

NEW YORK CITY

DEPARTMENT OF FINANCE

Adjudication Division

> Got Tickets?

Your Guide to

Parking Ticket Hearings

Helping people pay the
right amount on time.



Hello,

The New York City Department of Finance's mission is to help people pay the "right" amount on time. The Adjudication Division helps determine what the "right" parking ticket amount is by providing a fair and independent forum for you to challenge your ticket. The Department of Finance does not issue parking tickets. Finance's job is to make sure that the agencies responsible for issuing tickets did so correctly and to listen to your explanation of why a ticket should not have been issued.

We want to make sure you understand the rules and that at the end of your hearing you feel that you were treated fairly and well. This guide will help you if you decide to challenge your ticket. It provides information that will help you present the best case possible. We describe common defenses to most violations and what evidence is needed to support the defense you're claiming.

We believe that if you know what's needed, you will better understand how our judges arrive at their decisions and will therefore better understand the parking ticket adjudication process.

We hope you find this brochure informative and helpful. As always, we welcome your feedback. Please visit our website, at nyc.gov/finance, to let us know what we can do to serve you better.

Best,

A handwritten signature in black ink that reads "Martha E. Stark". The signature is written in a cursive style with a large initial "M".

Martha E. Stark
Commissioner, New York City Department of Finance

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Is the ticket written correctly?

A ticket is defective when a required element under the law is missing or misdescribed. Defective tickets may be dismissed even if you do not have another defense to a charged violation. When conducting a hearing, Finance will review recently issued summonses for these defects and if any defects are found Finance will dismiss the tickets.

Violation Code and Description	Possible Defenses	Evidence Needed
<p>Code-14 No Standing-Anytime</p> <p>Remember</p> <ul style="list-style-type: none"> • Only one sign is needed to cover an entire block, even if it is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • Painted yellow lines or other markings are not an indication of the regulated zone. 	<ul style="list-style-type: none"> • There was no sign anywhere on the block. • The agent described the wrong sign on the violation. • The officer wrote the wrong violation on the summons. • I had a permit to park in this zone. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was not parked in violation of the posted sign. 	<p>Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.</p> <p>Also, see General Defenses.</p>
<p>Code-17 No Standing - Except Authorized Vehicle</p> <p>Code-24 No Parking-Except Authorized Vehicle</p> <p>Remember</p> <ul style="list-style-type: none"> • Only one sign is needed to cover an entire block, even if it is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • In a no parking zone you can unload items to the curb only. • Painted yellow lines or other markings are not an indication of the regulated zone. 	<ul style="list-style-type: none"> • I had a permit to park in this zone. • There was no sign anywhere on the block. • The agent described the wrong sign on the violation. • The officer wrote the wrong violation on the summons. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was not parked in violation of the posted sign. 	<p>Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.</p> <p>Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p>Code-19 No Standing-Bus Stop</p> <p>Remember</p> <ul style="list-style-type: none"> • Only one sign is needed to cover an entire block, even if it is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • Painted yellow lines or other markings are not an indication of the regulated zone. 	<ul style="list-style-type: none"> • There was no sign anywhere on the block. • The agent described the wrong sign on the violation. • The officer wrote the wrong violation on the summons. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was not parked in violation of the posted sign. 	<p>Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Also, see General Defenses.</p>
<p>Code-20 No Parking-Anytime</p> <p>Remember</p> <ul style="list-style-type: none"> • Only one sign is needed to cover an entire block, even if it is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • Painted yellow lines or other markings are not an indication of the regulated zone. 	<ul style="list-style-type: none"> • There was no sign anywhere on the block. • The agent described the wrong sign on the violation. • The officer wrote the wrong violation on the summons. • I had a permit to park in this zone. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was not parked in violation of the posted sign. 	<p>Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.</p> <p>Also, see General Defenses.</p>

Violation Code and Description

Possible Defenses

Evidence Needed

**Code -21
No Parking-SCR (Street Cleaning Regulation)**

Remember

- Only one sign is needed to cover an entire block, even if it is posted far away from the parked vehicle.
- A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block.
- Painted yellow lines or other markings are not an indication of the regulated zone.
- You cannot park in violation of the posted sign even if the street has already been cleaned.

- There was no sign anywhere on the block.
- The agent described the wrong sign on the violation.
- The officer wrote the wrong violation on the summons.
- I had a permit to park in this zone.
- The spot where the vehicle was parked has conflicting regulations.
- I was dropping off or picking up a passenger.
- I was not parked in violation of the posted sign.

Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:

- The entire block, corner to corner, including the address where the vehicle was parked, **and**
- All signs front and back, **and**
- The signs indicating the street name.

Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.

Also, see **General Defenses**.

**Code -27
No Parking-Except Handicap Plates/Permits**

Remember

- Handicap zones are marked with blue markings or a sign. A vehicle may not park in this zone without the proper permit or plates, even if the operator or a passenger is a disabled person.
- The handicap parking zone begins at the posted sign (or pavement markings) and continues in the direction of the arrow to the next posted sign or blue markings.

- I had a handicap permit or handicap plates on my car.
- I was not parked in violation of blue handicap markings or a handicap sign.
- The agent described the wrong sign on the violation.
- The spot where the vehicle was parked has conflicting regulations.
- I was dropping off or picking up a passenger.

Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:

- The entire block, corner to corner, including the address where the vehicle was parked, **and**
- All signs front and back, **and**
- The signs indicating the street name.

Also, see **General Defenses**.

Violation Code and Description	Possible Defenses	Evidence Needed
<p data-bbox="142 214 314 272">Code -34 Expired Meter</p> <p data-bbox="142 305 269 330">Remember</p> <ul data-bbox="142 343 443 977" style="list-style-type: none"> • There is no grace period permitted to obtain change to activate the meter. A meter or muni-meter system must be activated upon arrival. • When two or more vehicles fit into one metered space, then <i>all</i> vehicles in the metered space are required to activate the meter. • Only one sign is needed to cover an entire block, even if the sign is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. 	<ul data-bbox="473 214 774 848" style="list-style-type: none"> • The meter was broken or fast. • Meter rules were not in effect on the day I parked my car. • There is no meter where the vehicle was parked. • There was no sign anywhere on the block about meter regulations. • There was no meter on the block. • I had a permit to park in this zone. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. 	<p data-bbox="804 214 1096 566">Broken or Fast Meter - This summons should be submitted to the Department of Finance for verification that the meter was not working properly. If the meter was malfunctioning, the violation will be dismissed and you will receive notification. If the report shows no record of a meter malfunction, your summons will be submitted for a hearing.</p> <p data-bbox="804 581 1096 639">In addition to a written statement, you may also submit:</p> <ul data-bbox="804 653 1096 848" style="list-style-type: none"> • A photo of the meter showing it was damaged, and/or • Statements of witnesses and/or other documents to support your claim that the meter was fast or broken. <p data-bbox="804 861 1096 977">Missing Meter - If there was no meter at the location where the vehicle was parked, you may submit photographs that show:</p> <ul data-bbox="804 991 1096 1186" style="list-style-type: none"> • The address where the vehicle was cited, and • Signs displaying the street name, and • Photos showing that the meters were missing from the block. <p data-bbox="804 1199 1096 1363">Where there are no signs regulating meters, the meter sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul data-bbox="804 1377 1096 1572" style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p data-bbox="804 1586 1096 1702">Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.</p> <p data-bbox="804 1734 1036 1760">Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p>Code - 37 Expired Muni-Meter</p>	<ul style="list-style-type: none"> • My receipt was displayed and not expired. 	<p>Muni-Receipt - You may submit a copy of the muni-receipt with an explanation of why you are not responsible.</p>
<p>Code - 38 Failure to Display Muni-Meter Receipt</p>	<ul style="list-style-type: none"> • The meter computer was broken or did not give me a correct receipt. 	<p>Meter Computer was Broken or Fast- This summons should be submitted to the Department of Finance for verification that the meter computer was not working properly.</p>
<p>Remember</p> <ul style="list-style-type: none"> • There is no grace period permitted to obtain change to activate the meter. A meter or muni-meter system must be activated upon arrival. • When two or more vehicles fit into one metered space, then <i>all</i> vehicles in the metered space are required to activate the meter. • Only one sign is needed to cover an entire block, even if the sign is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • If the meter computer nearest the vehicle is broken, then a receipt must be purchased from the next meter computer on the same block or lot. 	<ul style="list-style-type: none"> • Meter rules were not in effect on the day I parked my car. • There are no meters or meter computers on the block where I parked my car. • There was no sign anywhere on the block about meter regulations. • I had a permit to park in this zone. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was at the muni-meter in the process of obtaining the receipt when the summons was issued. 	<p>Meter Computer was Broken or Fast- This summons should be submitted to the Department of Finance for verification that the meter computer was not working properly. If the meter computer was malfunctioning, the violation will be dismissed and you will receive notification. If the report shows no record of a malfunction, your summons will be submitted for a hearing. In addition to a written statement, you may also submit:</p> <ul style="list-style-type: none"> • A photo of the meter computer showing damage to the meter computer, and/or • Statements of witnesses, and/or other documents to support your claim that the meter computer was fast or broken. <p>Missing Meter - If there was no meter computer anywhere on the block where the vehicle was parked, you may submit photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, and • The address where the vehicle was cited, and • Signs displaying the street name. <p>Where there are no signs regulating the zone as a metered zone or where the meter sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration. Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p>Code -32 Overtime Parking at a Broken/Missing Meter</p> <p>Remember</p> <ul style="list-style-type: none"> • Only one sign is needed to cover an entire block, even if the sign is posted far away from the parked vehicle. • A parking zone begins at the posted sign and continues in the direction of the arrow to the next posted sign or to the corner of the block. • Painted yellow lines or other markings are not an indication of the regulated zone. • When two or more vehicles fit into one metered space, then <i>all</i> vehicles in the metered space are required to activate the meter. 	<ul style="list-style-type: none"> • There is no meter where the vehicle was parked. • There was no sign anywhere on the block about meter regulations. • I had a permit to park in this zone. • The spot where the vehicle was parked has conflicting regulations. • I was dropping off or picking up a passenger. • I was not parked in violation of the posted sign. • I left the space and came back later to park in the same space. 	<p>The Traffic Rules allow parking at a <i>broken meter</i> for a period not to exceed one hour. You can park in a <i>missing meter</i> space for a period of time not to exceed the amount of time posted at the location.</p> <p>You may submit witness statements or other documents to support your defense that you left the space and returned at a later point in time.</p> <p>Where the sign is missing, incorrectly stated or conflicts with neighboring signs, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Where the permit holder has the correct authorization (permit or plates for the zone), you may submit copies of your permit or registration.</p> <p>Also, see General Defenses.</p>
<p>Code -40 Fire Hydrant</p> <p>Remember</p> <ul style="list-style-type: none"> • Vehicles may not park within fifteen feet of a hydrant, even if it is broken. • Painted yellow lines or other markings are not an indication of the regulated zone. 	<ul style="list-style-type: none"> • There is no fire hydrant at the location where the vehicle was parked. • I was not parked within fifteen feet of a fire hydrant. • I was dropping off or picking up a passenger. 	<p>When there is no fire hydrant at the location where the vehicle was parked, you may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p>Code -46 Double Parking</p> <p>Remember</p> <ul style="list-style-type: none"> • <i>Street Cleaning</i>-Passenger plated vehicles are not permitted to double park in NYC on street cleaning days. 	<ul style="list-style-type: none"> • I was not double parked. • I was dropping off or picking up a passenger. 	<ul style="list-style-type: none"> • You may submit a statement explaining the way the vehicle was parked. • You may also submit witness statements about the way the vehicle was parked. <p>Also, see General Defenses.</p>
<p>Code -50 Crosswalk</p> <p>Remember</p> <ul style="list-style-type: none"> • A crosswalk <i>may</i> have painted lines. In the absence of painted lines, the crosswalk is the area at an intersection within the extensions of the sidewalk lines, between opposite sides of the roadway. • No part of a vehicle may be parked within a crosswalk. 	<ul style="list-style-type: none"> • There is no crosswalk at the location where the vehicle was parked. • I was not parked in the crosswalk. 	<p>You may submit overlapping photographs that show:</p> <ul style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p>You may submit your own statement and/or witness statements explaining the way the vehicle was parked.</p> <p>Also, see General Defenses.</p>
<p>Code -51 Sidewalk</p> <p>Remember</p> <ul style="list-style-type: none"> • No part of a vehicle may be parked on a sidewalk. • A sidewalk may be paved or unpaved and is the area intended for pedestrian use. 	<ul style="list-style-type: none"> • I was not parked on a sidewalk. 	<p>You may submit your own statement and/or witness statements explaining the way the vehicle was parked.</p> <p>Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p data-bbox="142 214 346 272">Code-67 Pedestrian Ramp</p> <p data-bbox="142 305 270 334">Remember</p> <ul data-bbox="142 343 443 658" style="list-style-type: none"> • Pedestrian ramps are curb ramps installed by NYC to promote pedestrian safety and provide access to the streets and sidewalks. The ramp itself is notice of the parking regulation at the site; signs are not required. • No part of a vehicle may be parked within a pedestrian ramp. 	<ul data-bbox="473 214 750 498" style="list-style-type: none"> • There is no pedestrian ramp at the location where the vehicle was parked. • I was not obstructing a pedestrian ramp. • I was dropping off or picking up a passenger. 	<p data-bbox="804 214 1105 343">When there is no pedestrian ramp at the location where the vehicle was parked, you may submit overlapping photographs that show:</p> <ul data-bbox="804 378 1105 624" style="list-style-type: none"> • The entire block, corner to corner, including the address where the vehicle was parked, and • All signs front and back, and • The signs indicating the street name. <p data-bbox="804 658 1063 788">You may submit your own statement and/or witness statements explaining the way the vehicle was parked.</p> <p data-bbox="804 842 1045 871">Also, see General Defenses.</p>
<p data-bbox="142 938 406 1029">Code-70 Registration Sticker is Missing/Expired</p> <p data-bbox="142 1058 270 1087">Remember</p> <ul data-bbox="142 1097 443 1702" style="list-style-type: none"> • A valid registration sticker must be properly affixed to the vehicle windshield. Therefore, stickers sitting on the dashboard, in the glove box, at home, in the mail, etc. do not comply with the legal requirement. • The registrant of the vehicle is responsible for the vehicle's registration, inspection and plates even if there is a delay in obtaining the items from the NYS Department of Motor Vehicles or the US Postal Service. • After a summons is issued, there is no grace period to obtain a new registration. 	<ul data-bbox="473 938 750 1161" style="list-style-type: none"> • The registration sticker was not expired (or missing). • I have a valid temporary registration. • I have a valid temporary plate. 	<p data-bbox="804 938 942 967">You may submit:</p> <ul data-bbox="804 1002 1111 1383" style="list-style-type: none"> • A copy of your registration receipt to show that the registration sticker affixed to the windshield is a valid registration, or • A copy of the vehicle's temporary registration, or • A copy of the temporary plate to support your defense that the vehicle displayed a valid temporary registration and plate. <p data-bbox="804 1731 1045 1760">Also, see General Defenses.</p>

