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TO: All Law Enforcement Agencies
Clerks of Court
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FROM: Maureen Johnson, Chief *M. Johnson*
Motorist Services- Bureau of Records

SUBJECT: New Citation Inventory Algorithm

The Department of Highway Safety and Motor Vehicles is currently designing a new citation inventory system for both paper and electronic citations (E-Citations). The new system was created to support the increased use of E-Citations. Beginning July 1st 2011, the Department will employ its new citation inventory system and implement a new citation numbering sequence.

The citation number format will still consist of 7 characters. However, the sequencing of numbers will be different from the current scheme. The first six characters will be a collection of alpha-numeric characters, generated using a base 36 conversion of a unique number held within the DHSMV database. The seventh character will be either a P (for paper) or E (for electronic). An example of the correct format is as follows: 000001P or 000001E

Decimal	Base 36	Base 36 Citation Numbers	
1	1	000001P	000001E
10	A	00000AP	00000AE
100	2S	00002SP	00002SE
1,000	RS	0000RSP	0000RSE
10,000	7PS	0007PSP	0007PSE
100,000	255S	00255SP	00255SE
1,000,000	LFLS	00LFLSP	00LFLSE

Both E-Citation numbers and paper citations will be dispensed to Law Enforcement as is the current practice. However, E-Citation numbers will now be assigned and delivered in an excel spreadsheet. This spreadsheet can be uploaded into Law Enforcement's E-Citation software and should help reduce the most common duplication errors such as a rollover into a series not assigned to that agency and data entry errors caused by manual input.

If you have any questions, please contact Amy Crowson or Eva Adams at (850) 617-2589 or email CourtAssist at CourtAssist@flhsmv.gov.