

Uniform Traffic Citation Procedures Manual

Division of Motorist Services, Bureau of Records

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1. FOREWORD

The Florida Department of Highway Safety and Motor Vehicles (FLHSMV) has statutory responsibility to collect and store information regarding highway safety, licensing of motor vehicles, administration of driver license issuance, driver records, Uniform Traffic Citations (UTC), and crash records. Statutory authorities are in *Chapters 316, 318, 320, 322 and 324, Florida Statutes*. This manual sets forth the requirements of reporting and administration of UTCs utilized in the state of Florida.

The collection and storage of UTC data is accomplished through the cooperative efforts of the state's Law Enforcement Agencies (LEA), Courts, Clerks of Court (COC), State Attorneys (SA), Florida Court Clerks and Comptrollers (FCCC), and FLHSMV. Additionally, FLHSMV's goal is to become fully electronic, which will ensure accuracy, completeness, and timeliness in the citation data processing with all stake holders.

The UTC data received from LEAs, SAs, Courts, and COCs are sent to FLHSMV via FCCC daily. FCCC transfers this data to FLHSMV utilizing an electronic system known as the Traffic Citation Accounting and Transmission System (TCATS). This system is comprised of the hardware, software, business rules, standards, policies, and procedures used to ensure the security, integrity, and quality of the data are maintained and efficiently distributed.

This manual is also intended to be used as a training aid for all agencies and entities involved in the UTC process and should be utilized in conjunction with the current TCATS Interface Control Document (ICD).

Any questions regarding this manual should be directed to FLHSMV at <u>CourtAssist@flhsmv.gov</u> or the appropriate FLHSMV Senior Liaison Officer assigned to your region. A list of Senior Liaison Officers is available at: https://www.flhsmv.gov/courts-enforcement/utc/senior-liaison-officers/.

2. STATUTORY AUTHORITY

316.650 Traffic Citations

- (1)(a) The department shall prepare and supply to every traffic enforcement agency in this state—an appropriate form traffic citation that contains a notice to appear, is issued in prenumbered books, meets the requirements of this chapter or any laws of this state regulating traffic, and is consistent with the state traffic court rules and the procedures established by the department. The form shall include a box that is to be checked by the law enforcement officer when the officer believes that the traffic violation or crash was due to aggressive careless driving as defined in s. 316.1923. The form shall also include a box that is to be checked by the law enforcement officer when the officer writes a uniform traffic citation for a violation of s. 316.074(1) or s. 316.075(1)(c)1. as a result of the driver failing to stop at a traffic signal.
- (b) The department shall prepare, and supply to every traffic enforcement agency in the state, an appropriate affidavit-of-compliance form that shall be issued along with the form traffic citation for any violation of s. 316.610 and that indicates the specific defect needing to be corrected. However, such affidavit of compliance may not be issued in the case of a violation of s. 316.610 by a commercial motor vehicle. Such affidavit-of-compliance form shall be distributed in the same manner and to the same parties as is the form traffic citation.
- (c) Notwithstanding paragraphs (a) and (b), a traffic enforcement agency may produce uniform traffic citations by electronic means. Such citations must be consistent with the state traffic court rules and the procedures established by the department and must be appropriately numbered and inventoried. Affidavit-of-compliance forms may also be produced by electronic means.
- (d) The department must distribute to every traffic enforcement agency and to any others who request it, a traffic infraction reference guide describing the class of the traffic infraction, the penalty for the infraction, the points to be assessed on a driver's record, and any other information necessary to describe a violation and the penalties therefor.
- (2) Courts, enforcement agencies, and the department are jointly responsible to account for all uniform traffic citations in accordance with rules and procedures promulgated by the department.
- (3)(a) Except for a traffic citation issued pursuant to s. 316.1001 or s. 316.0083, each traffic enforcement officer, upon issuing a traffic citation to an alleged violator of any provision of the motor vehicle laws of this state or of any traffic ordinance of any municipality or town, shall deposit the original traffic citation or, in the case of a traffic enforcement agency that has an automated citation issuance system, the chief administrative officer shall provide by an electronic transmission a replica of the citation data to a court having jurisdiction over the alleged offense or with its traffic violations bureau within 5 days after issuance to the violator.
- (b) If a traffic citation is issued pursuant to s. 316.1001, a traffic enforcement officer may deposit the original traffic citation or, in the case of a traffic enforcement agency that has an automated citation system, may provide by an electronic transmission a replica of the citation data to a court having jurisdiction over the alleged offense or with its traffic violations bureau within 45 days after the date of issuance of the citation to the violator. If the person cited for the violation of s. 316.1001 makes the election provided by s. 318.14(12) and pays the \$25 fine, or such other amount as imposed by the governmental entity owning the applicable toll facility, plus the amount

of the unpaid toll that is shown on the traffic citation directly to the governmental entity that issued the citation, or on whose behalf the citation was issued, in accordance with s. 318.14(12), the traffic citation will not be submitted to the court, the disposition will be reported to the department by the governmental entity that issued the citation, or on whose behalf the citation was issued, and no points will be assessed against the person's driver license.

