

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SECTION: 5	SUBJECT: UNIFORM TRAFFIC CITATION TRANSMITTAL FORM PROCEDURES FOR COMPLETION	PAGE: 1 OF 3
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1. GENERAL INFORMATION FOR COMPLETION OF THE U.T.C. TRANSMITTAL FORM.

- a. The assigned enforcement agency shall complete the form. **IT SHALL BE PRINTED OR TYPED LEGIBLY.**
- b. Submit the original copy of the transmittal form with the white **court** copy of citation to the Clerk of Court for processing within 5 days after issuance to the violator, as provided in Florida Statute 316.650 (3).
- c. An electronic facsimile of the citation can be transmitted to the court directly or in the case of F.H.P., through the Traffic Citation Accounting Transmission System (TCATS).
- d. D.U.I. Citations are to be sent to the Bureau of Administrative Reviews (B.A.R.) (No transmittal needed)
 - (1) Agencies will mail the blue copy or a photo copy of D.U.I. citations along with other required documents per Florida Statute 322.2615 directly to Bureau of Administrative Reviews.
 - (2) F.H.P. should make a copy of citation to mail to Bureau of Administrative Review in D.U.I. packet.

2. STEP BY STEP PROCEDURES FOR COMPLETING FORM.

Transmittal Form – completed by officer/agency.

(Refer to Illustration on PAGE 3).

- a. **Transmitted To:** Clerk of Court – TVB (**Traffic Violations Bureau**)
 - 1. Enter address of the Clerk of Court or TVB in space provided.
 - 2. Check appropriate box to indicate method of transmittal of the white (complaint) court copy of the U.T.C.
- b. **Transmitted By:**
 - 1. Enter the name of the person designated by the agency’s chief administrative officer to complete the form in the space provided.

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2. Enter the complete name and address of the enforcement agency in the appropriate space.
3. Enter the date transmitted to the Clerk of Court. (Must be within 5 days after issuance to violator).

c. Listing Citation Numbers

1. Citation Number – Enter single citation numbers first, followed by “multiple listings”. Be sure to include the alpha letter(s) to the right of the numbers. **Example: 2501- AAB thru 2523-AAB**

Date Issued – Enter date the citation was issued to the violator.

VOIDED COPIES shall never be transmitted to the Clerk of Court/TVB.

(See PAGES: 2 and 3 of Section 3 for handling of voided citations).

2. Court Copies Attached – “X” the appropriate box. If NO is X’d, enter explanation under REMARKS where these copies can be located, such as jail, juvenile center, State Attorney, etc.

d. Total Number of Citations Listed

Enter the total number of citations **SUBMITTED TO THE CLERK’S OFFICE** in the appropriate space. Make sure the number listed is correct before submitting to the clerk’s office.

e. Received By and Date:

The designated receiving clerk at the TVB, after verifying the listing, shall enter their name on all pages of the transmittal form along with the date in the appropriate space. **NOTE: A signed copy must be retained by the submitting agency for accountability and auditing purposes.**

