**LONG-TERM SUSPENSION/BARRING**

**APPEAL FORM**

**Instructions**: In order to appeal a suspension/barring for a period of time which exceeds 30 days, you must complete and submit this form to [dcsincidentreports@mass.gov](mailto:dcsincidentreports@mass.gov) within 10 calendar days (postmarked) from the date of the NOTICE OF TEMPORARY SUSPENSION/BARRING.

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| --- | --- | --- | --- |
| Customer Name: | | |  |
| Address: | | |  |
| City, State: | | |  |
|  |  |  |  |
| MassHire Career Center: | | |  |
| Date of Incident: | | |  |
|  |  | | |
| On what grounds are you appealing your suspension/barring?: *(if more space is needed feel free to add an additional page with this submission)* | | | |
| Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ | | | |

**What happens next?**

Within 48 hours you will receive an email confirming receipt of your appeal. Additionally, you may receive a phone call or an email requesting additional information if needed. Within 14 business days after all information has been obtained, a decision will be made to either uphold the suspension/barring for the initial recommended amount of time, reduce the length of time of suspension/barring, or altogether lift the suspension/barring.

**Who can I contact?**

It is recommended that customers who have been suspended/barred from any MCC refrain from communication with the suspending/barring Career Center or at minimum limit communication to email communications only. Any requests for additional information should be directed to [dcsincidentreports@mass.gov](mailto:dcsincidentreports@mass.gov).