



## How to Prepare for your Screening Review

Every person who is issued a Penalty Notice has the right to dispute the Penalty Notice by requesting a Screening Review. If you submit an online Screening Review before the Payment Due Date listed on your Penalty Notice, you will receive a Screening Decision within 10 days of submission.

**\*In-person appointments are available by request**

**Please Note: If you fail to appear on the date and time for your in-person Screening Review, you will be charged a \$75.00 administrative fee.**

### Screening Review Location (in-person only)

Your Screening Review will take place in the **Screening Office** at the Markham Civic Centre (enter at the Thornhill entrance), 101 Town Centre Boulevard, Markham, Ontario L3R 9W3.

### Evidence

When you attend the Screening Review, please bring copies of any documents that you intend to use as evidence in relation to the Penalty Notice. For example: a death certificate, police report, medical note, photographs, condominium letter/lease or accessible parking permit. If you are in financial hardship and require additional time to pay, please bring in financial documents to support your claim.

If you are sending someone to act on your behalf, you must complete an [Authorization to Act as an Agent](#) form.

### Screening Review Procedure

The Screening Officer will review and consider any material you submit before making a decision. During a Screening Review, the Screening Officer may:

1. Cancel the Penalty Notice (including Administrative Fees);
2. Affirm the Penalty Notice (including Administrative Fees);
3. Vary the Penalty Notice (including Administrative Fees); or
4. Extend the time for payment of the Penalty Notice (including Administrative Fees).

You can request a review of the Screening Officer's decision by requesting a Hearing Review at the conclusion of the Screening Review (in-person only) or by the due date listed on the Screening Decision letter.

### Interpreter

You are responsible for bringing your own interpreter. The City **does not** provide interpreters.

### More Information

For more information regarding the City's AMPS Program, please visit the City's [website](#) or call 905-477-5530.