

HOW TO RESPOND TO A NOTICE OF VIOLATIONS OF THE FOOD AND FOOD HANDLING CODE AND REGULATIONS

If the "Warning only (No penalty)" line on the front of this Notice of Violation has been checked, no penalty has been imposed and **you do not need to respond** to this notice.

If the "Civil Penalty" line on the front of this Notice of Violation contains a dollar figure, a civil penalty has been imposed. In that case you may admit liability for or plead "No Contest" to the violation, abate the violation and pay the civil penalty noted on the "Civil Penalty" line on the front of this Notice. In the alternative, you may contest the violation. In either event, you must, within 10 days of the "Date of Notice" shown on the front of this Notice, take the steps in either Part A or Part B, below.

Part A

Pay penalty and waive your right to a hearing:

- In the "Certification" section below, check either "Admit Violation" or "No Contest," and sign on the "Signature" line.

By checking "Admit Violation," you agree that the violation listed on the front of this notice occurred at the date, time and place stated.

By checking "No Contest," you decline to challenge the violation although you do not concede that the violation occurred at the date, time and place stated.

- Payment by check: Make out a personal check or obtain a money order, certified check or cashier's check, payable to "City of Alexandria," in the amount stated on the "Civil Penalty" line on the front of this Notice. On the front of the check or money order, print the Notice number (found in the upper right corner of the front of this Notice).

Send by mail or hand-deliver the check or money order, together with this completed Notice, to the Treasury Office, City Hall, Room 1510, 301 King Street, Alexandria, VA 22314. Office hours are weekdays, 8:00 a.m. to 5:00 p.m.

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Payment by cash: Hand-deliver the amount stated on the "Civil Penalty" line on the front of this Notice, together with this completed Notice, to the Treasury Office, City Hall, Room 1510, 301 King Street, Alexandria, VA 22314. Office hours are weekdays, 8:00 a.m. to 5:00 p.m. **DO NOT SEND CASH THROUGH THE MAIL.**

Part B

Contest penalty and obtain an administrative hearing at which you may present evidence showing that the violation noted on the front of this Notice did not take place:

- In the "Certification" section below, check "Contest Violation" line.
- Mail or hand-deliver this Notice to the Office of the Director, Alexandria Health Department, Environmental Health Division, 4480 King Street, Rm 360, Alexandria, VA 22302-1300. Office hours are weekdays, 8:00 a.m. to 4:30 p.m.

After the Director's receipt of your completed Notice, a hearing date will be set. You will be notified by mail of the hearing date.

CERTIFICATION

___Admit Violation ___No Contest ___Contest Violation

Name (print)_____

Street Address_____

City/County/Town_____State_____Zip_____

Phone Number_____

I hereby certified under penalty of law that I have answered as indicated above.

Signature_____Date_____