- (c) If a traffic citation is issued under s. 316.0083, the traffic infraction enforcement officer shall provide by electronic transmission a replica of the traffic citation data to the court having jurisdiction over the alleged offense or its traffic violations bureau within 5 days after the date of issuance of the traffic citation to the violator. If a hearing is requested, the traffic infraction enforcement officer shall provide a replica of the traffic notice of violation data to the clerk for the local hearing officer having jurisdiction over the alleged offense within 14 days.
- (4) The chief administrative officer of every traffic enforcement agency shall require the return to him or her of the officer-agency copy of every traffic citation issued by an officer under the chief administrative officer's supervision to an alleged violator of any traffic law or ordinance and all copies of every traffic citation that has been spoiled or upon which any entry has been made and not issued to an alleged violator. In the case of a traffic enforcement agency that has an automated citation issuance system, the chief administrative officer shall require the return of all electronic traffic citation records.
- (5) Upon the deposit of the original traffic citation or upon an electronic transmission of a replica of citation data of the traffic citation with respect to traffic enforcement agencies that have an automated citation issuance system with a court having jurisdiction over the alleged offense or with its traffic violations bureau, the original citation, the electronic citation containing a replica of citation data, or a copy of such traffic citation may be disposed of only by trial in the court or other official action by a judge of the court, including forfeiture of the bail, or by the deposit of sufficient bail with, or payment of a fine to, the traffic violations bureau by the person to whom such traffic citation has been issued by the traffic enforcement officer.
- (6) The chief administrative officer shall transmit, on a form approved by the department, within 5 days after submission of the original, groups of issued citations and transmittal data to the court. Batches of electronic citations containing a replica of citation data may be transmitted to the court in an electronic fashion, in a format prescribed by the department within 5 days after issuance to the violator.
- (7) The chief administrative officer shall also maintain or cause to be maintained in connection with every traffic citation issued by an officer under his or her supervision a record of the disposition of the charge by the court or its traffic violations bureau in which the original or copy of the traffic citation or electronic citation was deposited.
- (8) It is unlawful and official misconduct for any traffic enforcement officer or other officer or public employee to dispose of a traffic citation or copies thereof or of the record of the issuance of the same in a manner other than as required herein.
- (9) Such citations shall not be admissible evidence in any trial, except when used as evidence of falsification, forgery, uttering, fraud, or perjury, or when used as physical evidence resulting from a forensic examination of the citation.
- (10) If a uniform traffic citation has not been issued with respect to a criminal traffic offense, or with respect to an offense that requires mandatory revocation of the driver license or driving privilege pursuant to s. 322.26 upon conviction of such offense, and the prosecution is by affidavit, information, or indictment, the prosecutor shall direct the arresting officer to prepare a citation. In the absence of an arresting officer, the prosecutor shall

prepare the citation. For the purpose of this subsection, the term "arresting officer" means the law enforcement officer who apprehended or took into custody the alleged offender.

(11) Driver information contained in a uniform traffic citation, which includes but is not limited to, the accused person's name and address, shall not be used for commercial solicitation purposes. However, the use of such driver information contained in a uniform traffic citation shall not be considered a commercial purpose when used for publication in a newspaper or other news periodical, when used for broadcast by radio or television, or when used to inform a person of the availability of driver safety training.

3. DESCRIPTION OF THE UNIFORM TRAFFIC CITATION

Florida has the standard UTC and Driving Under the Influence citations. The format for these citations is paper and electronic. The paper UTC 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 pre-carboned paper (See Diagram 2).

Electronic citations (eCitations) may vary from this description. Law enforcement agencies that wish to use eCitations **must** use an approved vendor. Although vendor's formats may vary from the above description, FLHSMV closely scrutinizes and must approved variations. For a list of currently approved vendors, please visit: https://www.flhsmv.gov/pdf/courts/utc/e-citationvendors.pdf

In general, the eCitation should be uniform and there are certain things that should not deviate from the current paper format. Data field placement should be uniform on all citations and the narrative on the citations must not differ. Examples of previously approved variances include agencies may print eCitations on an $8 \% \times 11$ form; specific violations may print instead of the standard list of violation choices; and smaller forms may be approved for use by motorcycle officers. It is at the discretion of the individual law enforcement agency to determine the type of paper used.

NOTE: No advertisements are allowed on the front or back of an eCitation.

a) Part One (White) - COMPLAINT - RETAINED BY COURT

This part is designed to serve as a complaint for both civil and criminal cases and is used by judges and the COC 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. The reverse side of the paper citation is to notify individuals charged with traffic infractions (not requiring a court appearance) regarding the options available to them when responding to the violation.

c) Part Three (Pink) - OFFICER-AGENCY 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.

d) Book Assignment Receipt

Only paper citation assignment receipts have the beginning and ending numbers pre-printed.

3.1 CITATION NUMBER ALGORITHM

The current number format still consists of seven 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 FLHSMV database. The seventh character will be either a P (for paper) or E (for electronic). This current format does not contain a check digit. FLHSMV implemented the current citation number format to support the increasing use of eCitations.

3.2 REQUESTING CITATIONS

3.2.1 REQUESTING PAPER AND ECITATIONS

Under the discretion of the Bureau of Records, a contractor (successful bidder) is responsible for the printing, warehousing, and shipping of UTC books to all law enforcement agencies. Agencies that need additional citations should email Court Assist at CourtAssist@flhsmv.gov. In the email, please include the following:

- Agency name
- Agency's approved point of contact information
 - o Name, address, and phone number
 - o No P.O. Box
- Count of current citations on hand
- Type of citations requesting
 - o UTC or DUI
 - o Paper or Electronic
- Number of citations requested

3.2.2 PAPER CITATIONS

- a) Each law enforcement agency's shipment of paper citations includes a UTC invoice and receipt form and a tracking sheet listing all citations provided. This form indicates the UTC series numbers and the total number of books shipped.
 - 1. Upon receipt of shipment, the receiving officer /clerk shall examine the contents of the shipment immediately and shall contact the Bureau of Records (address and phone number below) to resolve any discrepancy.
 - 2. Note missing numbers on the packing list and verification receipt under "Remarks". Enter the date received and print the name of receiving office/clerk in the space provided. (See Diagram 1)

Return form to address below:

Department of Highway Safety and Motor Vehicles Bureau of Records 2900 Apalachee Parkway, Room A213, MS 89 Tallahassee, Florida 32399-0500

Telephone: 850-617-2589 Fax: 850-617-5168

Email: CourtAssist@flhsmv.gov

- b) List any books damaged beyond use during shipment from the beginning number to end number on the invoice form contained in the carton of citations and return to the Bureau of Records. In the space for "Remarks" on the office receipt form, print or type, "Damaged in Shipment".
- c) If the agency later discovers that citations are missing or mutilated, notify the Bureau of Records in Tallahassee **IMMEDIATELY** inwriting, listing the series of the missing or mutilated citation(s). FLHSMV will void these citation(s) from the agency's inventory record. Return the mutilated citations to the Bureau of Records. (See address above)

NOTE: Verify the shipment, return the invoice, and receipt form within five days to the Bureau of Records. Do not hold the invoice and receipt form until the agency begins using the book(s). The agency should retain a copy.

