



**CITY OF WELLAND (AMPS)**  
 60 East Main Street  
 Welland ON L3B 3X4  
 Phone: 905-735-1700 Fax: 905-735-7184  
 Website: [www.welland.ca](http://www.welland.ca)  
 Email: [amps@welland.ca](mailto:amps@welland.ca)

Form 1

**REQUEST FOR SCREENING**

<b>Penalty Notice Recipient</b>		
Surname:		First Name:
Address:		Home Telephone:
City:		Other Telephone:
Postal Code:	Province:	Email Address:
<b>Penalty Notice Information (Certificate of Parking Infraction)</b>		
Penalty Notice No.	Penalty Date:	Plate Number:
Location of Infraction:	Offence:	
<b>Type of Screening</b>		
<input type="checkbox"/> In-Person Screening (held virtually via Zoom Meeting unless Recipient notes otherwise)		<b>Circle One:</b> virtual / physical
<input type="checkbox"/> Written Screening (screening will be processed by the Screening Officer without your attendance at City Hall)		
<b>Please complete this Section</b>		
<ul style="list-style-type: none"> <li>Screenings in-person or virtually via Zoom (or other method as approved by the Screening Officer) will be held on the next available date and time to be determined by the Screening Officer</li> <li>Please check your preferred Screening appointment time below.</li> <li>If you are not available to attend an In-Person or virtual Screening, please include this information on your Screening Request form in writing (setting out the reason for your inability to attend) and select Written Screening. If you require additional space for explanation attach pages to request form.</li> <li>Your preference for a date and time will be considered but cannot be guaranteed. A Notice will be sent to you, by regular letter mail, confirming the date and time of your Screening Appointment.</li> <li>If submitting your request by mail, email scan or fax, a notice will be sent to you confirming the date and time of the Screening appointment.</li> <li>In-Person or virtual Screening appointments cannot be rescheduled or adjourned. If you cannot attend on the date scheduled you may request <u>written screening</u> by contacting <a href="mailto:AMPS@welland.ca">AMPS@welland.ca</a> 48 hours prior to the in-person screening date.</li> </ul>		
<b>Screening Appointment Times for In-Person: select preferred day &amp; time below:</b>		
Circle One:	Check One:	
Monday/Tuesday/Wednesday/Thursday/Friday	<input type="checkbox"/> 9:00 a.m. to 11:00 a.m. <input type="checkbox"/> 1:00 p.m. to 4:00 p.m.	

