



OATH Taxi & Limousine Tribunal

A Division of the Office of Administrative Trials and Hearings

32-02 Queens Boulevard, 3rd Floor
Long Island City, NY 11101

REQUEST FOR AUDIO RECORDING OF HEARING		
YOU MUST SUBMIT THIS REQUEST WITHIN SEVEN DAYS OF THE DECISION		
Date of Request	Date of Hearing	
Name of Licensee	License Number	
Summons Number(s)		
LOCATION OF HEARING <input type="checkbox"/> Long Island City <input type="checkbox"/> JFK Airport <input type="checkbox"/> Lower Manhattan	Name of Administrative Law Judge (ALJ)	
REQUESTER'S NAME AND ADDRESS (or address where you want recording mailed): <input type="checkbox"/> If you prefer to have an audio file sent to you by e-mail, also provide an email address: <hr style="width: 50%; margin-left: 10%;"/>		
Please note that large files cannot be sent by e-mail and a CD will be mailed to you instead.		
<u>A COPY OF THE "NOTICE OF SUMMONS DISPOSITION"</u> <u>MUST BE ATTACHED TO THIS REQUEST</u>		
I understand that this request for a copy of the audio recording of my hearing IS NOT AN APPEAL . If I wish to appeal, I understand that I must file a separate letter of appeal. I understand that my appeal must be filed within 30 days of the date of the decision or within 21 days of the mailing of the recording by the Tribunal.		
<hr/> Signature of Requester (or Representative)		<hr/> Date
<u>MAIL OR IN-PERSON</u> OATH Taxi and Limousine Tribunal 32-02 Queens Boulevard, 3 rd Floor Long Island City, NY 11101	<u>E-MAIL</u> AudioRequest@oath.nyc.gov	<u>FAX</u> 718-391-5684