

## EXPLANATION OF REQUEST FOR HEARING ON REGISTERED ORDER (MODEL)

**PURPOSE OF THE FORM:** This form is designed to be completed by the non-registering party as a "standardized" means of requesting a hearing on the registered order. This can be computer-generated and include "pre-printed" header information identical to the Notice of Registration, for ease in identification if used/returned by non-registering party.

- Space at the end of the form is designed for the non-registering party to specify his/her Social Security number, which may supplement the agency data) as well as their address and telephone number. To the extent the State established administrative telephonic hearings to handle registration challenges the phone number at which the individual may be contacted is important.
- States may find it useful to add a clause to this form (and certainly the Notice of Hearing form) to explain that the hearings are handled telephonically and how documentary evidence must be submitted for such purposes.
- States may wish to consider listing defenses which are not proper, when developing their own Request forms. States may wish to list fewer defenses and include copy of statute.