3.2.3 ELECTRONIC CITATIONS

Authorized agencies with an approved vendor requesting citation numbers for eCitations, must email the Bureau of Records at CourtAssist@flhsmv.gov. This will serve as an invoice and will be applied to our inventory file. The Bureau of Records assigns and delivers eCitation numbers in an excel spreadsheet. Uploading the spreadsheet into your agency's eCitation software 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. Agencies should follow up with an acknowledgment email verifying receipt of numbers.

NOTE: Please use CONSOLAS Font for the citation numbers. The Consolas Font distinguishes "0" from "0" and "1" from "1".

3.2.4 AGENCY ASSIGNMENT TO OFFICER

a) In addition to the responsibility placed on FLHSMV for keeping accurate records, each law enforcement agency is also responsible for keeping records of all citations supplied to them and all citations used or issued by them. There are two receipts in the front of each traffic citation book. Each agency may develop their own procedures for assigning citations to individual officers and may use these receipts to assist with internal control and record keeping. Upon receipt of each book, the officer shall:

Inspect the book to ensure that citations are in correct numeric sequence, that each UTC book contains 25 sets of citations, and are the same as those listed on the officer's receipt. DUI books contain 10 sets of citations.

Examples of the Officer Receipt Forms





- b) IMPORTANT NOTE: Under NO circumstances is it permissible for one law enforcement agency to allow another law enforcement agency to use their citations unless authorized by the Bureau of Records in Tallahassee. FLHSMV's inventory system assigns each citation to a specific agency.
- c) Upon separation from the agency, an officer must surrender any assigned citation book(s) to his/her immediate supervisor. The agency may reassign all full & partial books to another officer within the same arresting agency.
- d) ECitations assigned to an officer who has separated from the agency should be reassigned to other officers at the same agency.
- e) Agencies must have accurate and complete citation records showing received citations, citations assigned in inventory, citations assigned to officers, and the date of citation transmission to the COCs.
- f) If an officer needs to void a citation, **all** copies must be in the officer's possession and marked **VOID** with a brief explanation and the officer's initials. **Only the arresting officer may void the citation**. Forward a copy to FLHSMV (Mail Stop 89) for accountability. The agency **CANNOT** void citations once submitted to the COC. Once submitted to the COC, court action is required (Dismissal, Nolle Prosequi, etc.). Remember, it is unlawful and official misconduct for an officer to dispose of a citation other than as required by *section 316.650*, *Florida Statutes*.
- g) The Bureau of Records' Senior Liaison Officers will periodically audit agencies' citation inventory for accountability purposes pursuant to *section 316.650*, *Florida Statutes*. SLOs conduct audits more frequently at the agency's requestor if FLHSMV believes additional audits are necessary.

3.2.5 **VOIDS**

Pursuant to Florida Statutes, citations submitted to the COC require court action. It is unlawful and official misconduct for any officer or public employee to dispose of a traffic citation in a manner other than what is required by *section 316.650*, *Florida Statutes*. All spoiled, mutilated, or otherwise unusable citations that have not been submitted to the COC must be voided by FLHSMV.

When reporting citations for voids the agency must submit a letter on agency letterhead. The letter must include the list of the citations to void and reasons for the voiding. The chief administrative officer or a designated official must sign and date the letter. The agency should report the voids using one of the following options:

Mail To:

Florida Department of Highway Safety and Motor Vehicles Bureau of Records 2900 Apalachee Parkway, Room A213, MS 89 Tallahassee, Florida 32399-0500

NOTE: The agency must return all copies of the citation(s) and the letter.

Or

Email To: CourtAssist@flhsmv.gov

NOTE: Email must include the letter and an excel spreadsheet listing all the citations in alphanumeric order in the Consolas font. Once FLHSMV approves the voids the agency can destroy the citations by crosscut shredding or incineration.

3.2.6 AGENCY ASSIGNMENTS TO CLERK OF COURTS AND STATE ATTORNEYS

- a) Pursuanttosection316.650(10), Florida Statutes, Assistant State Attorneys (ASA)must issue trafficcitations under certain circumstances.
- b) The Bureau of Records will issue traffic citations to the COC and ASA when requested. The COC and SA shall sign the officer's receipt and be accountable for the citations to the Bureau of Records in the same manner as law enforcement agencies.

3.2.7 DISBANDED/ABSORBEDBYANOTHERLAWENFORCEMENT AGENCY

If a law enforcement agency ceases to function, the agency must notify FLHSMV on agency letterhead. The letter must include the following:

- Address the letter to the Bureau Chief of Records
- Note whether the agency is disbanded/absorbed
- Effective date of the disbandment/absorption
- Forwarding agency contact information
- The agency head's signature

NOTE: Gather all unused UTC books for FLHSMV accounting.

Mail To:

Bureau Chief of Records, Motorist Services 2900 Apalachee Parkway, RoomA213, MS89 Tallahassee, Florida 32399-0500 Telephone: 850-617-2589 Fax: 850-617-5168

Email: CourtAssist@flhsmv.gov

After submitting the letter, contact the Bureau of Records' Senior Liaison Officer to have all unused citation books audited and collected.

4. COMPLETION OF A STANDARD UNIFORM TRAFFIC CITATION

- a) Use a hard divider between the sets (three copies) when completing the citation. Use a ball point pen to ensure that the information is legible on all three copies. (Print all information in black ink)
- b) Print legibly.
- c) Sign the citation and include your officer ID and/or badge number.
- d) Submit the court copy of the citation to the COC within five days from the date of issuance pursuant to *section* 316.650(3), Florida Statutes.
- e) Voided citations must be sent to FLHSMV utilizing your agency policies and procedures.

Please see Diagram 2

4.1 STEP BY STEP PROCEDURES

Please refer to Diagram 2 in the back of the manual to locate the fields listed below on a paper citation.

➤ <u>County (4)</u> – Print the complete name of the county in which the offense occurred and enter the two-digit county code from Appendix A. This block is important and <u>must</u> be filled in even though the offense may have occurred inside the incorporated limits of a city.

NOTE: After writing the first entry, check the last page (pink copy) to make sure all copies are legible. If all copies are not legible, trace over the citation. This takes only a few seconds and, in many instances, saves the officer and COC personnel consider able time in transmitting an unread able copy.

