if my parking ticket is eligible for first level review?

First level review *may be available* if the ticket is:

- missing information such as the date, time of violation, location, vehicle tag number, or permit number.
- specifying the wrong make of vehicle, and you have the vehicle registration showing that the make on the ticket does not match the make on the registration.
- issued to a stolen vehicle or stolen license plates, and you have a police report indicating the vehicle has been stolen (police report numbers are not acceptable).
- issued for parking permit violations, you have the original or a copy of the parking permit and you certify that the permit was properly displayed.
- issued for a handicapped parking violation, you have proof of having a valid handicap license plate or placard and certify that the placard was properly displayed.
- issued for private property violations, and you have a statement on letterhead or stationery of the property owner or property manager stating the vehicle was legally parked and the ticket was issued in error.
- issued for a residential parking violation, and you have the DC DMV residential parking certificate.
- issued to a vehicle prior to the death of the registered owner, and you have a copy of the registered owner's death certificate.

First Level Review is *not available* if your vehicle has been booted or towed.

How do I submit my parking ticket for first level review?

If your parking ticket meets any of these criteria **AND** you have the required documents specified above, please report to the Information Desk or the Parking Tickets Intake Desk (yellow desk) at 65 K Street NE, Mon – Fri, 8:30 am to 2:00 pm, and ask for directions to the First Level Review Office.

You will be directed to the first level review officer who will either dismiss the ticket or ask you to submit further documentation.

If you do not have the required documents with you today, you may mail the documents and a letter contesting the ticket to: First Level Review Office, DC DMV Adjudication Services, 65 K Street NE, Room 116, Washington, DC 20002.