



Screening Review Request - APS

Instructions: Please complete and submit this form to request a Screening Review of your Penalty Notice.

Every person who is issued a Penalty Notice has the right to dispute the Penalty Notice by requesting a Screening Review within 30 days of the issuance of the Penalty Notice.

Screening Reviews are conducted in writing by electronic document submissions except on a case-by-case basis as determined by the Screening Officer.

Section 1 – Penalty Notice Information

Penalty Notice Number: _____ Offence Date: _____

Address of Offence: _____

Section 2 – Defendant Information

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Street Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Mailing Address (if different than above):

City/Town: _____ Province: _____ Postal Code: _____

Will you be representing yourself?

☐ Yes

☐ No

If you selected 'No' please complete an **Authorization to Act as an Agent Form**.

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Section 3 – Reason for Review

Please provide a factual and detailed explanation of the reason(s) for your Screening Review:

Section 4 – Supporting Documents

Please attach supporting documents for your request for a screening review. Supporting documents help establish the validity of the request. For example, a death certificate, police report, medical note, or photographs may constitute supporting documentation.

If paying the Administrative Monetary Penalty will cause financial difficulty and you require additional time to pay, please send all supporting financial documents to support your claim. If you are unable to meet the identified timelines, please complete a **Request for Extension of Time**.

Section 5 – Submitting the Form

Payment Options:

1. **Online:** Pay invoice with Penalty Notice # through the Municipality's website:
www.meaford.ca/aps
2. **In Person:** At the Administrative Office located at 21 Trowbridge Street West, Meaford during regular service hours (8:30 a.m. to 5:00 p.m. Monday to Friday). Payment may be made in cash, cheque, money order, debit card or credit card.
3. **By Mail:** Mail a cheque or money order made payable to the Municipality of Meaford. Please write your Penalty Notice number on the front of the cheque or money order. Do not mail cash. Mail to: Municipality of Meaford – By-law Services 21 Trowbridge Street West, Meaford, ON N4L 1A1

Section 6 – Signature

By signing this form, I certify that all information provided is true and accurate. I will notify the Municipality if any of the information changes before the review date.

Signature: _____ Date: _____

All personal information collected on this form is protected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing your request.