

DISTRICT OF COLUMBIA
Office of Administrative Hearings
One Judiciary Square
441 Fourth Street, NW
Washington, DC 20001

REQUEST FOR A HEARING IN A
SECURITY OFFICER CERTIFICATION CASE

Section 1 I am requesting a hearing because I disagree with the attached decision of the Metropolitan Police Department denying, suspending, or revoking a certification as a security officer. NOTE: YOU MUST ATTACH A COPY OF THE DENIAL, SUSPENSION, OR REVOCATION NOTICE THAT YOU ARE APPEALING. Use this form ONLY to appeal the denial, suspension, or revocation of a certification as a security officer. The Office of Administrative Hearings does NOT have jurisdiction (authority) to hear appeals concerning special police officer licenses under 6 DCMR, Chapter 11.

Section 2 The Metropolitan Police Department denied, suspended, or revoked my certification as a security officer based on the following: _____

Section 3 I am appealing the Metropolitan Police Department's decision for the following reason(s):

(If you need more space for either Section 2 or Section 3, you can continue your explanations on a sheet of blank paper)

Section 4 Do you require special services of any kind to help you participate in the hearing? (Language translation, sign language interpreter, etc.) Yes No
If Yes, what service is required? _____

Section 5 Contact Information

Name of Petitioner (please print): _____

Address: _____ **Attorney/Representative (if any):**

City, State, Zip: _____ Name: _____

Telephone No.: _____ Address: _____

Fax No.: _____ City, State, Zip: _____

Signature: _____ Telephone No.: _____

Date: _____ Bar No.: _____

SEE IMPORTANT INSTRUCTIONS ON THE REVERSE SIDE

When filing your request please include a copy of the decision received from the Metropolitan Police Department then proceed to submit your request using one of the following methods:

Mail/Hand-Deliver
Office of Administrative Hearings
441 Fourth Street, NW
Suite 450 N
Washington, DC 20001

OR

Fax
(202) 442-4789

WARNING: By law, the Office of Administrative Hearings must **RECEIVE** your hearing request within 20 calendar days of the date the decision was personally served on you by the Metropolitan Police Department, or within 24 calendar days of the date of service if it was served by any other method. If the deadline falls on a Saturday, Sunday or legal holiday, the deadline is extended to the next business day. Failure to file a hearing request within the deadline will subject your appeal to dismissal.

For further information concerning security officer certification cases at the Office of Administrative Hearings, you may call (202) 442-9094.