

# Request for Screening

Email: [amps@cobourg.ca](mailto:amps@cobourg.ca) Phone: 905-372-8380  
Town of Cobourg, Legislative Services  
Municipal Law Enforcement & Licensing Services  
55 King Street West Cobourg, ON K9A 2M2



**Applicants are responsible for the completion and content of this form**

**\*Required**

## Penalty Notice Recipient

Name (first and last)\*

Telephone Number - Home\*

Address\*

Telephone Number - Other

City\*

Fax Number

Province\*

Postal Code\*

Email Address\* (Required for electronic screening)

## Penalty Notice Information (Infraction) (Please provide the information found on the Penalty Notice)

Penalty Notice No.\*

Penalty Date

Plate Number **or** Name on Penalty Notice

Location where the Infraction Occurred (complete for non-parking Penalty Notices only)

Offence

Section Number

## Type of Screening Requested\* (You are required to check **one** preferred method of Screening)

### In-Person Screening

Appellants to attend in person at Municipal Law Enforcement & Licensing Services, 201 Second Street Tuesday mornings by appointment.

### Written Screening

No attendance required.

### Electronically (virtual)

Appellants to attend virtually (through Microsoft Teams) on Wednesdays by appointment. A link will be sent to the email address provided.

## Reason for Screening\* (you are required to provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your Screening request.
- If you wish to support your Screening with images or other documentation please bring them with you at your scheduled In-Person Screening (if applicable) or attach them to this request.
- The Screening Decision will be sent to you by mail or email, if provided

**Reason for Screening\* (you are required to provide specific reason(s)) CONTINUED**

**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 (for Parking Penalty Notices only); or
- I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only);
- 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, the Administrative Penalty will be affirmed, and I will be liable for an additional fee for having failed to appear (currently \$50.00), and
- I have read and understand the conditions of this application

Signature

Date

**Instructions for Submitting In-Person Screening, Written Screening and Electronic Screening Request Form**

Please submit your completed form to the Town of Cobourg by:

- a) Regular letter mail to: Town of Cobourg, Municipal Law Enforcement and Licensing Services Dept., 55 King Street West, K9A 2M2
- b) Emailed scanned copy to: [amps@cobourg.ca](mailto:amps@cobourg.ca)
- c) In person to the Town of Cobourg: Municipal Law Enforcement and Licensing Services Dept. 201 Second Street, Cobourg, K9A 3N7

Personal information contained on this form is collected and will be used for the purpose of administering the Town's Administrative Penalty process. Questions about this collection should be directed to the Town of Cobourg's Freedom of Information Co-ordinator at 905-372-4301.