



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
Please ensure areas marked with a (*) are completed and a copy of the vehicle ownership is included with your screening

Personal Information of Penalty Notice Recipient:		
* Name (first and last)		* Home Telephone
* Address		Other Telephone
* City		Fax Number (Preferred)
* Province	* Postal Code	Email Address (Preferred)

Information from Penalty Notice:		
* Penalty No.	* Offence Date	* Licence Plate Number
Location where Penalty Occurred		
Offence		Section Number

Type of Screening Requested: (Select one preferred screening method below)
<input type="checkbox"/> Phone Screening
<input type="checkbox"/> Written Screening

Type of Screening Requested: (Select one preferred screening method below)
<ul style="list-style-type: none">• All requests for screening must include a factual and detailed explanation of the reason(s) for your screening request written on the next page or included as an attachment with this request form.• If you wish to support your screening request with images or other documents, please include them with this request form.• The Screening Decision will be sent to the address provided on this form once a decision is made.

Personal information obtained through use of this form is collected and used for the purpose of administering legal processes pursuant to the Municipal Act.

***Reasons for Screening Request:** (Write below or include attachment)

***Have you included an attachment to supplement your screening request?** (choose one)

Yes

No

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***Statement of Penalty Notice Recipient:**

- I (the undersigned) am the registered owner of the vehicle bearing the number plate specified in the penalty notice, or;
- I am a third-party agent authorized in writing to act on behalf of the vehicle owner named in the penalty notice and I will provide written authorization of such to the screening officer.
- I acknowledge that if I fail to appear and remain at my scheduled screening until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request and charged an additional \$50.00 which will be added to my penalty notice.
- I have read and understand the conditions of this application.

Signature of Registered Owner of vehicle or their agent

Date of signing

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

Please submit your completed Screening Request Form with a copy of your ownership and additional supporting documentation, if applicable (ie. Receipts, Permit, and/or Income Statements) to the Municipal Law Enforcement and Parking Services Office by one of the following three methods:

1. **Mail:** Municipal Law Enforcement and Parking Services, P.O Box 5400, London, ON, N6A 4L6
2. **Email:** screeningrequest@london.ca (must include a scanned copy of this form)
3. **Facsimile (Fax):** 519-661-2413

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For Internal Use Only

The following area is for City of London Staff to complete

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 Officer Initials

Screening Decision

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Screening Officer's Signature	Date of decision
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