



AMPS Authorization to Act as an Agent

Complete this form if you are authorizing a person to act on behalf of the registered license plate owner, or person named on the Penalty Notice during a Screening or Hearing Review appointment. This completed form must be delivered in advance of any Screening or Hearing appointment. The completed form may be delivered in person to the City's Operations Centre located at 1200 Elgin Mills Road East, Richmond Hill Ontario L4S 1M4, or emailed to amps@richmondhill.ca.

I, the undersigned, hereby authorize: _____
to act and appear for me as my agent in the matter pertaining to the following Penalty Notice(s):

Penalty Notice Number: _____

Penalty Notice Number: _____

(if multiple Penalty Notices)

Penalty Notice Number: _____

Penalty Notice Number: _____

(if multiple Penalty Notices)

(if multiple Penalty Notices)

I understand and agree that:

- My authorized agent may consent to the decision made by the Screening or Hearing Officer and may agree with any penalty the Screening or Hearing Officer deems appropriate.
- The ultimate responsibility to pay the penalty rests with me.
- The Screening or Hearing Review Decision will be provided by to the named Agent on this form.

Name (please print): _____

Signature: _____

Date: _____

Note: This form must be signed and delivered prior to a Screening or Hearing Review appointment. Failure to do so may result in your appointment being delayed or rescheduled.

The personal information on this form is collected in accordance with the Municipal Act, 2001 and will be used in the administration of the Administrative Monetary Penalty System. Questions about this collection can be directed to: Adjudication Manager, 1200 Elgin Mills Road East, Richmond Hill Ontario L4S 1M4, by telephone at 905 771-5734, or by email to amps@richmondhill.ca.