

Penalty Notice Recipient		
Name <i>(first and last)</i>		Home Telephone
Address		Other Telephone
City		Fax Number
Postal Code	Province	Email Address

Penalty Notice Information (Infraction) <i>(Please provide the information found on the Penalty Notice)</i>		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred <i>(complete for non-parking Penalty Notices only)</i>		
Offence		Section Number

Type of Screening Requested <i>(You are required to check one preferred method of Screening)</i>
<input type="checkbox"/> In-Person Screening (Screening at Township Municipal Office) <input type="checkbox"/> Written Screening
Please Note: A Written Screening allows your Screening to be processed without your attendance at the Township Municipal Office.

Complete this section only if you have selected to attend an In-Person Screening.

- Upon request, an In-Person Screening can be scheduled
- You may also request a review by completing the information on the attached form. The scheduling of In-Person Screenings will be based on demand.
- Your preference for a date and time will be considered but cannot be guaranteed. A Notice will be sent to you confirming the date and time of your Screening appointment.
- If submitting your request by mail, email scanned copy or fax, a notice will be sent to you confirming the date and time of your Screening appointment.
- In-Person Screening appointments cannot be rescheduled or adjourned.

For Internal Use Only

Application Received	Appointment Information		
Date Stamp:	Appointment Date	Appointment Time	Date Notified
	Registered Owner Notified by:		
	<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person		
	Location: Township Office, 318 Canborough St., Smithville, ON L0R 2A0		
Screening Decision			
Screening Officer's Signature		Date	

Personal information contained on this form is collected and will be used only for the purpose of administering the Township's Administrative Monetary Penalty process. Questions about this form should be directed to the Township of West Lincoln's Freedom of Information Officer, Carolyn Langley, Clerk at 905-957-3346.