



## **Computer Generated Citations or E-Citations**

The Department of Highway Safety and Motor Vehicles is authorized under F.S. 316.650 (c) to ensure that all uniform traffic citations produced by electronic means must be consistent with the state traffic court rules and the procedures established by the department; must be appropriately numbered and inventoried; and may have fewer copies than the quintuplicate form. The Department of Highway Safety and Motor Vehicles, Law Enforcement Agencies and the clerk of courts are jointly responsible to account for all uniform traffic citations in accordance with the rules and procedures promulgated by the department.

Accordingly, all private sector vendors who desire to sell systems that produce Uniform Traffic Citations by mobile electronic means must be pre-approved and certified by this department prior to use by a State law enforcement agency. Vendors requesting approval or law enforcement agencies requesting information should contact our Field Operations Supervisor, Amy Crowson at 850-617-2589 or [amycrowson@flhsmv.gov](mailto:amycrowson@flhsmv.gov)

### **Procedures for E-Ticket Approval**

1. Vendor submits PDF file of proposed ticket.
2. Once all corrections are made, vendor will mail a replica of the printed citation (1-violator copy and 1-court copy) to DHSMV.
3. If no corrections are required, DHSMV will mail memo of approval to vendor.
4. If vendor refuses to make corrections when requested we will withdraw this approval.

Law enforcement agencies who desire to begin using mobile electronic systems that have been approved by the department must understand that citation numbers appearing on standard UTC or UTC DUI printed citations CAN NOT be used in mobile electronic systems. Computer generated citations are required to have a special series of citation numbers. The Department of Highway Safety and Motor Vehicles will provide citation numbers for computer generated citations upon receipt of an email from a Law Enforcement Agency stating the following:

1. Agency Name
2. Contact Name
3. Email Address
4. Telephone Number
5. Number of Citation numbers you are requesting
6. Identify third party vendor
7. Date requesting agency plans to start using e-citations.

If you have any questions please call Amy Crowson or Bonnie Scott-Walls at (850) 617-2589.