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TO: Approved E-Citation Vendors

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

SUBJECT: 2011 Uniform Traffic Citation (UTC) Revisions and Structure Testing

In accordance with new state and federal data processing and collection guidelines, the Department of Highway Safety and Motor Vehicles will begin distributing a revised version of the regular and DUI UTC beginning November 30, 2011. To ensure the accuracy and completeness of the E-Citation data, all vendors will be required to pass Department mandated structure testing. Copies of the new citations as well as the revised E-Citation Interface Definition can be found on the Department's webpage at [www.flhsmv.gov/courts](http://www.flhsmv.gov/courts) under the heading 'Uniform Traffic Citation.'

In order to successfully complete structure testing, E-Citation vendors will be required to:

- Produce amended regular and DUI UTCs in a standard electronic format.
- Comply with the basic data requirements contained in the Department's revised E-Citation Interface Definition and ensure those data elements are formatted to pass through TCATS.
- Comply with the Department's new citation number format: In the new number format the first six characters of the citation number will be a collection of alpha-numeric characters, generated using a base 36 conversion. The seventh character will be either a P (for paper) or E (for electronic).
- Submit a proof of the amended regular and DUI citations to the Department at [e-citations@flhsmv.gov](mailto:e-citations@flhsmv.gov) no later than December 30, 2011.

All E-Citation vendors must review their existing software and make all necessary changes which will enable them to successfully complete structure testing. Electronic submission of citations to the structure testing requirements can be submitted to the Department at [www.myflecitationtest.com](http://www.myflecitationtest.com).

Failure to meet the aforementioned requirements will result in removal from the Department's approved E-Citation vendors list. Furthermore, the Department will stop the dissemination of E-Citations to law enforcement agencies using unapproved vendors.

If you have any questions, please contact Bonnie Scott-Walls at (850) 617-2589 or email [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov).