

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

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1. DESCRIPTION OF THE UNIFORM TRAFFIC CITATION

The form is designed in three (3) parts with preprinted numbers and color coded for ease of identification. Each part serves distinctively different purposes. The overall size of the form is 4 ¼ inches by 8 ½ inches, printed in black and red ink, on precarboned paper. (See Appendix “E” for illustration of parts.) **Electronic citations (E-citations) may vary from this description. Law enforcement agencies that wish to use E-citations must use an approved vendor. Although vendor’s formats may vary from the above description, variations are closely scrutinized and must be approved by the Department.**

In general, the E-citation should be uniform and there are certain things that should not deviate from the current paper format. Data field placement, names and order should be uniform on all citations and the narrative on the citations must not differ. Past variances that have been approved include that E-citations may be printed on an 8 ½ x 11 form; specific violations may print instead of the standard list of violation choices; and smaller forms may be approved for use for motorcycle officers’ use.

No advertisements on the front or back of the form may be used on an E-Citation. For a description of the E-citation approval process, please click [here](#).

a) Part One (White) – COMPLAINT – RETAINED BY COURT.

This part is designed to serve as a sufficient complaint for both civil and criminal cases, and is used by judges and Clerks of Court to indicate court action taken on the reverse side of the form.

b) Part Two (Yellow) – SUMMONS – VIOLATOR’S COPY.

This part is reserved for the traffic offender. One use of the reverse side is to notify individuals charged with traffic infractions (**not requiring a court appearance**) regarding the options available to them when responding to the violation. **Pertaining to E-citations, it is at the discretion of the individual law enforcement agency to determine the type of paper used. No advertisement from individuals and organizations that could affect the outcome of the citation is permitted.**

c) Part Three (Pink) – OFFICER COPY.

This part is reserved for the officer/agency to retain for accountability purposes, to maintain record of court’s action and for officers to make notes to be used for testifying in court.

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2. DESCRIPTION OF THE PAPER UNIFORM TRAFFIC CITATION BOOK

- a. Each book of citations contains 25 sets of Uniform Traffic Citations with two

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officer assignment receipts. The book assignment receipts have the beginning and ending numbers pre-printed. (See Appendix "E" for illustration.)

- b. The citation number is 4 numerical digits with three alpha characters separated from the numeric by a dash. The check digit is a number or letter to the far right of the citation number. **This is not to be considered as part of the citation number.** The check digit is used to verify the citation number when it is key punched or entered into a computer system. This is done by a formula (See Example 2-A) and prevents incorrect citation numbers from being entered into the system.

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2-A MOD 1 CHECK DIGIT FOR TRIPLE ALPHA CITATIONS

Weighted Modulus 11 – 16 System

Weighting Factor starting from the digit on the right-hand side is 654321654321.

The following example shows the method of calculating to arrive at a check digit.

Example: Consecutive Number 2 4 8 1 A A N multiplied by Weighting Factor = products.

	(A)	(A)	(N)							
Consecutive Number	2	4	8	1	0	1	0	1	1	4
Weighting Factor	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Products	8	12	16	1	0	5	0	3	2	4
Add Products	8 + 12 + 16 + 1 + 0 + 5 + 0 + 3 + 2 + 4 =									
Total Product	51									

D. R. SYSTEM

Divide 51 (Total Product) by 11 and the remainder 7 is the check digit, referred to as DR (Divide Remainder) system.

Consecutive number with the check digit is 2481AAN 7

If remainder equals 10 or zero then check digit is "X".

Alpha character conversion:

A = 01	H = 08	O = 15	V = 22
B = 02	I = 09	P = 16	W = 23
C = 03	J = 10	Q = 17	X = 24
D = 04	K = 11	R = 18	Y = 25
E = 05	L = 12	S = 19	Z = 26
F = 06	M = 13	T = 20	
G = 07	N = 14	U = 21	