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## Administrative Penalty System

# Authorization to Act as an Agent

**Instructions:**

Complete this form if you are authorizing a person to act on your behalf during a Screening Review or Hearing Review. This form should be submitted when completing an online booking request for a Screening Review or Hearing Review.

Please select:

- Parking Penalty Notice     Red-Light Camera Penalty Order     Other

I hereby confirm that I am a Director/Authorized Officer of the following company:

\_\_\_\_\_ that is the registered owner of the vehicle(s)  
related to the Penalty/Penalties mentioned below.

I, the undersigned, hereby authorize: \_\_\_\_\_  
to act and appear for the company as the agent and provide information necessary in the matter  
pertaining to the following Penalty/Penalties:

\_\_\_\_\_

The authorized agent may enter a plea to any penalty they deem appropriate toward a conclusion of this matter. I am aware that if there is a fine to be paid after the Screening Review or Hearing Review, the responsibility to pay the fine rests with the company.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The personal information on this form is collected and used in accordance with the *Municipal Act, 2001*, *Highway Traffic Act, R.S.O. 1990, c. H8* and *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56* for the purposes of administering the Administrative Penalty System. Questions about this collection can be directed to the Manager of Legal Services, P.O. Box 100, 100 Dissette Street, Units 7 and 8, Bradford, ON L3Z 2A7, 905-775-5366.