Violation Code and Description	Possible Defenses	Evidence Needed
<p data-bbox="93 214 334 305">Code -71 Inspection Sticker is Missing/Expired</p> <p data-bbox="93 336 223 365">Remember</p> <ul data-bbox="93 374 397 691" style="list-style-type: none"> • A current inspection sticker must be affixed to the vehicle. Therefore, stickers and/or plates sitting on the dashboard, in the glove box, etc. do not comply with the legal requirement. • After a summons is issued, there is no grace period to obtain a new valid inspection. 	<ul data-bbox="426 214 691 436" style="list-style-type: none"> • The inspection sticker was not expired (or missing). • I have a valid temporary inspection receipt. • I have a valid temporary plate. 	<p data-bbox="756 214 895 243">You may submit:</p> <ul data-bbox="756 282 1061 658" style="list-style-type: none"> • A copy of your inspection receipt to show that the inspection sticker affixed to the windshield is a current valid inspection sticker, or • A copy of the vehicle's temporary inspection receipt, or • A copy of the temporary plate to support your defense that the vehicle displayed a valid temporary registration and plate. <p data-bbox="756 761 994 790">Also, see General Defenses.</p>
<p data-bbox="93 857 358 948">Code -74 Missing or Improperly Displayed Plates</p> <p data-bbox="93 979 223 1008">Remember</p> <ul data-bbox="93 1018 397 1619" style="list-style-type: none"> • For NYS registrations, both plates must be attached, one on the front and one on the rear of the vehicle. They must be securely fastened so as to prevent them from swinging, and they should be placed, whenever reasonably possible, no higher than 48 inches and no lower than 12 inches from the ground. • Out of state vehicles must comply with their state regulations. • Plates must be kept clean and in a readable condition and should not be covered by glass or any plastic material. In addition, they should not be obstructed by any part of the vehicle. 	<ul data-bbox="426 863 705 1012" style="list-style-type: none"> • Both my plates were properly attached to the vehicle. • Only the rear plate is required to be attached to the vehicle. 	<p data-bbox="756 863 1052 1114">You may submit a statement of explanation and/or witness statements about the proper placement of the plates on the vehicle. You may also submit a copy of your registration stating that only the rear plate is required to be attached to the vehicle.</p> <p data-bbox="756 1733 994 1761">Also, see General Defenses.</p>

GENERAL DEFENSES

Using the defenses listed below does not guarantee a dismissal of any violation.

> **Medical Emergency** – Where you are involved in an unexpected *medical emergency* affecting a human being.

You may submit:

- Hospital or clinic emergency admission paperwork.
- Statement from medical personnel indicating the nature of the emergency.
- Statement from school personnel that a parent/caretaker was called to the school on a medical emergency involving the student, etc.

Note: Planned medical appointments and procedures are not considered medical emergencies. These appointments are not unexpected and so documentation referring to them cannot be used for a general defense.

