



ADMINISTRATIVE HEARING REQUEST CHECKLIST

A. DISCIPLINARY DOCUMENT

Disciplinary Document ID Number: _____

Date Issued: _____ Date Received: _____

B. CONTACT INFORMATION AND HEARING REQUIREMENTS

Petitioner

Name of Petitioner: _____

Company Name: _____

Mailing Address: _____

Municipality: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Attorney (if applicable)

Name of Attorney: _____

Law Firm: _____

Mailing Address: _____

Municipality: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Hearing Requirements

1. Indicate the time required for the Hearing: _____ (indicate Hours/Days)

2. Is a barrier-free location required? Yes No

C. DISCIPLINARY DOCUMENT RESPONSES

Indicate if the following documents are attached

ATTACHED

1. A copy of the Disciplinary Document..... Yes No

2. A list of all specific issues being appealed..... Yes No

3. A document in which I have admitted, denied, or made a statement of insufficient knowledge for each of the Findings in the attached Disciplinary Document Yes No

4. A list of all information and documents I intend to rely upon to support my appeal of the Disciplinary Document Yes No

5. A list of all my defenses, stated in short and plain terms, to each of the Findings in the attached Disciplinary Document..... Yes No

D. WILLINGNESS TO NEGOTIATE SETTLEMENT

I am willing to negotiate a settlement with:

The Site Remediation Professional Licensing Board..... Yes No

E. CERTIFICATION

“I understand that if I have answered “No” to any of the items listed in C. 1 through 5, above, that the Site Remediation Professional Licensing Board will deny my hearing request and the Disciplinary Document will become a final order.”

Signature: _____

Date: _____

Mail this completed, signed, and dated Administrative Hearing Request Checklist, along with the information listed above, including attachments, to:

New Jersey Site Remediation Professional Licensing Board
Mail Code 401-06
P.O. Box 420
401 East State Street
Trenton, NJ 08625-0420

The submission may also be made electronically to SRPLBoardContact@dep.nj.gov.