



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

Pursuant to Section 2019-039, as amended, of the City of Kitchener

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 number*:	
Penalty Notice issued on*:	
Vehicle Licence Plate Number*:	
Your Name*:	
Your Street Address*:	
Your City*:	
Your Province*:	
Your Postal Code*:	
Your Telephone Number:	
Your E-mail address:	
Date of Request*:	

\* indicates required information

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

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Signature of Applicant

**Instructions for Applicant:**

Please send this completed Request for Extension of Time to Request a Screening Review by:

- Attending in person at the Bylaw Office at 33 Ontario St N. Kitchener
- Or send by faximile to 519-741-2640
- By email to [bylaw@kitchener.ca](mailto:bylaw@kitchener.ca)

In order to be considered for an Extension of Time to Request a Screening Review, this Request must be received by the AMPS Unit Screening Officer within 45 days after the Due Date 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 of the decision of the Screening Officer. If the Screening Officer grants an Extension, a Notice of Appointment for Screening Review will be communicated to you, and we will contact you to come in to our office for a screening