

NOTICE OF PARKING VIOLATION (continued)

TO PLEAD "NOT GUILTY" AND REQUEST A HEARING

Do any of the following:

MAIL:

Send (within twenty days to ensure timeliness):

- 1) this notice with the "Not Guilty" box checked and the plea form completed (see below);
- 2) a clear and complete statement of why you believe you are not guilty, and
- 3) any supporting evidence (statements of witnesses, photographs, diagrams, documents, etc.) to:

Do Not Use For Payment →

Parking Violations Hearing By Mail Unit
P.O. Box 29021
Brooklyn, New York 11202-9021

**KEEP COPIES OF EVERYTHING YOU SEND
SEND COPIES OF EVIDENCE, NOT ORIGINALS**

Please note: if you are submitting any of the following three (3) defenses, it is not necessary to send evidence now. Just check the appropriate box (and enter your DOT Permit Number if applicable).

- NYC Department of Transportation-Issued Special Parking ID Number _____
 Broken Meter Fast Meter (For Violation Code #34 ONLY)

INTERNET:

Go to www.nyc.gov/finance and follow the instructions. Note that if you choose to have your hearing over the net, you may submit only statements as your defense. If you wish to submit additional evidence, please choose another hearing method.

IN PERSON:

No appointment is necessary. Bring this notice and your evidence to a Borough Business Center listed below, Monday through Friday between 8:30am and 4:30pm.

**NYC Department of Finance
Borough Business Centers.**

- Bronx - 3030 Third Avenue - 2nd Floor
Brooklyn - 210 Joralemon Street - 1st Floor
Staten Island - 350 St.Marks Place - 1st Floor
Queens - 144-06 94th Avenue - 1st Floor
Manhattan - 66 John Street - 2nd Floor

**24 HOUR ASSISTANCE
LA LINEA DE AYUDA**

Dial 311

From Outside NYC

(212) New York

TTY (Hearing Impaired)

(212) 504-4115

www.nyc.gov/finance

PLEA FORM (PRINT CLEARLY)

I HEREBY PLEAD GUILTY NOT GUILTY

NAME (PRINT) _____

ADDRESS _____ APT. _____

CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____