

**Parking Administrative Penalty System
AUTHORIZATION TO ACT AS AGENT**

Complete this form if you are authorizing a person to act on your behalf in relation to a Penalty Notice.

I/we, the undersigned, am the registered owner(s) of the vehicle bearing Plate No.:

I/we hereby authorize: _____
to act and appear for me as my agent in the matters pertaining to the following Penalty Notice(s):

Items	Required Information
Penalty Notice number*:	
Penalty Notice issued on*:	
Vehicle Licence Plate Number*:	
Registered Owner(s) Full Name(s)*:	
Registered Owner(s) Address*:	
Registered Owner(s) Telephone Number*:	

* indicates required information

I/we authorize the agent to act on my behalf in relation to the above Penalty Notice(s) and to enter an agreement to any penalty or resolution he or she deems appropriate toward a conclusion of this matter. I/we am aware that if there is an administrative penalty and/or administrative fees to be paid after the Screening Review or Hearing Review, the ultimate responsibility to pay these amounts rests with me.

Name (please print): _____ Name (please print): _____
Signature: _____ Signature: _____
Date: _____ Date: _____

NOTE: this form must be printed, signed and brought to the Screening and Hearing Review

To the extent that the following information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8, telephone (519) 886-1550.

For Office Use Only: _____ Date Received: _____