



Robert L. Quinn
Commissioner of Safety

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY**

Division Of Motor Vehicles
23 Hazen Drive, Concord, NH 03305
TDD Access: Relay NH 1-800-735-2964

John C. Marasco
Director of Motor Vehicles

ADMINISTRATIVE COMPLAINT

PETITIONER

v.

RESPONDENT:

Name of Local Official

Name of Respondent

Date of Birth

Town/City

N.H.

Address of Respondent

Plate Type

Registration Plate #

NOW COMES the Petitioner and complains against the Respondent and states as follows:

1. That on _____ (date of transaction) the respondent did offer for consideration in payment for municipal permit number _____ a check in the amount of \$ _____ a copy of said check and municipal permit being attached hereto.
2. That said check was not negotiable due to insufficient funds, closed account/other (explain):

3. That the respondent was forwarded a notice of insufficient funds by registered letter, return receipt requested on _____ (date notice was sent).
4. That the respondent has not made full payment for the above cited municipal permit as of the date of this complaint.
5. RSA 261:156 provides as follows:
The Director, upon receipt of a complaint from the city official whom the city government may designate or the town clerk of a town that a person has paid a permit fee with a bad check as defined in RSA 638:4, may suspend the registration privilege of such person until the city official or town clerk has been reimbursed the full amount of such check and any protest fees. The suspension of a registration privilege under the provision of this section shall not limit criminal prosecution under RSA 638:4
6. WHEREFORE Petitioner respectfully requests the Division of Motor Vehicles to:
 - A. Schedule a hearing on this complaint.
 - B. Take administrative action to suspend the respondent's N.H. registration and plates.
 - C. Take all other necessary and appropriate actions.

(Continued on reverse side)

Saf-C 511.14 Suspensions – Insufficient Funds – Municipal Permit.

(a) A complaint against a registrant for a check drawn against insufficient funds shall be in writing.

(b) The complaint shall state:

- (1) The date of the transaction;
- (2) That there are insufficient funds for a check drawn to pay for a municipal permit;
- (3) That a registered letter, return receipt requested, was mailed to the registrant more than 10 days prior to the date of the complaint;
- (4) That the registrant has failed to make payment as of the date of the complaint;
- (5) The registrant’s name, address, and registration number, if available; and
- (6) Copies of the municipal permit issued and the insufficient check offered.

(c) After notice and opportunity for a hearing in accordance with Saf-C 203 and Saf-C 211.02, the director shall, if the allegations are substantiated or if the registrant fails to appear without cause, as specified in Saf-C 203.22, suspend the registrant’s registration privileges. The suspension shall remain in effect until written evidence is received demonstrating reimbursement of the full amount due and any protest fees imposed.

Forward to: Division of Motor Vehicles
Attn: Financial Responsibility
23 Hazen Drive
Concord, NH 03305

Respectfully submitted,

Signature of Petitioner

Dated at _____, N.H. this _____ day of _____, year _____

Compliance Notice for NH Division of Motor Vehicles, Bureau of Financial Responsibility.

This is to notify the NH Division of Motor Vehicles that as of _____ (date of transaction) the respondent named in this Administrative Complaint **has** made full payment for the municipal permit/registration cited in this complaint.

Name of Local Official: _____ Town/City: _____

Signature: _____ Date: _____