

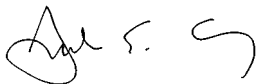
**Dear Motorist:**

The New York City Department of Finance Parking Violations Operations Division is pleased to provide you with this free guide detailing many of the legal grounds which would render a parking ticket defective, and consequently result in its dismissal after review and determination by a DOF Administrative Law Judge. *(Of course, this brochure contains only technical reasons for having a parking ticket dismissed. Tickets are also dismissed if the person charged is found not guilty of the violation by the Judge. Fines and/or penalties can also be reduced for good cause.)* Because we know that challenging a parking ticket is not thought of as a pleasant experience, this guide is one of the ways Parking Violations is working harder to improve the delivery of services to you.

For more information or assistance with parking ticket matters, please feel free to call our Help Line (see below) or visit any of our Centers. For your additional convenience, if you wish to challenge your ticket, you can request your hearing by mail. For details on how to take advantage of these customer services, please refer to the next panel of this guide.

On behalf of the Parking Violations Operations Division, I hope that you find "It's The Law: Your Rights When Disputing A Parking Ticket" helpful and informative.

Sincerely yours,



Andrew S. Eristoff  
Finance Commissioner

**PARKING VIOLATIONS HELP LINE**

In NY: (718) 422-7800 Out of state: (800) 813-9183

Parking Violations Help Line operators are available to assist you Mon - Fri, 9a.m. - 5p.m. Ticket information is available; however, by calling this same number 24 hours a day, seven days a week (except between 11p.m. Sat. and 6a.m. Sun.). Hearing and Speech Impaired customers can call our TTY phone number at: (718) 802-3555.

**All Centers are opened  
Monday-Friday, 9am-4:30pm**

**WALK-IN CENTERS**

**MANHATTAN**  
1 Centre Street  
Room 100 North

**BROOKLYN**  
210 Joralemon Street, 9th Floor

**BRONX**  
1400 Williamsbridge Road, 2nd Floor

**QUEENS**  
144-06 94th Avenue, Main Floor

**STATEN ISLAND**  
350 St. Mark's Place, Main Floor

**APPEALS UNIT**  
210 Joralemon Street, 9th Floor  
Brooklyn, N.Y. 11201  
Mon-Fri 9a.m - 4p.m.

Appeals of hearing decisions must be filed on a "Notice of Appeal" form which is obtainable from our Help Line. All appeals are by scheduled appointment.

**COMMERCIAL ADJUDICATIONS UNIT (CAU)**

708 Broadway, 3rd Floor  
New York, NY 10003  
Mon-Fri, 9a.m - 4:30p.m.

In-person Hearings must be prescheduled.  
To schedule, call: (212) 460-7732.

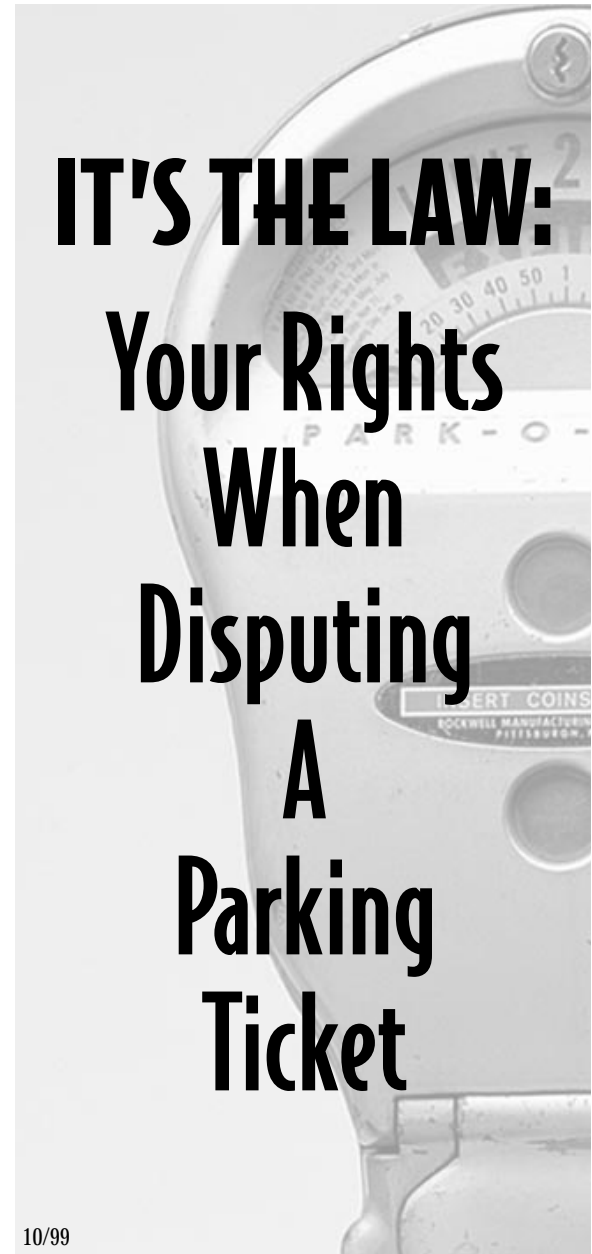
**CALL 1-877-769-2729 TO PAY BY CREDIT CARD BY PHONE.**

