



STATE OF NEW YORK  
DEPARTMENT OF MOTOR VEHICLES

Division of Field Investigation  
6 Empire State Plaza Room 431  
Albany, NY 12228

Barbara Flala  
Commissioner

OWEN J. McSHANE  
Director  
Division of Field Investigation

Re: Case

In addition to the Uniformed Traffic Ticket issued to you, NYSDMV is seeking an administrative remedy to this investigation regarding the \_\_\_\_\_ license seized from you at \_\_\_\_\_. I am further willing to offer you the enclosed waiver of an administrative hearing and offer you a 90 day suspension of your NYS driver license, learner permit privileges to handle the administrative portion of this violation.

Enclosed you will find a Waiver of Administrative Hearing form. Please read and understand this form completely before reaching a decision. If you wish to waive your right to a hearing and accept the 90 day suspension at this time, please sign this form and return it to the address found at the bottom of the waiver form. Please address it to my attention. If you sign this for, you are suspended from the date you sign and post the form. Do not drive after signing this form.

You are not required to sign this form. You are entitled to an administrative hearing if you wish. If you are found at fault at hearing, the minimum penalty is a one year revocation. Should you choose to exercise your option for an administrative hearing, please contact me and one will be scheduled. Furthermore, if you wish to accept the waiver of an administrative hearing, the signed form *must* be returned to me within 45 days. If a signed waiver of an administrative hearing is not received within 45 days, a request for an administrative hearing will be made.

If you have any questions, you may contact me at (518) \_\_\_\_\_ number above.

When calling, please refer to the case

Sincerely,

Investigator

Enclosure