



FINANCE
NEW YORK

NOTICE OF PARKING VIOLATION APPEAL FOR DIPLOMATIC & CONSULAR PERSONNEL

Read the instructions on the reverse side and then complete **all** sections below. Keep copies of everything you submit.

1. REGISTRANT INFORMATION (PLEASE PRINT)

Name: _____

Address: _____

Apt.: _____ City: _____

State: _____ Zip Code: _____

Daytime Phone: (____) _____

HOW DO YOU WISH TO APPEAL? (Check one)

By fax In person By mail By telephone
Please give us the number you wish us to call to conduct

the Appeal: (____) _____

For Telephone and In-Person Review, we will schedule an appointment for you. Please check **the day** you would prefer:

Monday Tuesday Wednesday
 Thursday Friday.

and **the time** you would prefer:

Between: 9am-10am 10am-11am 11am-12pm
 2pm- 3pm 3pm- 4pm.

HOW DO YOU WANT TO RECEIVE YOUR DECISION?

(Check one) By mail By fax

Please indicate the fax number you wish us to use:

(____) _____

2. VEHICLE AND NOTICE INFORMATION (CHECK ONE)

3. WHY DO YOU THINK THE DECISION SHOULD BE REVIEWED? (Attach all documentation submitted with your original claim and any additional documentation you wish to include. Print clearly and attach additional sheets if necessary.)

4. REGISTRANT'S/OPERATOR'S SIGNATURE: _____ Date: _____

5. ACKNOWLEDGEMENT: AUTHORIZED REPRESENTATIVE'S SIGNATURE (if different from Registrant's/Operator's): _____

_____ Date: _____

6. REFUND APPLICATION, IF APPLICABLE: If your appeal is successful, any payment(s) you have made will be refunded to the above address. You will receive your check or other notification approximately 90 days from the decision date.

7. PLEASE NOTE: In order to process your appeal, we require the following (one set for each notice of parking violation being appealed), along with this Notice of Parking Violation Appeal form, completed and signed:

- A. A copy of the original determination (the decision);
- B. A copy of the original notice(s) of parking violation; and,
- C. If you are an **unpaid representative** of the Registrant or Operator a notarized letter of authorization from such Registrant or Operator

I am: the Registrant the Operator
 a Representative of the Registrant or Operator

Vehicle Plate #: _____

Make: _____

Consulate/Mission: _____

WHAT IS THE ORIGINAL DECISION DATE?

____/____/____

THE AMOUNT PAID, IF APPLICABLE? \$ _____

HOW MANY NOTICE(S) ARE YOU APPEALING? _____

Fill in each notice number below. Attach additional sheets if necessary.

INSTRUCTIONS FOR APPEALING A DECISION

PROCEDURES FOR REQUESTING AN APPEAL OF THE DECISION THAT A NOTICE OF PARKING VIOLATION IS VALID

You may request an appeal of a decision rendered by the Department of Finance Diplomatic Parking Review Panel that a notice of parking violation is valid by filing the Notice of Parking Violation Appeal on the reverse side. You must request this appeal within 30 days of the decision date, and you must be the Registrant or the Operator of the vehicle or the Authorized Representative thereof. (For information concerning unpaid representatives, see "7C" on the reverse side.)

Appeals are conducted by mail, in person, over the telephone or by fax. Appeals by telephone and in person are scheduled between 9am and 4pm, Monday through Friday. We will schedule your appointment upon submission of your signed, completed Notice of parking Violation Appeal upon which either "By telephone" or "In person" has been checked. You will then be notified in writing of the time and date of your review. If you cannot make this appointment, you must notify the Diplomatic Parking Appeals Panel in writing at least 3 days before your review date.

Send Your Notice of Parking Violation Appeal to:	NYC Department of Finance Diplomatic Parking Appeals Panel 66 John Street, 3 rd Floor New York, NY 10038
Fax Your Notice of Parking Violation Appeal to:	(212) 361-5920

If you do not send the required documentation or if your form is not signed by the appropriate person, your papers will be returned to you and your appeal will not be processed. If you have questions or require further assistance, you may call the Department of Finance Diplomatic Parking Appeals Panel at (212) 361-5918 or (212) 361-5950, Monday through Friday, 8am-4pm.

NOTE: Submitting a response to the Diplomatic Parking Review Panel or the Diplomatic Parking Appeals Panel does not constitute a waiver of any privileges or immunities to which the Registrant or Operator may be entitled, nor does it constitute his, her or its acceptance of the civil or criminal jurisdiction of the City or State of New York or their respective authorities. By responding to or otherwise contesting the validity of a notice of parking violation, or appealing an adverse decision of the Diplomatic Parking Review Panel, a Registrant or Operator has merely accepted the City's offer of consensual dispute resolution.