- ➤ <u>City (6)</u> Enter only if violation occurred within city limits
- Agency Number (8) Refer to Appendix A to obtain your agency number.
- Agency Name (9) Agency Name: required if agency type is 2 (Police Department) or 4 (Other). Name can be up to 20 characters.
- Day of Week (10) Up to 4-characterabbreviation for day of week (MOND, TUES, WEDN, THUR, FRID, SATU, SUND).
- > Offense Date (11)—Format: MM/DD/YYYYEx.07/07/2001.Futuredateswillberejected.
- ➤ Offense Time (12) Format HH: MM Ex. 08:30. Do not use military time.
- ➤ Offense Time (AM/PM) (13) Check either AM or PM, not both.

NOTE: If the violator does not have a driver license or identification card, enter the <u>FULL</u> name, date of birth, and sex. The right thumbprint must be placed on the reverse side of the first copy (Complaint) when the violator does not have a driver license card pursuant to section 322.15(2), Florida Statutes.

If the violator has an expired license, enter the name as it appears on the expired license. If it is an out-of-state license with the last name first, reverse the order and list the first, middle, and last name.

- ➤ <u>Driver First Name (14)</u> Enter the violator's given name using UPPERCASE alphabetic characters (A-Z) as it appears on the driver license or identification card. In addition, hyphens ("-"), apostrophes ("""), and a blank is allowed.
- ➤ <u>Driver Middle Name (15)</u> Enter the violator's middle name (if they have one) as it appears on the driver license or identification card. Otherwise leave blank.
- ➤ <u>Driver Last Name (16)</u> Enter the violator's surname using UPPERCASE alphabetic characters (A-Z) as it appears on the driver license or identification card. In addition, hyphens ("-"), apostrophes ("""), and a blank is allowed.
- ➤ <u>Driver Suffix (17)</u> Enter the violator's suffix as it appears on the driver license or identification card. Leave this field blank if there is no suffix or if driver's name is "the first".
- ➤ <u>Street Address (18)</u> <u>Always ask the violator for his/her current address and enter that address.</u> Only characters allowed are A-Z, 0-9, "#" (number sign), "-" (hyphen), "/" (forward slash, needed for half numbers in address), and blank. Use "GENERAL DELIVERY" if unknown.
- Address different than Driver License (19) If the address differs from that on the driver license, put an 'X' in the box on the citation indicating a change in address. Leave blank otherwise.
- <u>City (20)</u> Enter the driver's address city. If the driver's address city is not known use your County's Seat (only use abbreviations approved by COC).
- > <u>State of Driver's Address (21)</u> Enter the driver's address state code as listed in Appendix A. Use value 'CD' for Canadian (all provinces) addresses and 'MX' for Mexico (all states); use 'FF' for other foreign countries and US territories.
- > Zip Code (22) Enter the driver's zip code.
- ➤ <u>Telephone Number (23)</u> Enter the telephone number where the violator may be contacted in case additional information is required. (10 digits no hyphens)
- ➤ <u>Birth Date (24)</u> Enter date of birth of violator. Format: MM/DD/YYYY Ex. 07/07/2001 if unknown use default Date of Birth of '01/01/1900'.
- <u>Race (25)</u> The only acceptable races codes are: "W" (White), "B" (Black), "I" (American Indian), "A" (Asian), "H" (Hispanic), or "O" (Other).
- > Sex (26) Enter "F" (Female) or "M" (Male) as indicated on the license. Leave blank if unknown.
- ► Height (27) Enter the violator's height as shown on the driver's license. Use only numbers; Ex. 6'10" should be 610.
- ➤ <u>Driver's License Number (28)</u> Enter the 13-digit Florida driver license number as it appears on the license using the blocks provided. The Florida driver license will have one alpha character, which is always the first letter of the driver's last name, followed by numeric characters. Leave blank if unknown (values "NONE", "NOT CARRIED", etc. are not valid). The license number may not contain any embedded spaces. For out of state drivers within the US, Canada, Mexico or out of the country enter the driver license number as it appears on the license. Leave blank if Florida license and OOS number are unknown.
 - 1. If the violator presents an expired or suspended license or identification card, enter that number in the space provided.
 - 2. If a driver license number, identification card number or non-licensed record number is obtained by a computer response, enter that number in the space provided.
 - 3. If the violator does not have a driver license, (except as stated in (2)) or identification card, leave the blocks provided for a driver license number blank.
- ➤ <u>Driver License State (29)</u> Enter the state which issued the driver license using the proper two letter abbreviation (See Appendix A). Enter state from address even if license number is unknown. Use value

- 'CD' for Canadian (all provinces) addresses and 'MX' for Mexico (all states); use 'FF' for other foreign countries and US territories. (See Appendix A)
- ➤ <u>Driver License Class (30)</u> Enter Class A, B, C, or E for those who have been issued a Florida classified driver license. Enter Class U for unknown or unclassified record.
- ➤ <u>Commercial DL (126)</u> Check "Yes" box if individual listed on the citation is a Commercial Driver License holder. Check "No" otherwise.
- Expired DL (31) Enter the year the license expires or expired. Format: YYYY Example: 2008; "0000" if unknown.
- ➤ <u>Commercial Vehicle Code (32)</u> Check "Yes" box if commercial vehicle; "No" box for non-commercial vehicles or unknown.
- ➤ <u>Vehicle Year (33)</u> Enter the year the vehicle was manufactured. Format: YYYY Ex. 2001; leave blank if unknown, pedestrian, or bicycle.
- ➤ <u>Vehicle Make (34)</u> Enter the make of the vehicle. Ex: "FORD", "GM", "UNKNOWN" if unknown. Blank if pedestrian or bicycle. See Appendix F.
- ➤ <u>Vehicle Style (35)</u> Enter the style of the vehicle. Ex: "TRUCK", "UNKNOWN" if unknown. Blank if pedestrian or bicycle. Refer to Appendix F for a list of vehicle types.
- ➤ <u>Vehicle Color (36)</u> Enter the vehicle color. Enter "UNKNOWN" if unknown. Blank if pedestrian or bicycle. See Appendix F for a list of vehicle colors.
- Hazardous Material (37) Check "Yes" box or "No" box. "Yes" indicates hazardous materials, "No" otherwise.
- ➤ <u>Vehicle Tag Number (38)</u> Enter the complete tag number displayed on the vehicle. Example: QJR144. NO HYPHENS ONLY CHARACTERS NO SPACES.
- ➤ <u>Vehicle Trailer Tag Number (39)</u> Enter the complete tag number displayed on the trailer (if applicable). Example: QJR144. NO HYPHENS ONLY CHARACTERS NO SPACES.
- ➤ <u>Vehicle State (40)</u> Enter the state in which the vehicle tag is licensed using the proper two letter abbreviation in Appendix A.
- Vehicle Tag Expiration Year (41) Enter the year that the vehicle tag expires or expired. Format: YYYY Ex. 2001. Required if vehicle was involved in the offense, may be left blank for pedestrian, bicycle, or no tag offense. For permanent registration leave tag expiration year blank and choose "Yes" for permanent registration.
- ➤ <u>16 Passenger Vehicle (121)</u> Check "Yes" box if violation occurred in a **COMMERCIAL** passenger vehicle capable of carrying 16 + passengers, check "No" otherwise.
- ➤ <u>Violation Location (43)</u> Give a brief description of violation location.
- Motorcycles (120) Check "Yes" box if violation occurred on a motorcycle, check "No" otherwise.
- Companion Citation (42) If more than (1) one citation is issued to the violator, check "Yes" box, "No" if otherwise. Enter the companion citation number in the comments sections of the citation.
- ➤ <u>Distance Feet (44)</u> Violation location: distance in feet from a landmark. NUMBER ONLY Right justify the number, fill with Zeros to the left; all zeros if N/A
- > <u>Distance Miles (45)</u> Enter the violation location: distance in miles from nearest town.
- ➤ <u>Direction N (46)</u> Check the "N" box if violation location is north.
- ➤ <u>Direction S (47)</u> Check the "S" box if violation location is south.
- ➤ <u>Direction E (48)</u> Check the "E" box if violation location is east.
- ➤ **Direction W (49)** Check the "W" box if violation location is west.
- ▶ Of Node (50) Enter the identification of node (required on UTC by some counties).

- Actual Speed (51) Enter the measured speed of the vehicle as indicated on the speed measuring device. This field is mandatory for speeding violations.
- ➤ <u>Posted Speed (52)</u> Enter the posted speed limit where the violation occurred. This field is mandatory for speeding violations.
- **Hwy Interstate (54)** Check "Yes" if violation occurred on an interstate highway.
- ➤ <u>Violation School Zone (132)</u> Check "Yes" if the violation occurred in a school zone or leave blank.
- ➤ <u>Violation Workers Present (130)</u> Check "Yes" if construction workers were present in location the violation occurred.
- Method of Arrest (84) Enter the method used to measure the violators speed as listed:
 - 0-Unknown
 1-Visual
 3-Radar
 4-Aircraft
 5-Laser

Use value '1' if radar or aircraft is not specified by law enforcement officer in Comments box. Value can be zero if method of arrest is completely unknown, or it can be defaulted to 1. **Required if arresting agency is FHP.**

- > <u>Speed Measuring Device ID (136)</u> Enter the ID# or serial number of the speed measuring device used to write the citation. Leave blank otherwise.
- ➤ <u>Violation Careless (55)</u> Check this box if citation is for careless driving violation.
- > <u>Violation Device (56)</u> Check this box if citation is for a failure to obey a traffic control device violation.
- > Violation Signal Red Light (129) Check this box if citation is for a red-light violation.
- > <u>Violation Lane (58)</u> Check this box if citation is for an improper lane change violation.
- ➤ Violation Insurance (67) Check this box if citation is for failure to provide proof of insurance violation.
- ➤ <u>Violation ROW (57)</u> Check this box if citation is for a right-of-way violation.
- ➤ <u>Violation Passing (59)</u> Check this box if citation is for an improper passing violation.
- ➤ <u>Violation Child Restraint (60)</u> Check this box if citation is for a failure to secure a child in an approved car seat and/or seat belt violation.
- ➤ <u>Violation Seat Belt (63)</u> Check this box if citation is for a failure of the driver and/or passengers to properly wear seatbelt violation.
- ➤ <u>Violation Equipment (64)</u> Check this box if citation is for improper or unsafe equipment violation.
- ➤ <u>Violation Tag Less (65)</u> Check this box if citation is for an expired tag that has been expired 6 months or less violation.
- ➤ <u>Violation Tag More (66)</u> Check this box if citation is for an expired tag that has been expired longer than 6 months violation.
- Violation Suspended/Revoked License (71) Check this box if citation is for driving with a suspended/revoked license violation.
- ➤ <u>Violation Expired Driver License Less (68)</u> Check this box if citation is for an expired driver license violation 6 months or less violation.
- ➤ <u>Violation Expired Driver License More (69)</u> Check this box if citation is for an expired driver license more than 6 months violation.

- ➤ <u>Violation No Valid Driver License (70)</u> Check this box if citation is for a no valid driver license violation.
- ➤ <u>Violation DUI (61)</u> Check this box if citation is for a driving under the influence of drugs or alcohol violation.
- ➤ <u>DUI Violation Passenger under 18 (123)</u> Check this box if the individual listed on the citation was driving under the influence of drugs or alcohol and was carrying a passenger under the age of 18 years of age at the time the violation occurred.
- ➤ <u>Blood Alcohol Level (62)</u> Enter the measured blood alcohol level of the individual. Use numerical characters only. Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided.
- ➤ Other Comments (72) Enter any other information regarding the driver, vehicle, companion citation number or violations.
- ➤ Officer Re-exam Flag (122) Check "Yes" box if officer believes or has reason to believe that the individual indicated on the citation needs to complete a driver license re-examination, check "No" otherwise.
- ➤ <u>DL Seized (137)</u> Check "Yes" box if officer seized the driver license of the individual indicated on the citation, check "No" otherwise.
- Aggressive Driver Flag (113) Check this box if the citation is for aggressive careless driver citation. (Captured for statistical purposes)
- State Statute Indicator (75) Enter statement on citation which indicates the UTCs are for State Statutes.
- Section (76) Enter the Chapter number followed by the Section number of the statute for which the citation is being written.
- > <u>Sub-Section (77)</u> Enter the statute sub-section for the violation (if applicable). This is **required** if the specific section has subsection(s).
- ➤ Crash Y/N (78) Check "Yes" for crash, "No" otherwise.
- > Property Damage Y/N (79) Check "Yes" for property damage, "No" otherwise.
- Property Damage Amount (80) Enter the estimated dollar amount of the property damage. NO DECIMALS, whole dollar amounts; leave blank if N/A.
- > Injury Y/N (81) Check "Yes" for injury, "No" otherwise.
- > Serious Injury Y/N (82) Check "Yes" for serious injury, "No" otherwise.
- Fatal Injury Y/N (83) Check "Yes" for fatal injury, "No" otherow is e.

