



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Help Center

NYC DEPARTMENT OF CONSUMER AFFAIRS (“DCA”) SETTLEMENTS

FIND OUT ABOUT YOUR SETTLEMENT OPTIONS BEFORE YOUR HEARING

If you are interested in entering into a settlement with DCA instead of going to a hearing, DCA requests that you reach out to them to ask about a potential settlement option. To do this, you must either email or text LegalSettlements@dca.nyc.gov and include your Summons Number (found in the upper right corner of the summons) and your business's name.

- THIS MUST BE DONE AT LEAST ONE DAY BEFORE THE DAY OF YOUR HEARING, BUT ALSO NO MORE THAN 30 DAYS BEFORE THE DATE OF YOUR HEARING.
- BE AWARE THAT YOU **CANNOT** AGREE TO A SETTLEMENT WITH DCA ON THE DAY OF YOUR HEARING.
- ONCE A HEARING BEGINS, A SETTLEMENT IS NO LONGER POSSIBLE.
- Therefore, it may be in your best interest to reschedule your hearing to a future date to determine whether a settlement is available to you and whether you wish to accept it (you may reschedule your hearing one time, no questions asked, without going to a hearing).

EMAIL OR TEXT – DO NOT GO TO DCA’S OFFICES

DCA requests that people DO NOT appear at their headquarters to find out if a settlement is available. Exceptions may be made for people with disabilities, language issues, or sidewalk café owners. Once you have emailed/texted DCA, DCA will review your summons and let you know by email/text whether you qualify for a settlement. If you qualify for a settlement, you will receive a “Settlement Agreement” (paperwork) via email/text from DCA.

AGREEING TO A SETTLEMENT

A settlement is the same as pleading “Guilty” to the violation(s). If you are cited for a violation in the future, that future violation will be considered at least a second offense (with increased penalties). If you agree to the settlement, you must pay the settlement/fine amount at least one business day prior to your scheduled hearing date. DCA will not accept late settlement payments.

PAYING THE SETTLEMENT

The Offer of Settlement will include detailed instructions regarding payment. The payment methods are as follows:

- Mail a Check or Money Order to: “DCA, Attn: Collections, 42 Broadway, 5th Floor, New York, NY 10004.”
 - Please write your summons number (found on the top right corner of your summons) on your check or money order.
- Pay Online via debit card, credit card or electronic check. Convenience fees are applied to online payments. To make an online payment, you must:
 - Go to nyc.gov/mylicense and register/sign up for an account.
 - Scroll to the blue *Businesses - DCA* box and select “Access My Account.”
 - In the section “Search by Record Information,” enter the “Record ID Number” and follow the instructions to pay a violation.
 - The “Record ID Number” is listed on your Offer of Settlement, and it consists of “[Case Number]-[Year]-[ADJC]. For example, in the year 2019 for case 123, the Record ID number would be: 123-2019-ADJC.
- In person: You can go to DCA’s Collections Division at 42 Broadway, 5th Floor, New York, NY 10004 Monday thru Friday from 9:00 a.m. to 5:00 p.m. to make a settlement payment. On Wednesdays, the Collections Division opens at 8:30 a.m. and closes at 5:00 p.m.