

TO BE FILLED OUT BY PERSON THAT RECEIVED TICKET	
▶ Please attach the Ticket, copy of Ticket, or Late Notice.	
Ticket # _____	Plate # _____
Notice: The filing of this form does NOT excuse the non-payment of a parking violation, the late charge, or a court fine. If the ticket is not excused, you will still owe those amounts. An appearance ticket may be issued, and bail may be required.	
▶ Please describe your reason(s) why your ticket should be excused: (please print clearly)	
_____ _____ _____ _____ _____	
<u>Verification by Subscription and Notice</u> <u>Under Penal Law Section 210.45</u>	
It is a crime, punishable as a Class "A" Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.	
Affirmed under penalty of perjury this _____ day of _____, 20_____.	
Print Name: _____	Signature: _____
Address: _____	
City: _____ ST _____ Zip _____	Phone # () _____

Please see reverse side for Parking Ticket Guidelines

FOR CITY CLERK'S OFFICE	
Please Date when received at the City Clerk's Office:	
FOR POLICE DEPARTMENT USE ONLY	
Date Received: _____	
Issuing Officer's Response: _____	
No Objection to Excuse: _____	
Objection because: _____	
<u>Verification by Subscription and Notice</u> <u>Under Penal Law Section 210.45</u>	
It is a crime, punishable as a Class "A" Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.	
Affirmed under penalty of perjury this _____ day of _____, 20_____.	
Print Name: _____	Signature: _____

CITY COURT USE ONLY	
_____ Date Received	Ticket Excused _____
_____ Date Delivered to Police	Ticket NOT Excused _____
_____ Received from Police	Copy to Recipient _____
	Copy to Police Dept. _____
Dated: _____, 20_____.	_____
City Court Judge	

Parking Ticket Guidelines
February 7, 1990

Due to the number of requests to excuse parking tickets, it is necessary to develop a standardized policy. This is also designed to get both the car owner's side of the story and the issuing officer's side. In that way a degree of fairness can be inserted into the system.

Procedure:

1. Anyone who objects to the issuance of a parking ticket should complete a "Parking Ticket Dispute Form" and sign the verification. The ticket itself, or a copy of the ticket, or a copy of the late notice should be attached. A supply of forms will be kept at the Police Desk, City Clerk's Office, and City Court.
2. Upon receipt of completed form which is signed, it should immediately be "dated received" and shall immediately be given to the Police Department who shall mark the date "delivered to the Police Department" and who shall deliver it to the issuing officer. The issuing officer shall complete that portion, sign the verification, and return to the City Court preferably within 24 hours, but no later than the next regular shift. The Court shall mark it received.
3. The City Court Judge shall review the form and issue his/her decision within one business day. If the ticket is not excused, a copy will be mailed to the recipient of the ticket at the address specified with a copy to the Police Department.
4. No tickets will be handled outside of this procedure through the City Court. Individuals should not be referred to the Court or Judge.
5. THE FILING OF THIS FORM DOES NOT EXCUSE THE NON-PAYMENT OF A PARKING VIOLATION, THE LATE CHARGE, AND/OR A COURT FINE. IF THE TICKET IS NOT EXCUSED, YOU WILL STILL OWE THOSE AMOUNTS. AN APPEARANCE TICKET MAY BE ISSUED, AND BAIL MAY BE REQUIRED.
6. The date and time when appearance tickets, bench warrants and money received shall be noted by the officer handling the ticket or receiving the money.
7. No informal statements or promises should be made by anyone that a particular ticket will or will not be taken of.
8. In accordance with the Bail guidelines, January 17, 1990, bail is normally the total amount due for any outstanding tickets plus any late charges, plus \$25.00. If a bench warrant is issued, an additional \$25.00 should be added.