



REQUEST TO APPEAL A DENIAL DETERMINATION

To request an appeal, the applicant business must complete and submit this form within 30 days of receipt of the denial letter, which gave written notice of the denial determination (referred to herein as "Denial Determination").

\_\_\_\_\_ requests to appeal the NYS Department of Economic Development, Division of Minority and Women's Business Development's Denial Determination denying such applicant business' application (application no. \_\_\_\_\_) for M/WBE (re)certification. (Print applicant business name) (Print application number)

The applicant business must select ONE (1) of the options below, indicating whether it requests to appeal via a virtual hearing OR via written submission.

Two columns of checkboxes for 'virtual hearing' and 'written submission' with a note about virtual hearings.

On appeal, the applicant business' presentation of evidence is limited to such relevant documentation that was before the Division at the time of the review of the application and Denial Determination.

Large text box for providing a brief statement of appeal grounds, including a note and several horizontal lines for text entry.

**This Request to Appeal the Denial Determination is submitted by:**

<b>Business Name:</b>						
Address 1:						
Address 2:						
City:		State:		Zip:		

**Business Representative:**

First Name:		Last Name:			
Title:		Phone:			
Email:					
Signature:		Date:			

If the applicant business is represented by counsel or an attorney on appeal, please provide the following:

**Attorney Address (if applicable):**

Law Firm:						
Address 1:						
Address 2:						
City:		State:		Zip:		

**Attorney Representative (if applicable):**

Atty. First Name:		Atty. Last Name:			
Title:		Phone:			
Atty. Email:					
Signature:		Date:			

To submit by mail, please send the completed, signed form to:

**MWBE Appeals Unit  
 NYS Dept. of Economic Development  
 655 Third Avenue, 4th Floor  
 New York, NY 10017**

Alternatively, this form may be submitted online and signed electronically by accessing the Request to Appeal webform at: <https://esd.ny.gov/mwbe-appeals>