



**FINANCE**  
**NEW YORK**  
 THE CITY OF NEW YORK  
 DEPARTMENT OF FINANCE  
 nyc.gov/finance

# APPLICATION FOR APPEAL

Use this form *only* if you want to request an appeal of your hearing decision. If you accept the judge's decision and will pay the fine imposed, you should *not* submit this form.

## 1. RESPONDENT INFORMATION (Please Print)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Daytime  
 Code: \_\_\_\_\_ phone: \_\_\_\_\_

## 3. YOU CAN APPEAL YOUR HEARING DECISION BY MAIL OR IN PERSON.

Please indicate how you wish to appeal: (check one)  
 In person     By mail

For in-person appeals please check the day and time you would prefer:  
 Monday     Tuesday     Wednesday  
 Thursday     Friday

Between:  9am-10am     10am-11am     11am-12pm

**IF YOU DO NOT APPEAR ON THE DAY YOUR APPOINTMENT IS SCHEDULED, YOUR APPEAL WILL BE CONSIDERED ABANDONED AND WILL NOT BE REVIEWED.**

## 2. VEHICLE & TICKET INFORMATION

I am:     the registrant     the operator  
 (check one)     a representative of the registrant or operator

Vehicle plate #: \_\_\_\_\_  
 State of registration: \_\_\_\_\_  
 Vehicle make: \_\_\_\_\_

**WHAT WAS THE ORIGINAL HEARING DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**AMOUNT PAID:**    \$ \_\_\_\_\_

**NUMBER OF TICKETS BEING APPEALED:** \_\_\_\_\_  
 Fill in each ticket number below. If you are appealing more than 7 tickets, attach a separate sheet listing the additional ones.


## 4. REASONS WHY YOU BELIEVE THE JUDGE'S DECISION SHOULD BE REVIEWED

Print clearly, and use additional sheets if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. APPELLANT'S SIGNATURE (The person appealing)

\_\_\_\_\_ **Date:** \_\_\_\_\_

## 6. ACKNOWLEDGEMENT

**Registrant's signature** (if different from person appealing)  
 \_\_\_\_\_ **Date:** \_\_\_\_\_

## 7. REFUND INFORMATION

If your appeal is successful, your payment(s) will be refunded to the address in Section 1. You will receive a check or other notification approximately 30 days from the decision date.

## 8. REQUIRED ATTACHMENTS

**In order to process your Application for Appeal, we require the following documents (one set for each license plate). Please be sure this form is completed and signed.**

- A. A copy of the original Hearing Determination (also called the decision) and a copy of the Motion to Vacate Judgment (if applicable);
- B. Payment, if it has not already been made;
- C. The original ticket(s) or a copy of each; and,
- D. If you are an **unpaid representative** of the registrant and the **tickets are in judgment**: you must submit either a notarized Motion To Vacate Judgment signed by the registrant or a notarized letter of authorization from that registrant.
- E. If you are an **unpaid representative** of the registrant and the **tickets are not in judgment**: you must submit written authorization from the registrant.

## GENERAL INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR APPEAL

1. **You must request an appeal within 30 days of a guilty hearing decision.**
2. **You must pay the full amount imposed at the hearing before you will be allowed to appeal the hearing decision.**
3. Only the registered owner (the registrant), the operator of the vehicle (the person driving), or an authorized representative of either of these individuals (such as an attorney) may request an appeal. See *Section 8, Required Attachments, Items D & E* for more information on authorized representatives.
4. When the Department of Finance receives an Application for Appeal, an appointment will be scheduled and you will be notified in writing of the time and date. If you are unable to make this appointment, you may request that your appeal be heard by mail. This request must be made at least three days prior to your hearing date. All other cases will be considered abandoned. If a last minute emergency prevents you from attending your scheduled appeal, and you cannot notify the Department in writing, you must notify us by calling 212-361-5990 or you will *not* be allowed to reschedule your appointment.
5. Appeals are conducted by mail or in person. In-person appeals are conducted at 66 John Street-3<sup>rd</sup> floor, New York, NY 10038. They are conducted between 9am and 4pm, Monday-Friday.
6. The Adjudication Division will *not* schedule an appointment if the Application for Appeal is incomplete or unsigned or if the Application is submitted without the required documentation. We will return the form to you for completion, and it must be resubmitted within 30 days of the hearing decision. See *Section 8, Required Attachments*.
7. If you have questions, call 311 (24 hours/7 days a week). If you are outside of New York City, call 212-NEW-YORK. For TTY service for the hearing impaired, call 212-504-4115.

## PAYMENT INSTRUCTIONS

- ◆ **You must pay the full amount imposed at the hearing within 30 calendar days of that decision.**

Failure to pay as instructed will result in the imposition of full penalties and the rendering of a default judgment. For any tickets in judgment for which money is still due, your vehicle and non-exempt property remain subject to immediate seizure and enforcement.

- ◆ Make check or money order payable to "New York City Department of Finance." *Do not* mail cash.
- ◆ Write the 10-digit ticket number(s), the license plate number(s), and the State in which the vehicle is registered on the front of your payment.

If you paid by credit card either through the Internet or by phone, it takes 3-4 days for your payment to be reflected on our system. For immediate credit, you can pay in person at a Finance Business Center. Call 311 or visit [nyc.gov/finance](http://nyc.gov/finance) for the location nearest you.

## MAILING PROCEDURES

### IF YOU HAVE NOT PAID:

You must enclose payment with this Application to appeal a guilty decision.



### MAIL FORM AND PAYMENT TO:

NYC Department of Finance  
Adjudication Division  
PO Box 2030, Peck Slip Station  
New York, NY 10272-2030

### IF YOU HAVE ALREADY PAID:

And you want to appeal a guilty decision.



### MAIL FORM ONLY TO:

NYC Department of Finance  
Adjudication Division - Appeals Unit  
66 John Street, 3rd Floor,  
New York, NY 10038