



THE CORPORATION OF THE  
**CITY OF WINDSOR**  
PARKING ENFORCEMENT UNIT  
JANUARY 24, 2016

DOE, JOHN  
1266 MCDOUGALL  
WINDSOR, ONTARIO  
N8X 3M7

**SCREENING OFFICER REVIEW DECISION**

Administrative Penalty Notice # 1234567

License Plate # ABCD 123

Your Screening Review form has been reviewed with the following decision:

1. The penalty has been cancelled and no further action is required.
2. The penalty has been reduced with the option to **\*request an in-person hearing review** or to make payment of \$\_\_\_\_\_\*\* with a due date of\_\_\_\_\_.  
**\*\*If hearing option is chosen, REDUCED AMOUNT will return to ORIGINAL AMOUNT of \$\_\_\_\_\_.**
3. The penalty has been affirmed with the option to **\*request an in-person hearing review** or to make full payment of \$\_\_\_\_\_with a due date of\_\_\_\_\_.
4. The request for extension is refused with the option to **\*request an in-person hearing review** or to make full payment of \$\_\_\_\_\_with a due date of\_\_\_\_\_.
5. Extension has been granted with a new due date of\_\_\_\_\_.
6. No review can be completed,your penalty has passed all timelines and has been sent to ServiceOntario for Plate Denial. No further action can be completed within our office.

**\*If you choose an in-person hearing review, you may access the Hearing Review Form online or at the Parking Enforcement Office address below.**

Cheque or money order to be made payable to “The City of Windsor”

**Post-dated cheques will not be accepted**

**Online\***  
[www.citywindsor.ca](http://www.citywindsor.ca)

**Customer Care Centres\***  
Please call 311 for locations

**Mail or In Person**  
Parking Enforcement Unit  
1266 McDougall Street  
Windsor, ON N8X 3M7  
Monday – Friday  
8:00 a.m. – 4:30 p.m.

*\*These locations are for your Convenience.*

***Customer Care Centres** are payment locations ONLY – this form must be brought with you in order to make payment*