**HEARINGS BY MAIL**

Although you can take advantage of our in-person customer services at our Centers, Mon - Fri, 9a.m.-4:30p.m., you can easily obtain a Hearing-By-Mail, by simply sending your parking ticket along with any supporting documentation (making sure to keep copies of everything you send) to:

**NYC Department of Finance  
Parking Violations Operations  
Hearing-By-Mail Unit  
P.O. Box 1724, JAF Station  
New York, NY 10116-1724.**

**DOF's WEBSITE ADDRESS**  
<http://www.nyc.gov/finance>

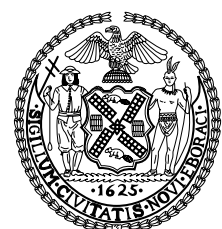


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**FINANCE  
NEW • YORK**  
THE CITY OF NEW YORK  
DEPARTMENT OF FINANCE

**RUDOLPH W. GIULIANI  
MAYOR**

**ANDREW S. ERISTOFF  
COMMISSIONER**



## Notice of Parking Violation

**PRINT ALL ENTRIES • USE BALL POINT PEN • PRESS HARD**

Permit Displayed: No  Yes  The City of New York Rev. 1/99  
# \_\_\_\_\_ Type \_\_\_\_\_ Notice of Parking Violation N/A = Not Available

Name of Operator, if present. If not present then: OWNER OF THE VEHICLE BEARING LICENSE  Operator Present, But ID Refused

PLATE NO. _____ CD _____												DATE REGISTRATION EXPIRES MO _____ DAY _____ YR _____		
STATE	NY	CT	PA	NJ	MA	FL	Other	PAS	SRF	COM	Other	N/A		
1	2	3	4	5	6	7	8	9	10	11	12	N/A		
MAKE	CHEV	FORD	HONDA	DOOD	OLDS	BUICK	CAD	PONT	TOYOT	NISSAN	Other	COLOR	Yr. of Veh.	
1	2	3	4	ALTERNATE PLATE		YEAR		SIGNATURE		N/A				
TYPE	SEDAN	VAN	SUBN	DELV	Other		Other		N/A					
1	2	3	4	Other		Other		N/A						

