

DEPARTMENT OF ATTENTION MANAGEMENT (DAM)

Serving the Public with Procedural Integrity Since 1974

Document No.: FORM-APP-1
Classification: PUBLIC DISCLOSURE – LEVEL 3
Effective Date: August 13, 2025
Revision: 1.0

FORMAL APPEAL OF ADMINISTRATIVE DETERMINATION

Form APP-1 (Rev. 2024)

APPEAL LIMITATIONS: Appeals are not permitted for determinations made with prejudice. Only one appeal per original request is allowed. Appeals must be filed within 30 days of original determination.

I. ORIGINAL DETERMINATION INFORMATION

1.1 Original Request ID Being Appealed:

1.2 Date of Original Determination:

1.3 Appellant Name:

1.4 Exact Text of Original Denial Reason:

II. LEGAL GROUNDS FOR APPEAL

2.1 Primary Legal Basis for Appeal:

- ☐ Procedural Error in Review Process
- ☐ Factual Error in Determination
- ☐ Misinterpretation of Submitted Materials
- ☐ New Material Evidence Available
- ☐ Failure to Consider Relevant Factors
- ☐ Abuse of Administrative Discretion

2.2 Detailed Legal Argument and Precedent:

III. SUPPORTING EVIDENCE

3.1 New Evidence Not Available During Original Review:

3.2 Documentation of Procedural Errors (if applicable):

3.3 Witness Statements or Supporting Testimonials:

IV. REQUESTED RELIEF

4.1 Specific Relief Requested:

- ☐ Reversal of Original Determination
- ☐ Remand for New Review

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- ☐ Modification of Original Decision
- ☐ Other (Specify Below)

4.2 Justification for Requested Relief:

V. APPELLANT DECLARATIONS

5.1 ☐ I certify that this appeal is filed in good faith and not for purposes of delay.

5.2 ☐ I certify that all facts stated in this appeal are true and accurate.

5.3 ☐ I understand that this appeal process is final and no further appeals are permitted.

5.4 ☐ I acknowledge that frivolous appeals may result in prohibition from future requests.

VI. EXECUTION

Appellant Signature:

Date:

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