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TO: Clerks of Court  
All Law Enforcement Agencies  
State Attorneys Offices

FROM: Maureen Johnson, Chief *M. Johnson*  
Motorist Services- Bureau of Records

SUBJECT: Implementation of the Uniform Traffic Citation (UTC)  
with New Number Format/Algorithm Rev. 7/2012

The Department of Highway Safety and Motor Vehicles has begun distributing a revised version of the UTC with a new number format. The new citation has a revision date of 7/2012. A copy of the new citation can be found on the Department's webpage at [www.flhsmv.gov/courts](http://www.flhsmv.gov/courts) under the "Uniform Traffic Citation." The newest citation revision includes the legislative change to Florida Statute 322.065 and was modified to clarify "Expired Driver License 6 Months or Less". All of the fields on the citation are identified in the new TCATS, ICD 6.0. Options 3 and 4 have also been modified on the reverse side of the Violator's copy to clarify the school election process and proof of compliance procedures.

The new number format still consists of 7 characters; however the first six characters are 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). **This new format does not contain a check digit.** The new citation number format was implemented to support the increasing use of electronic citations and improve data processing and accuracy.

As you may be aware, the Department is working closely with all stakeholders to confirm participant's readiness to accept the new citation algorithm. Additionally, the Department has available samples of citations in the new algorithm for educational and testing purposes. **We strongly encourage your office make use of this resource and request a sample citation book through our [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov) email.**

Both E-Citation numbers and paper citations are being 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 your agency'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](mailto:CourtAssist@flhsmv.gov).

MJ/bsw