



## Steps You Must Take To Have the Hearings Division Consider the Response

1) Will this response be received by the Hearings Division in time?

YES

NO

*The response will not be considered unless it is received no more than 30 days from the date of the other party's appeal. If the other party mailed the appeal to you, you are allowed 5 extra days to respond. The response must be sent to both the Hearings Division Appeals Unit and the party who appealed the decision (see Step 2).*

2a) I am sending a copy of my response to:

**Department of Health and Mental Hygiene**

Attn: General Counsel

42-09 28th Street

Long Island City, NY 11101-4132

*The response will not be considered unless you send a copy of the completed response, including any attachments, to the enforcement agency responsible for the violation.*

*Note: Enforcement agencies must attach a separate affidavit indicating service on the respondent.*

2b) You can prove that you sent a copy of the response to the agency by checking the box next to the agency in Step 2a 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 RESPONSE, 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 RESPONSE TO THE ENFORCEMENT AGENCY RESPONSIBLE FOR THE VIOLATION(S) AT ITS ADDRESS LISTED ABOVE BY PLACING IT IN A U.S. POSTAL SERVICE MAILBOX OR BY OTHER MAILING SERVICE.

YOUR SIGNATURE: \_\_\_\_\_