**THE OPERATOR AND OWNER OF THE ABOVE VEHICLE ARE CHARGED AS FOLLOWS:**

AM	Time	PM	Date of Offense	Time 1st Obs'd	Date 1st Obs'd	County
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____	_____
Front of	Place of Occurrence		Opposite		Pct	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Code	Time	In Violation of	Sign Restriction/	Other Information		
14	\$55	No Standing (c)	Days in Effect	("ALL", unless otherwise stated)		
15	\$55	No Standing except trucks (k)(2)	Hours in Effect	("ALL", unless otherwise stated):		
17	\$55	No Standing except Auth. Vehicles (c)(4)	Fr:	<input type="checkbox"/> AM <input type="checkbox"/> PM		
19	\$55	No Standing Bus Stop (c)(3)	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM		
20	\$50	No Parking (d)	Other Description/Rider			
21	\$35	No Parking, SCR (d)(1)				
24	\$50	No Parking except Auth. Vehicles (d)(5)				
34	\$25	Expired Meter (h)(2)	Meter Operational	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		Meter # _____				
37	\$25	Expired Muni-Meter (h)(10)	Time Limit	Hr.(s) _____		
	\$ _____	Sub \$ _____				
40	\$55	Fire Hydrant (e)(2)	Feet From:	_____		
46	\$55	Double Parking (f)(1)				
50	\$55	Crosswalk (e)(5)				
51	\$55	Sidewalk (e)(3)				
70	\$55	Registration Sticker (j)(3)	<input type="checkbox"/> Missing			
			<input type="checkbox"/> Expired			
71	\$55	Inspection Sticker (j)(6)	<input type="checkbox"/> Stkr # _____			
74	\$55	Missing/Improperly Displayed Plate (j)(2)				

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

If personally observed the commission of the offense charged above. If no name appears on the operator was not present and I affixed a copy of the Notice of Violation to the vehicle. Public information made herein is punishable as a class A misdemeanor according to Section 210.45 of the Penal Law. Affirmed under penalty of perjury.

Rank/Signature of Complainant _____	Squad _____	Command _____
Complainant's Name (printed) _____	Tax Registry No. _____	Agency _____

**SERVICE COPY**

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You have the right to have a parking ticket dismissed upon application, if one or more of the following items is missing, incomplete, misdescribed or illegible as determined by a DOF Administrative Law Judge\*:

### PLATE INFORMATION

If the Plate Number or State of Registration is missing, incomplete, illegible or misdescribed, the ticket can be dismissed. For vehicles where the Plate Type is shown on the registration sticker or plate(s), the Plate Type must be listed as it appears on the registration sticker or plate(s), unless unreadable.

### MAKE

If the Vehicle Make is missing, incomplete, illegible or misdescribed, the ticket can be dismissed.

### BODY TYPE

If the Vehicle Body type is missing, incomplete, illegible or misdescribed, the ticket can be dismissed.

### TIME OF ISSUANCE

The time of issuance must be given to the minute, with either "AM" or "PM" indicated.

### DATE OF OFFENSE

If the month, day and year, or any one of them is missing, incomplete, illegible or misdescribed, the ticket can be dismissed.

### PLACE OF OCCURRENCE

The Issuing Agent must indicate the address "in front of" or "opposite" where the vehicle was parked. Or, the particular location must be specifically described.

\*If the windshield service copy of the ticket is difficult to read, the Judge may require a microfilm copy of the original summons prior to the rendering of a decision. This copy is not available until about 3 weeks after ticket issuance. If you need a copy, please call our Help Line at: (718) 422-7800.

### EXPIRATION DATE

The month, day and year must be listed as stated on the sticker or plate(s), unless indicated by the Agent as not available, unreadable, covered, mutilated, faded, etc.

### TIME FIRST OBSERVED

For violations where multiple observations are required, such as: "Feeding the Meter," or "Overtime Parking", the time the vehicle was first observed must be given.

### SIGN VIOLATIONS

Where parking is prohibited by a sign, Days and Hours in effect are required, including, where appropriate, "AM" or "PM", unless parking is always prohibited there i.e. "No Standing Anytime".

### PARKING METER

The Meter number must be given. In addition, Days and Hours in effect are required, including, where appropriate, "AM" or "PM."

### FIRE HYDRANT

There must be an entry in the "Feet From" box. (Note that you may not park within 15 feet of a fire hydrant on either side.)

### AGENT'S SIGNATURE

If the Issuing Agent or Officer neglected to sign the ticket, it can be dismissed. In cases where the ticket is issued via a hand-held computer device, if the Agent's printed name is missing, it can be dismissed.

### VIOLATION

The charged violation must be indicated by the Agent.