

ATTENTION

The following is the procedure to be undertaken by individuals who allege a mistake in the issuance of a parking ticket involving a parking lot/area for which a permit/tag is required by the Village of Ossining Code (not for use with Traffic tickets under the NYS Vehicle & Traffic Law):

- Enter a plea of “not guilty” using the instructions on the face of the ticket;
- Make a copy of the ticket and the vehicle registration;
- Draft a written request for dismissal to the attention to the “Village Prosecutor” requesting that the ticket be “dismissed in the interest of justice”;
- Include your name/contact information, ticket number and a written elaboration/summary of the facts in support of the request for dismissal;
- Include copies of the ticket and vehicle registration, plus any other relevant documents (e.g. photograph, copy of valid parking permit) in support of the request; and
- Deliver or mail the request and the attachments to the Traffic Violations Bureau, 86 Spring Street, Ossining, NY 10562.

PLEASE NOTE

- The above process must be accomplished with enough time to permit review and appropriate action by the Village Prosecutor and the Justice Court before the assigned court date indicated on the ticket; otherwise your appearance will be required at the assigned court date.
- Unless you hear directly from the Court that a ticket has been dismissed, you **MUST** appear in court at the time and date indicated on the ticket.