



**NASSAU COUNTY DISTRICT COURT
TRAFFIC & PARKING VIOLATIONS AGENCY**

16 COOPER STREET
HEMPSTEAD, NEW YORK 11550
(516) 572-2700

www.nassaucountyny.gov/tpva

Parking Violation Guilty Plea with an Explanation – Request

Date _____

Name: _____

Address: _____

City, State, Zip _____

Ticket Number: _____

Date of Violation: _____

Email address: _____

Daytime phone number _____

I am the person named above and the registered vehicle owner or responsible person of violation. I submit the plea with the understanding that a reduced violation, fine and/or penalty may be offered after a review of my submission of this request.

I request an offer of a reduced fine and penalty for the following reasons(s):

Write clearly and neatly (attach additional pages if necessary)

A negotiated resolution may be offered based upon the severity of the violation and your history. An offer may be made after a review by a Traffic Prosecutor and an approval of a Judicial Hearing Officer. If an offer is made, a letter will be sent to the address listed above with the terms of the offer. Full payment is due within 30 days of notification of the proposed offer. If your request is denied, a plea of not guilty will be entered on your behalf and a conference date set. If request is denied, you can either pay the original amount due (fines, penalties, and all fees) or you can appear for a conference on or before your scheduled conference date.

Signature: _____

Mail this form, a self addressed stamped envelope and the original violation (or copy) to PGME, 16 Cooper Street, Hempstead, NY 11550.

This form cannot be submitted for an abandoned vehicle (VTL 1224-7). A mandatory appearance is required.