



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.*

*Payment Plans: If the respondent has entered into a payment plan with the agency responsible for collecting payment of the fines or penalties, you must attach a copy of the payment plan.*

- The respondent is eligible to complete Community Service instead of paying a civil penalty, has contacted CCI to opt for community service, and has completed intake.

YES  NO

*For cases eligible for Community Service under the Criminal Justice Reform Act only, the respondent does not have to pay the penalty or complete Community Service in order to appeal so long as the respondent has contacted and completed intake with CCI. (Contact information for CCI is on the back of the hearing decision.)*

- 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.*

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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):

- |                                                                                                                                                                                         |                                                                                                                                                                                                                       |                                                                                                                                                                                                     |                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Building Cases:</b><br>Dept. of Buildings<br>Administrative Enforcement<br>Unit 280 Broadway, 5 <sup>th</sup> Floor<br>New York, NY 10007                   | <input type="checkbox"/> <b>Sanitation, Recycling, Posting &amp; Abandoned Vehicle Cases:</b><br>Department of Sanitation<br>Bureau of Legal Affairs<br>125 Worth Street, 7 <sup>th</sup> Floor<br>New York, NY 10013 | <input type="checkbox"/> <b>Fire Code Cases (including fireworks):</b><br>FDNY Legal Enforcement Unit<br>Bureau of Legal Affairs<br>9 Metrotech Center, 4 <sup>th</sup> Floor<br>Brooklyn, NY 11201 | <input type="checkbox"/> <b>Open Alcohol Container Cases</b><br>New York City Police Dept.<br>Attn: Legal Bureau<br>1 Police Plaza, Room 1406<br>New York, NY 10007                                  |
| <input type="checkbox"/> <b>Air, Noise, Water, RTK, HazMat &amp; Sewer Cases:</b><br>DEP General Counsel<br>59-17 Junction Blvd, 19 <sup>th</sup> Fl.<br>Flushing, NY 11373-5108        | <input type="checkbox"/> <b>Transportation Code &amp; Newsrack Cases:</b><br>Dept. of Transportation<br>c/o Asst. Commissioner, HIQA<br>55 Water Street, 7 <sup>th</sup> Floor<br>New York, NY 10041                  | <input type="checkbox"/> <b>Parks Department, Hudson River Park &amp; Battery Park City Cases:</b><br>Parks Dept. Counsel's Office<br>The Arsenal, 830 5 <sup>th</sup> Avenue<br>New York, NY 10065 | <input type="checkbox"/> <b>Public Pay Telephone Cases:</b><br>DOITT Customer Service<br>Coordinator<br>Public Pay Telephones<br>75 Park Place, 9th Fl.<br>New York, NY 10007                        |
| <input type="checkbox"/> <b>Markets Cases:</b><br>Business Integrity Comm., Gen. Counsel<br>100 Church Street, 20 <sup>th</sup> Floor<br>New York, NY 10007                             | <input type="checkbox"/> <b>Consumer &amp; General Vendor Cases:</b><br>Dept. of Consumer Affairs, General Counsel<br>42 Broadway, 8 <sup>th</sup> Floor<br>New York, NY 10004                                        | <input type="checkbox"/> <b>Landmarks Cases:</b><br>Landmarks Preservation Commission<br>Municipal Bldg., 1 Centre St., 9th Fl., North<br>New York, NY 10005                                        | <input type="checkbox"/> <b>Health Code, Restaurant, Food Vendor, &amp; SRO Cases</b><br>DOHMH General Counsel<br>42-09 28th Street, 14 <sup>th</sup> Floor CN-30<br>Long Island City, NY 11101-4132 |
| <input type="checkbox"/> <b>Finance Cases (including Sheriff's Office):</b><br>NYC Department of Finance<br>Legal Affairs Division<br>345 Adams Street, 3rd Floor<br>Brooklyn, NY 11201 |                                                                                                                                                                                                                       |                                                                                                                                                                                                     |                                                                                                                                                                                                      |
| <input type="checkbox"/> <b>For-Hire Vehicle &amp; Taxi Cases:</b><br>NYC Taxi & Limousine Commission<br>Falchi Bldg., 31-00 47th Ave.<br>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.