



APPEAL APPLICATION

This form MUST be used to appeal. Please read the instructions carefully. Mail the completed form and any supporting documents to the address above. Please attach a copy of the hearing decision.

Information About the Summons(es) and the Person Completing This Form

If a representative is listed, the Hearings Division will mail the decision on the appeal to the representative at the representative's address. If a representative is not listed, the Hearings Division will mail the decision to the address listed below.

Summons Number(s) (use an extra page if needed):
Name on Summons(es):
Mailing Address:
City, State:
Zip Code:
Telephone Number:
Email Address:
Name of Requestor:
Relationship to Respondent (if applicable):
Mailing Address:
City, State: Zip Code:
Telephone Number:
Email Address:
Check box if Respondent's license was suspended or revoked (if applicable):

This Is Why the Decision Is Wrong

You must show that the hearing decision was based on facts that were incorrect, an error in applying the law, or both. You may only rely on facts, evidence, and arguments that were used at the hearing. The Appeals Unit will not consider new facts, evidence, or arguments in deciding the appeal. List the specific charges that are being appealed.

Multiple horizontal lines for writing the reasons why the decision is wrong.

(Attach additional pages if needed)

(TURN OVER. YOU MUST COMPLETE THE NEXT PAGE)

Steps That Must Be Taken In Order To Have The Hearings Division Decide the Appeal

1) Will the appeal be received by the Hearings Division by the deadline below?

YES NO

The appeal will be rejected if it is received more than 30 days after the Decision Date unless a timely request for an extension was granted. If the decision was sent by mail, the appeal deadline is 35 days from the Decision Date. The Decision Date is on the front of the hearing decision. Respondents must also complete Steps 2, 3a, and 3b below. Enforcement agencies must follow Step 4 below.

RESPONDENTS ONLY – YOU MUST COMPLETE PROOF OF PAYMENT AND PROOF OF SERVICE BELOW

2) You **MUST** check yes to one of the choices below in order to file an appeal:

- **The penalty has been paid in full or payment of the full penalty has been waived by the agency.**

YES NO

The penalty must be paid in full before the appeal can be decided.

Vehicle for Hire and Taxi Cases: Payment or waiver is not required if the summons is for a violation of a law or regulation enforced by the Taxi and Limousine Commission.

Consumer Cases: Even if full payment of the penalty has been waived, if the Hearing Officer's decision orders the payment of restitution, the respondent must deposit the amount of restitution with the Department of Consumer Affairs.

- **The respondent chose to perform community service at the hearing.**

YES NO

For cases eligible for community service under the Criminal Justice Reform Act only, if the respondent chose at the hearing to perform Community Service instead of paying the penalty, the respondent does not have to pay the penalty or complete the Community Service in order to appeal.

- **The respondent is requesting a waiver of payment of the penalty because it will be a financial hardship to pay while the appeal is being decided.**

YES NO

*You **MUST** attach proof of hardship, such as the first two pages of the respondent's Federal tax return, and explain below how paying the penalty now would be a financial hardship for the respondent.*

3a) I am sending a copy of the appeal to (check the box next to the agency that you are sending the copy of the appeal to):

Building Cases:
Dept. of Buildings
Administrative Enforcement Unit 280
Broadway, 5th Floor
New York, NY 10007

Sanitation, Recycling, Posting & Abandoned Vehicle Cases:
Department of Sanitation
Bureau of Legal Affairs
125 Worth Street, 7th Floor
New York, NY 10013

Fire Code Cases (including fireworks):
FDNY Legal Enforcement Unit
Bureau of Legal Affairs
9 Metrotech Center, 4th Floor
Brooklyn, NY 11201

Health Code, Restaurant, Food Vendor, & SRO Cases
DOHMH General Counsel
42-09 28th Street, 14th Floor CN-30
Long Island City, NY 11101-4132

Air, Noise, Water, RTK, HazMat & Sewer Cases:
DEP General Counsel
59-17 Junction Blvd, 19th Floor
Flushing, NY 11373-5108

Transportation Code & Newsrack Cases:
Dept. of Transportation
c/o Asst. Commissioner, HIQA
55 Water Street, 7th Floor
New York, NY 10041

Parks Department, Hudson River Park & Battery Park City Cases:
Parks Dept. Counsel's Office
The Arsenal, 830 5th Avenue
New York, NY 10065

Public Pay Telephone Cases:
DOITT Customer Service Coordinator
Public Pay Telephones
75 Park Place, 9th Fl.
New York, NY 10007

Markets Cases:
Business Integrity Comm., Gen. Counsel
100 Church Street, 20th Floor
New York, NY 10007

Consumer & General Vendor Cases:
Dept. of Consumer Affairs, General Counsel
42 Broadway, 8th Floor
New York, NY 10004

Landmarks Cases:
Landmarks Preservation Commission
Municipal Bldg., 1 Centre St., 9th Fl., North
New York, NY 10005

Vehicle For Hire & Taxi Cases:
NYC Taxi & Limousine Commission
Falchi Bldg., 31-00 47th Ave.
Long Island City, NY 11101

The appeal will be rejected unless you send a copy of the completed appeal application, including any attachments, to the enforcement agency responsible for the summons(es). Note: If the respondent is requesting a hardship waiver, do not send the enforcement agency responsible for the summons(es) copies of the proof of hardship.

3b) You can prove that you sent a copy of the appeal to the agency by checking the box next to the enforcement agency responsible for the summons(es) in Step 3a above AND completing and signing the statement below.

I [print your name] _____, RESIDING AT [your address] _____, CERTIFY UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION, THAT TO THE BEST OF MY KNOWLEDGE ALL INFORMATION I INCLUDED ON THIS FORM AND IN THE ATTACHMENTS, IF ANY, IS TRUE, AND THAT ON [date] _____ I SENT A COPY OF THIS APPEAL TO THE ENFORCEMENT AGENCY RESPONSIBLE FOR THE SUMMONS(ES) AT ITS ADDRESS LISTED ABOVE BY PLACING IT IN A U.S. POSTAL SERVICE MAILBOX OR BY OTHER MAILING SERVICE.

YOUR SIGNATURE: _____

ENFORCEMENT AGENCIES ONLY

4) Enforcement agencies must attach a separate affirmation indicating service on the respondent.