

**Sacramento County Sheriff's Parking Enforcement**  
**Indigent Payment Plan; Terms and Conditions**

1. The payment plan application is only available to the registered owner(s) or lessee(s) of the vehicle that was issued a parking citation.
2. The payment plan is allowed for unpaid parking citations issued on or after July 1, 2018.
3. The payment plan must be requested within 60 days of the citation issued date or within 10 days after an Administrative Hearing determination.
4. A payment plan will be allowed for only one parking citation per application.
  - If a registered owner(s) or lessee(s) has more than one parking citation on their vehicle or has citations on multiple vehicles in their name, they may complete and submit multiple payment plan applications. If approved, **the minimum monthly payment will be required for each approved citation payment plan.**
5. Citations that are already delinquent and are on DMV registration HOLD are eligible to have the HOLD rescinded and delinquent fees removed **ONE TIME IF** the registered owner(s) or lessee(s) submit an application and are approved for the payment plan.
6. The first monthly payment will be due within 14 days of Payment Plan Approval. Monthly payments will be due every 30 days thereafter until the citation is paid in full.
  - **REMINDER NOTICES WILL NOT BE PROVIDED.**
7. Applicants must provide a valid government issued ID at the time of application.
8. **Monthly payments are required.** No more than \$25.00 per month is required for total amounts due of \$300 or less. All fines due must be paid in full within 18 months of plan approval, for any total amount owed. A citation may be paid in full prior to the scheduled end of a plan, without any additional penalties or fees.
9. Required documentation to prove indigent status must be received with an application.
10. Notification of payment plan approval or denial will be provided.
11. If the payment plan is approved, any citation late penalties will be removed at the time of enrollment. If the registered owner(s) or lessee(s) falls out of compliance with the payment plan, any previously waived penalties and fees will be reinstated.
12. Returned payments, for any reason, will result in cancellation of the payment plan.
13. Due dates for monthly payments will be strictly enforced. If a monthly payment is missed, the payment plan may be canceled and any late fees will be assessed to the citation.
14. A **one-time extension** of the payment plan will be allowed for any missed payments as long as a payment is made within 45 calendar days from the date the plan becomes delinquent.
15. Citations issued to rental cars are not eligible to participate in this program
16. A non-refundable fee of \$5.00 will be added to the total payment plan amount.
17. Payments must either be made in person at the SSD Parking Enforcement office or if a payment is made by mail, on line or by phone, you must contact the SSD Parking Enforcement office when the payment has been made.

**An applicant's indigence will be determined following the CA Government code 68632.**

I certify that I have read and understand the Indigent Payment Plan terms and conditions.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_