NOTE FOR 82 and 83: You cannot have both serious bodily injury and fatal injury checked at the same time.

- ➤ <u>Criminal Violation Court Appearance Required (85)</u> Check box if the citation is for a criminal violation which requires a court appearance. Leave field blank otherwise.
- ➤ <u>Infraction Court Appearance Required (86)</u> Check box if the citation is for an infraction which requires a court appearance. Leave field blank otherwise.
- ➤ <u>Infraction No Court Appearance Required (87)</u> Enter "Yes" if the citation is for an infraction which does not require a court appearance. Leave field blank otherwise.
- Fine Amount (115) Enter the fine amount (Civil Penalty) for the violation on the citation. Format 9999.99 (decimal point required). Leave blank for criminal violations.

- Court Date (88) Enter the date that the violator must appear for court. Format: MM/DD/YYYY Ex: 07/07/2001; zeros if N/A.
- Court Time (89) Enter the time that the violator should be present for the court hearing. Format HH:MM Ex: 08:30; "00000" if N/A.
- > Court Time (AM/PM) (91) Check box for AM or PM.
- Court Name (90) Enter the Name of the court where the violator is to appear. (Ex: Leon County Court or Tallahassee Municipal Court)
- ➤ <u>Court Address (92)</u> Enter the address of the court where the violator is to appear (if known). Leave blank otherwise.
- **Court City (93)** Enter the city where the court is located.
- Court State (94) Enter "FL" or leave blank.
- **Court Zip (95)** Enter the zip code for the court address or leave blank.
- > Arrest Delivered to (96) Enter the location to which the arrested person was delivered.
- Arrest Delivered Date (97) Enter the date the arrested person was delivered. Format: MM/DD/YYYY Ex. 07/07/2001; zeroes if N/A.
- ➤ Officer Rank (98) Enter the rank of the officer issuing the citation.
- ➤ Officer First Name (99) Enter the first name of the officer issuing the citation.
- ➤ Officer Middle Name (100) Enter the middle name of the officer issuing the citation. This is optional.
- > Officer Last Name (101) Enter the last name of the officer issuing the
- ➤ Officer Badge Number (102) Enter the badge number of the officer issuing the citation.
- ➤ Officer ID (103) Enter the ID number of the officer issuing the citation. NUMBER ONLY. If officer ID is longer than 5 characters, then use the first 5 characters.
- > <u>Trooper Unit (104)</u> Enter the Troop the trooper is assigned. (Ex. Troop "C", Tampa). (If applicable).
- ➤ Officer Delivery Verification (118) Check this box to indicate that the citation was delivered to the violator (civil infractions not requiring a court appearance). If criminal violation or infraction requiring a court appearance, the violator must sign the citation. If violator refuses to sign the citation, write "refused" on signature line.

NOTE: Paper citations written for non-criminal offenses after June 18, 2021, require the tear sheet titled *Payment Plan Option for Civil Penalties* be provided to the violator with the citation.

5. COMPLETION OF DUI UNIFORM TRAFFIC CITATION

- a) Use a hard divider between the sets (five copies) when completing the citation. Use a ball point pen to ensure that the information is legible on all five copies. (Print all information in black ink)
- b) Print legibly.
- c) Sign the citation and include your officer ID and/or badge number.
- d) Submit the court copy of the citation to the COC within five days from the date of issuance.
- e) Voided citations must be sent to FLHSMV utilizing your agency policies and procedures.

Please see Diagram 3

5.1 DISTRIBUTION OF CITATIONS

a) Part One (White) - COMPLAINT - RETAINED BY COURT

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

b) Part Two (White) - ABSTRACT OF COURTRECORD

ONLY SEND when the courts CANNOT transmit via TCATS.

c) Part Three (Blue) – DHSMV RECORD – FORWARD TO HEARING OFFICE

Send photo static copy or the blue copy of DUI citation to the nearest FLHSMV Bureau of Administrative Reviews Office (BAR). If an FHP office uses the blue DUI copy for tracking, make a copy to send to the BAR office.

d) Part Four (Yellow) - SUMMONS - VIOLATOR'S COPY

This part is reserved for the traffic offender. 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.

e) Part Five (Pink) - OFFICER - AGENCYCOPY

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.

5.2 STEP BY STEP PROCEDURES

Please refer to Diagram 3 in the back of the manual to locate the fields listed below on a paper citation.

➤ <u>County (4)</u> – Print the complete name of the county in which the offense occurred and enter the two-digit county code from Appendix A. This block is important and <u>must</u> be filled in even though the offense may have occurred inside the incorporated limits of a city.

NOTE: After writing the first entry, check the last page (pink copy) to make sure all copies are legible. If all copies are not legible, trace over the citation. This takes only a few seconds and, in many instances, saves the officer and COC personnel consider able time in transmitting an unreadable copy.

- <u>City (6)</u> Enter only if violation occurred within city limits
- Agency Number (8) Refer to Appendix A to obtain your agency number.
- Agency Name (9) Agency Name: required if agency type is 2 (Police Department) or 4 (Other). Name can be up to 20 characters.
- <u>Day of Week (10)</u> Up to 4-characterabbreviation for day of week (MOND, TUES, WEDN, THUR, FRID, SATU, SUND).
- ➤ Offense Date (11) Format: MM/DD/YYYY Ex. 07/07/2001. Future dates will be rejected.
- ➤ Offense Time (12) Format HH: MM Ex. 08:30. Do not use military time.
- ➤ Offense Time (AM/PM) (13) Check either AM or PM, not both.