> **Location Does Not Exist**

You may submit:

- A copy of a street map, **and/or**
- Verification from the U.S. Post Office, **and/or**
- NYC tax information to verify that a location does not exist.

Note: This general defense is only applicable to violations that do not involve the status of a vehicle (registrations, inspections, or plates).

> **Disabled Vehicle** – The NYC Traffic Rules, 4-08(a) 8, require that “a vehicle that becomes disabled must be pushed to the side of the road so that it obstructs traffic as little as possible, and must be removed expeditiously.” The best evidence to support that the vehicle became *unexpectedly* disabled is documentation indicating:

- That the vehicle was quickly removed (usually towed) from the location, **and**
- The bills/receipts showing the nature of the repairs to the vehicle.

Note: Accidentally locking one’s keys in the vehicle is not considered a valid defense. Neither is “running out of gas.” This is because both the keys and the amount of gas in the tank are within the control of the vehicle operator.

> **Authorized Vehicle**

You may submit:

- A copy of the permit (front and back) with a brief explanation of the circumstances that caused the violation to be issued.

Note: NYS (and out-of-State) Handicap Hangtags and/or Handicap Plates are valid only in off-street lots in areas designated by blue painted lines or markings that display the international symbol of access. NYC on-street parking is not authorized for these hangtags and/or plates.

> **Lost/Stolen Plates and/or Registration Items**

- If you are claiming that your plates or registration items were lost and/or stolen, you may submit a copy of the police report stating that the item has been lost and/or stolen and evidence of the prompt replacement of the item(s) from the NYS DMV or the appropriate issuing authority.
- If you are claiming that the vehicle that received the summons is not your vehicle, but another car with your stolen plate(s) attached, submit this information with an explanation.

> **Stolen Vehicle**

You may submit:

- A copy of the police report (of theft and/or recovery), **and**
- A statement from your insurance company saying that the vehicle was deleted from your insurance policy.

> **Sold/Transferred Vehicle**

You may submit:

- A copy of any transfer paperwork (donation, receipt, trade-in statement, bill of sale, etc.), **and**
- A statement from your insurance company saying that the vehicle was deleted from your insurance policy, **and**
- NYS DMV receipt for plates or transfer of plates.

Parking Violations Defense Chart

Defense	Codes															
	14	17	19	20	21	24	27	32	34	37	38	40	46	67	70	71
> There was no sign anywhere on the block.																
> The agent described the wrong sign on the violation.																
> The officer wrote the wrong violation on the summons.																
> I had a permit to park in this zone.																
> The spot where the vehicle was parked has conflicting regulations.																
> I was dropping off or picking up a passenger.																
> I was not parked in violation of the posted sign.																
> Meter rules were not in effect on the day I parked my car.																
> There is no meter where the vehicle was parked.																
> There was no sign anywhere on the block about meter regulations.																
> I have a valid temporary plate.																

Finance Business Center Locations

Hours 8:30 AM – 4:30 PM
Monday through Friday
“Closed Public Holidays”

Manhattan Business Center

66 John Street
2nd Floor
New York, NY 10038

**Brooklyn Business Center/Brooklyn
Municipal Building**

210 Joralemon Street
1st Floor
Brooklyn, NY 11201

Bronx Business Center

3030 Third Avenue
2nd Floor
Bronx, NY 10455

Queens Business Center

144-06 94th Avenue
1st Floor
Jamaica, NY 11435

Staten Island Business Center

350 St. Marks Place
1st Floor
Staten Island, NY 10301

If You Wish to Request a Hearing-By-Mail

- > Return the ticket, with the top box completed and the “Not Guilty” box checked,
- > Attach a letter explaining why you should be found not guilty of the violation, and
- > Attach copies of any evidence that you wish to present.

Evidence can include, but is not limited to: testimony, photographs, repair bills, police reports, Department of Motor Vehicles or insurance company reports, and towing bills. Please be certain to keep copies of everything that you send to the Department of Finance for your own records.

Mail your request to:

NYC Department of Finance
Hearings By Mail Unit
P.O. Box 29021
Cadman Plaza Station
Brooklyn, NY 11202-9021

Receiving Your Decision

After reviewing your mailed submission, the Administrative Law Judge’s decision will be mailed to you.

Sign Language Interpreter Available

Finance offers sign language interpreters for in-person parking violation adjudication.

Online: Visit Finance at nyc.gov/finance to download a *Request for Sign Language Interpreter* application.

By Phone: Please call Customer Relations at 212 504-4080 or 311 for further details

Notes:

