



DEPARTMENT OF CONSUMER AND WORKER  
PROTECTION (DCWP)  
42 Broadway, Lobby  
New York, NY 10004

**By Appointment Only Hours:**  
Friday: 9 a.m. – 4 p.m.  
Last appointment: 3:30 p.m.

## Frequently Asked Questions – Settlements

### What is a settlement?

A settlement is an opportunity to plead guilty to the charge(s) in the Summons instead of attending the hearing. You must:

- pay a reduced fine; and/or
- cure (correct) the violations (if eligible).

### How can I settle my case?

*If you got an Offer of Settlement letter in the mail:*

- You can settle your case by paying the reduced amount.

*If you did not get an Offer of Settlement in the mail:*

- Email or text [LegalSettlements@dcwp.nyc.gov](mailto:LegalSettlements@dcwp.nyc.gov) to ask if settlement is an option. Include your Summons Number and business name.

**DCWP must get your email or text at least one business day before the hearing date.**

If you can settle, DCWP will confirm the reduced fine amount or include [cure instructions](#) if you can correct violations.

### Do I have to settle?

No. You can attend the hearing at the Office of Administrative Trials and Hearings (OATH) to deny the charge(s). The hearing date and time are on your Summons. You may bring an attorney or representative to the hearing to present evidence and arguments.

### When can I settle?

You must settle at least one business day before the hearing date.

### How can I pay the reduced fine in my Offer of Settlement letter?

You can pay in ONE of three ways. **No matter how you pay, DCWP must get your payment at least one business day before the hearing date.**

#### 1. By Mail

Send a check or money order payable to DCWP to:

DCWP  
Attn: Collections Division  
42 Broadway  
New York, NY 10004

Use the return envelope that DCWP provided (if applicable). Include your Summons Number and business name on your check or money order.

## 2. Online

Go to [nyc.gov/dcwp](https://nyc.gov/dcwp) and click "[Pay Fines and Fees](#)" in the For Businesses module for the directions to pay online by credit card.

Accepted cards include Visa, MasterCard, American Express, and Discover Card. Credit card payments are subject to a convenience fee.

## 3. In Person \*By Appointment Only at the address on Page 1\*

To schedule an appointment, email [Collections@dcwp.nyc.gov](mailto:Collections@dcwp.nyc.gov) or call (212) 436-0259 (Monday-Friday, 9 a.m. – 4 p.m.).

You can pay by credit card, money order, check only. Credit card payments are subject to a convenience fee.

### **Can I request a hearing or appeal after I pay the reduced fine?**

No.

By paying the reduced fine, you pleaded guilty to the charge(s) and can no longer request a hearing or appeal on the charge(s).

Updated 06/2023