NOTE: If the violator does not have a driver license or identification card, enter the <u>FULL</u> name, date of birth, and sex. The right thumbprint must be placed on the reverse side of the first copy (Complaint) when the violator does not have a driver license card pursuant to section 322.15(2), Florida Statutes.

If the violator has an expired license, enter the name as it appears on the expired license. If it is an outof-state license with the last name first, reverse the order and list the first, middle, and last name.

- <u>Driver First Name (14)</u> Enter the violator's given name using UPPERCASE alphabetic characters (A-Z) as it appears on the driver license or identification card. In addition, hyphens ("-"), apostrophes ("""), and a blank is allowed.
- ➤ <u>Driver Middle Name (15)</u> Enter the violator's middle name (if they have one) as it appears on the driver license or identification card. Otherwise leave blank.
- ➤ <u>Driver Last Name (16)</u> Enter the violator's surname using UPPERCASE alphabetic characters (A-Z) as it appears on the driver license or identification card. In addition, hyphens ("-"), apostrophes ("""), and a blank is allowed.
- ➤ <u>Driver Suffix (17)</u> Enter the violator's suffix as it appears on the driver license or identification card. Leave this field blank if there is no suffix or if driver's name is "the first".
- > Street Address (18) Always ask the violator for his/her current address and enter that address. Only characters allowed are A-Z, 0-9, "#" (number sign), "-" (hyphen), "/" (forward slash, needed for half numbers in address), and blank. Use "GENERAL DELIVERY" if unknown.
- Address different than Driver License (19) If the address differs from that on the driver license, put an 'X' in the box on the citation indicating a change in address. Leave blank otherwise.
- <u>City (20)</u> Enter the driver's address city. If the driver's address city is not known use your County's Seat (only use abbreviations approved by COC).
- ➤ <u>State of Driver's Address (21)</u> Enter the driver's address state code as listed in Appendix A. Use value 'CD' for Canadian (all provinces) addresses and 'MX' for Mexico (all states); use 'FF' for otherforeign countries and US territories.
- > **Zip Code (22)** Enter the driver's zip code.
- ➤ <u>Telephone Number (23)</u> Enter the telephone number where the violator may be contacted in case additional information is required. (10 digits no hyphens)
- ➤ <u>Birth Date (24)</u> Enter date of birth of violator. Format: MM/DD/YYYY Ex. 07/07/2001 if unknown use default Date of Birth of '01/01/1900'.
- Race (25) The only acceptable races codes are: "W" (White), "B" (Black), "I" (American Indian), "A" (Asian), "H" (Hispanic), or" (Other).
- > Sex (26) Enter "F" (Female) or "M" (Male) as indicated on the license. Leave blank if unknown.
- ► <u>Height (27)</u> Enter the violator's height as shown on the driver's license. Use only numbers; Ex. 6'10" should be 610.
- ▶ <u>Driver's License Number (28)</u> Enter the 13-digit Florida driver license number as it appears on the license using the blocks provided. The Florida driver license will have one alpha character, which is always the first letter of the driver's last name, followed by numeric characters. Leave blank if unknown (values "NONE", "NOT CARRIED", etc. are not valid). The license number may not contain any embedded spaces. For out of state drivers within the US, Canada, Mexico or out of the country enter the driver license number as it appears on the license. Leave blank if Florida license and OOS number are unknown.
 - 1. If the violator presents an expired or suspended license or identification card, enter that number in the space provided.

- 2. If a driver license number, identification card number or non-licensed record number is obtained by a computer response, enter that number in the space provided.
- 3. If the violator does not have a driver license, (except as stated in (2)) or identification card, leave the blocks provided for a driver license number blank.
- ➤ <u>Driver License State (29)</u> Enter the state which issued the driver license using the proper two letter abbreviation (See Appendix A). Enter state from address even if license number is unknown. Use value 'CD' for Canadian (all provinces) addresses and 'MX' for Mexico (all states); use 'FF' for other foreign countries and US territories. (See Appendix A)
- ➤ <u>Driver License Class (30)</u> Enter Class A, B, C, E, or U (for unknown) for those who have been issued a Florida classified driver license.
- ➤ <u>Commercial DL (126)</u> Check "Yes" box if individual listed on the citation is a Commercial Driver License holder. Check "No" otherwise.
- Expired DL (31) Enter the year the license expires or expired. Format: YYYY Example: 2008; "0000" if unknown.
- ➤ <u>Commercial Vehicle Code (32)</u> Check "Yes" box if commercial vehicle; "No" box for non-commercial vehicles or unknown.
- ➤ <u>Vehicle Year (33)</u> Enter the year the vehicle was manufactured. Format: YYYY Ex. 2001; leave blank if unknown, pedestrian, or bicycle.
- ➤ <u>Vehicle Make (34)</u> Enter the make of the vehicle. Ex: "FORD", "GM", "UNKNOWN" if unknown. Blank if pedestrian or bicycle. See Appendix F.
- ➤ <u>Vehicle Style (35)</u> Enter the style of the vehicle. Ex: "TRUCK", "UNKNOWN" if unknown. Blank if pedestrian or bicycle. Refer to Appendix F for a list of vehicle types.
- ➤ <u>Vehicle Color (36)</u> Enter the vehicle color. Enter "UNKNOWN" if unknown. Blank if pedestrian or bicycle. See Appendix F for a list of vehicle colors.
- Hazardous Material (37) Check "Yes" box or "No" box. "Yes" indicates hazardous materials, "No" otherwise.
- ➤ <u>Vehicle Tag Number (38)</u> Enter the complete tag number displayed on the vehicle. Example: QJR144. NO HYPHENS ONLY CHARACTERS NO SPACES.
- ➤ <u>Vehicle Trailer Tag Number (39)</u> Enter the complete tag number displayed on the trailer (if applicable). Example: QJR144. NO HYPHENS ONLY CHARACTERS NO SPACES.
- ➤ <u>Vehicle State (40)</u> Enter the state in which the vehicle tag is licensed using the proper two letter abbreviation in Appendix A.
- Vehicle Tag Expiration Year (41) Enter the year that the vehicle tag expires or expired. Format: YYYY Ex. 2001. Required if vehicle was involved in the offense, may be left blank for pedestrian, bicycle, or no tag offense. For permanent registration leave tag expiration year blank and choose "Yes" for permanent registration.
- ➤ <u>16 Passenger Vehicle (121)</u> Check "Yes" box if violation occurred in a **COMMERCIAL** passenger vehicle capable of carrying 16 + passengers, check "No" otherwise.
- ➤ **Violation Location (43)** Give a brief description of violation location.
- Motorcycles (120) Check "Yes" box if violation occurred on a motorcycle, check "No" otherwise.
- Companion Citation (42) If more than (1) one citation is issued to the violator, check "Yes" box, "No" if otherwise. Enter the companion citation number in the comments sections of the citation.
- ➤ <u>Distance Feet (44)</u> Violation location: distance in feet from a landmark. NUMBER ONLY Right justify the number, fill with Zeros to the left; all zeros if N/A

Distance – Miles (45) – Enter the violation location: distance in miles from nearest town.

