

“Sample” Hearing Request Form:

In the event that the Division of Licensing Services proposes to deny your application for licensure, you have the right to request a hearing. As a courtesy, the Department of State has drafted a sample hearing request form, below, that you may use to request a hearing. Requests will be considered filed on the date they are received by the Office of Administrative Hearings.

Mail to:
Division of Licensing Services
Application Audit Unit
Department of State
One Commerce Plaza
99 Washington Avenue, 5th Floor
P.O. Box 22001
Albany, NY 12201

To the Application Audit Unit:

My name is _____. I am writing in response to the proposed denial of my application for licensure, dated _____. I would like to request a hearing before an Administrative Law Judge.

My home address is:

Type of license applied for:

UID #:

My email address is:

My phone number where I can be reached during the day is:

Sincerely,
