



Request for Screening

screeningrequest@london.ca

Fax: 519-661-2413 **Tel:** 519-661-4537
824 Dundas Street, London, ON N5W 5R1

Applicants are responsible for the completion and content of this form

Penalty Notice Recipient – Please note files marked with a (*) are required		
* Name (first and last)		* Home Telephone
* Address		Other Telephone
* City		Fax Number (Preferred)
* Province	* Postal Code	Email Address (Preferred)

Penalty Notice Information		
* Penalty No.	* Offence Date	* Plate Number
Location where penalty Occurred		
Offence	Section Number	

Type of Screening Requested (You are required to check one preferred method of Screening)
<input type="checkbox"/> In-Person Screening (824 Dundas Street) <input type="checkbox"/> Phone <input type="checkbox"/> Written Screening
Please Note: A Written Screening allows your Screening to be processed without your attendance at the Municipal Law Enforcement and Parking Services Office. For accessible parking offences, screenings must proceed in person.

Complete this section only if you have selected to attend an In-Person Screening.			
<ul style="list-style-type: none"> • Please check your preferred Screening appointment time below. • Screenings will be scheduled on the next available screening date. • If you are not available to attend an In-Person Screening on a specific date, please include this information on your Screening Request form with the reason for your inability to attend. The scheduling of Screenings will only be delayed by a maximum of two weeks. • Your preference for a date and time will be considered but cannot be guaranteed. A Notice will be sent to you confirming the date and time of your Screening appointment. • If submitting your request by mail, email scanned copy or fax, a notice will be sent to you confirming the date and time of your Screening appointment. • In-Person Screening appointments can only be rescheduled once. 			
Screening Appointment Times			
9:00AM – 10:00AM []	10:30AM – 12:00PM []	1:00PM – 2:00PM []	2:30PM – 4:00PM []

Continued from page 2.

Attachment(s) included (please check the relevant box): () **Yes** () **No**

Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle bearing the number plate specified in the penalty notice or;
- I am a third party authorized in writing to act on behalf of the vehicle owner named in the penalty notice and I will provide such written authorization to the screening officer.
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person Screening until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Screening and a fee of \$50 will be added to my penalty notice

Signature

Date

Instructions for Submitting In-Person Screening and Written Screening Request Form

Please submit your completed form to the Municipal Law Enforcement and Parking Services Office by:

- a) **Regular letter mail to:** Municipal Law Enforcement and Parking Services, P.O Box 5400, London, ON N6A 4L6
- b) **Emailed scanned copy to:** screeningrequest@london.ca
- c) **Facsimile (Fax) to:** 519-661-2413
- d) **In person to:** Municipal Law Enforcement and Parking Services, 824 Dundas Street London, Ontario N5W 5R1

For Internal Use Only

Application Received	Appointment Information	
Date Stamp:	Appointment Date	Appointment Time
	Registered Owner Notified by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	Date Notified
	Screening Location: City of London Parking Services, 824 Dundas Street, London, Ontario (Early Resolution Meeting Room)	Screening Officer Initials
Screening Decision		
Screening Officer's Signature		Date

Personal information contained on this form is collected and will be used for the purpose of administering legal process pursuant to the Municipal Act. Questions about this collection should be directed to the Manager of Municipal Law Enforcement and Parking Services at 519-661-2489 Ext 4636.