



STATE OF NEW YORK
DEPARTMENT OF MOTOR VEHICLES
OFFICE OF ADMINISTRATIVE ADJUDICATION

David J. Swarts
Commissioner

If you are unable to appear at your scheduled hearing you must complete the attached Affidavit in Lieu of Appearance and have it notarized. Return the Affidavit, by registered or certified mail, along with your SIGNED ticket at least two (2) weeks prior to your hearing date.

Your traffic ticket cannot be adjudicated without a complete and notarized affidavit. You may also submit supporting documents, such as bills, receipts, or photographs. You may also submit statements from witnesses to support your defense. These statements must be notarized as well, or they will not be accepted as testimony at your hearing.

REMEMBER, your written testimony must be contained on the notarized affidavit. You may use additional paper as necessary.

Once your Affidavit in Lieu of Appearance has been filed, your personal appearance is not required, even if you receive a Notice of Reschedule. We recommend returning the Affidavit by registered or certified. We cannot be responsible for items lost in the mail.