

# REQUEST

## for MetroCard® Records for Transit Adjudication Bureau Hearing



Violation #

### Your Information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number  -  -  Email Address \_\_\_\_\_

Hearing Date \_\_\_\_\_ Adjourned Hearing Date \_\_\_\_\_

Date Traveled \_\_\_\_\_ Approximate Time of Travel \_\_\_\_\_

10 Digit MetroCard Serial Number

Type of MetroCard:  MetroCard  Reduced Fare MetroCard  Student MetroCard

### Events Leading to the Issuance of the Summons:

### Submission Instructions:

Please note that although you are submitting this form, **YOU ARE STILL REQUIRED TO DO ONE OF THE FOLLOWING:**

- **APPEAR IN PERSON** at the Transit Adjudication Bureau 29 Gallatin Place, 3rd Floor Brooklyn, NY 11201 between 8:30AM and 2:30PM on any business day on or before the hearing date shown on your summons or the adjourned hearing date given to you.

**OR**

- **OR REQUEST A HEARING BY MAIL.** Submit a sworn statement of facts explaining what led to the issuance of the summons and your defense to the charge. Please include all the evidence you wish to be considered and send to the mailing location listed above. By requesting a hearing by mail you will waive your right to an in-person hearing. Your hearing by mail request must be received by TAB on or before the hearing date or adjourned hearing date. If you have already completed a Request for Hearing By Mail form, you do not need to send in an additional request.

**SUBMIT**

TAB.OnlineAFCRequests@nyct.com