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## Request for Extension of Time to Appeal a Screening Review

To the Administrative Monetary Penalty System Screening Officer,

I hereby request an Extension of Time to Request a Screening Review of the Penalty Notice described below (please print):

### Penalty Notice Information:

Penalty Notice No.: \_\_\_\_\_

Penalty Notice Issue Date: \_\_\_\_\_

Vehicle License Plate No.: \_\_\_\_\_

### Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**SEE REVERSE**

The mitigating or extenuating circumstances that warrant an extension of time are as follows:

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Signature of Applicant

**Instructions for Applicant:**

Please send or drop off this completed Request for Review by Screening Officer to:

**Town of Newmarket Offices – Legislative Services  
395 Mulock Drive  
Newmarket, ON, L3Y 4X7**

You may also e-mail this form directly to [info@newmarket.ca](mailto:info@newmarket.ca)

In order to be considered for an Extension of Time to Request a Screening Review, this Request must be received by the Town of Newmarket Screening Officer within 30 days from the date of issuance shown on the Penalty Notice.

The Screening Officer may grant an Extension and set a date for a Screening Review only if the Applicant demonstrates, on a balance of probabilities, the existence of mitigating or extenuating circumstances that warrant an extension of time.

You will be notified by regular mail or e-mail of the decision of the Screening Officer. If the Screening Officer grants an Extension, you will be contacted to make arrangements for a Screening Review.