



APPLICATION FOR APPEAL FOR DIPLOMATIC AND CONSULAR PERSONNEL

Mail to: NYC Department of Finance, Diplomatic Parking Appeals Panel, 66 John Street, 3rd Floor, New York, NY 10038

Instructions: Read the General Instructions first and then complete all sections below. Keep copies of everything you submit.

SECTION I. REGISTRANT INFORMATION (Please Print)

1. Name: _____ Daytime Phone Number: _____
FIRST LAST

2. Address: _____
NUMBER AND STREET APT. NO. CITY STATE ZIP CODE

SECTION II. VEHICLE & NOTICE INFORMATION

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

2. Vehicle Plate #: _____ Vehicle Make: _____ Country: _____
PLEASE PRINT

3. WHAT IS THE ORIGINAL DECISION DATE: ____/____/____ 4. AMOUNT PAID: \$ _____

5. NUMBER OF PARKING NOTICE(S) BEING APPEALED: _____ 6. I WISH TO APPEAL BY MAIL: YES NO

Fill in each parking notice number below.

7. I WISH TO APPEAR IN PERSON: YES NO

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SECTION III. REASONS WHY YOU BELIEVE THE JUDGE'S DECISION SHOULD BE REVIEWED

Attach copies of all evidence submitted with your original claim. Print clearly and use additional sheets if needed.

SECTION IV. CERTIFICATION

REGISTRANT'S SIGNATURE

Date: ____/____/____

AUTHORIZED AGENT'S SIGNATURE (IF DIFFERENT THAN REGISTRANT'S)

Date: ____/____/____



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GENERAL INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR APPEAL

In order to process your Application for Appeal, we require the following documents (one set for each license plate), along with this Notice of Appeal form, completed and signed:

1. A copy of the original Hearing Determination (also called the decision);
2. The original notice(s) of parking violation; and,
3. If you are a **representative** of the registrant, you must submit written authorization from the registrant.

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

You may request an appeal of a decision that a notice of parking violation is validly rendered by the Department of Finance Diplomatic Parking Review Panel by filing The Notice of Appeal on the reverse. You must request this appeal within 30 days of the decision date, and you must be the Registered Owner (Registrant)/Operator of the vehicle or an Authorized Representative thereof.

Appeals are conducted by mail or in person. Appeals in person are scheduled between 9am and 4pm, Monday through Thursday. We will schedule your appointment upon submission of your signed, completed Notice of Appeal. You will then be notified in writing of the time and date of your review. If you cannot make this appointment, you must notify Diplomatic Parking Appeals Panel in writing at least 3 days before your review date.

MAILING PROCEDURES

MAIL YOUR COMPLETED NOTICE OF APPEAL TO:

NYC Department of Finance
Diplomatic Parking Appeals Panel
66 John Street, 3rd Floor
New York, NY 10038

FAX YOUR COMPLETED NOTICE OF APPEAL TO: 212-361-8233

If you do not send the required documentation or if your form is unsigned, either by you and/or the registered owner, your papers will be returned to you and your Appeal will not be processed. **If you have any questions, you may call the Diplomatic Parking Appeal Panel Help Line, Monday through Friday, 9am-5pm, at: (718) 361-8239, TTY: (718) 802-3555.**

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 may be entitled, nor does it constitute their 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 has merely accepted the City's offer of consensual dispute resolution.