- ➤ <u>Direction N (46)</u> Check the "N" box if violation location is north.
- ➤ <u>Direction S (47)</u> Check the "S" box if violation location is south.
- ➤ <u>Direction E (48)</u> Check the "E" box if violation location is east.
- ➤ **Direction W (49)** Check the "W" box if violation location is west.
- Of Node (50) Enter the identification of node (required on UTC by some counties).
- ➤ <u>Blood Alcohol Level (62)</u> No decimal point should be present; a blood alcohol level of .080% may be represented as either "080" with a trailing blank or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided. BAL cannot be less than 0080 or greater than 0450.
- ➤ Other Comments (72) Enter any other information regarding the driver, vehicle, companion citation number or violations.
- Officer Re-exam Flag (122) Check "Yes" box if officer believes or has reason to believe that the individual indicated on the citation needs to complete a driver license re-examination, check "No" otherwise.
- Aggressive Driver Flag (113) Check this box if the citation is for aggressive careless driver citation.
- ➤ <u>DUI Violation Passenger under 18 (123)</u> Check this box if the individual listed on the citation was driving under the influence of drugs or alcohol and was carrying a passenger under the age of 18 years of age at the time the violation occurred.
- Section (76) Enter the Chapter number followed by the Section number of the statute for which the citation is being written.
- > <u>Sub-Section (77)</u> Enter the statute sub-section for the violation (if applicable). This is **required** if the specific section has subsection(s).
- Crash Y/N (78) Check "Yes" for crash, "No" otherwise.
- Property Damage Y/N (79) Check "Yes" for property damage, "No" otherwise.
- **Property Damage Y/N (79)** Check "Yes" for property damage, "No" otherwise.
- Property Damage Amount (80) Enter the estimated dollar amount of the property damage. NO DECIMALS, whole dollar amounts; leave blank if N/A.
- ➤ <u>Injury Y/N (81)</u> Check "Yes" for injury, "No" otherwise.
- > <u>Serious Injury Y/N (82)</u> Check "Yes" for serious injury, "No" otherwise.
- Fatal Injury Y/N (83) Check "Yes" for fatal injury, "No" other wise.

NOTE FOR 82 and 83: You cannot have both serious bodily injury and fatal injury checked at the same time. If both occurred check the most serious severity level which is fatality.

- Court Date (88) Enter the date that the violator must appear for court. Format: MM/DD/YYYY Ex: 07/07/2001; zeros if N/A.
- Court Time (89) Enter the time that the violator should be present for the court hearing. Format HH:MM Ex: 08:30; "00000" if N/A.
- ➤ Court Time (AM/PM) (91) Check box for AM or PM.
- <u>Court Name (90)</u> Enter the Name of the court where the violator is to appear. (Ex: Leon County Court or Tallahassee Municipal Court)
- ➤ <u>Court Address (92)</u> Enter the address of the court where the violator is to appear (if known). Leave blank otherwise.
- **Court City (93)** Enter the city where the court is located.
- Court State (94) Enter "FL" or leave blank.
- **Court Zip (95)** Enter the zip code for the court address or leave blank.

- Arrest Delivered to (96) Enter the location to which the arrested person was delivered.
- ➤ <u>Arrest Delivered Date (97)</u>—Enter the date the arrested person was delivered. Format: MM/DD/YYYY Ex. 07/07/2001; zeroes if N/A.
- ➤ <u>Driving with an Unlawful Blood Alcohol Level (105)</u> Check box if the violator submitted to a test of alcohol level AND if the BAL measured is .080 or above. Otherwise leave blank.
- Refusal to Submit to Lawful Breath, Blood or Urine Test (106) Check box if the violator refused to submit to lawful breath, blood, or urine test. Otherwise leave blank.
- License Surrendered (107) Check "Yes" box if the license was surrendered, check "No" box if not surrendered.
- > State the Reason (108) State the reason license was not surrendered.
- Eligible for Permit (109) Check the "Yes" box to indicate the violator's eligibility for a 10-day permit. All persons holding a valid license at the time of the arrest ARE eligible for a permit. If using an older citation book that indicates a seven-day permit, mark through and write "10" days. Note: a refusal does not disqualify someone for being eligible for a permit.
- > State the Reason (110) State the reason the driver is not eligible for a permit.
- Review Hearing Location (111) List the location (city) of the FLHSMV Bureau of Administrative Reviews (BAR) office where the violator may request are view hearing.
- ➤ Officer Rank (98) Enter the rank of the officer issuing the citation.
- ➤ Officer First Name (99) Enter the first name of the officer issuing the citation.
- ➤ Officer Middle Name (100) Enter the middle name of the officer issuing the citation. This is optional.
- > Officer Last Name (101) Enter the last name of the officer issuing the citation.
- ➤ Officer Badge Number (102) Enter the badge number of the officer issuing the citation.
- ➤ Officer ID (103) Enter the ID number of the officer issuing the citation. NUMBER ONLY. If officer ID is longer than 5 characters, then use the first 5 characters.
- > Trooper Unit (104) Enter the Troop the trooper is assigned. (Ex. Troop "C", Tampa). (If applicable).

6. GENERAL INFORMATION FOR COMPLETION OF THE UTC TRANSMITTAL FORM

- a) The assigned enforcement agency shall complete the form.
- b) Submit the original copy of the transmittal form with the white **court** copy of citation to the COC for processing within five-days after issuance to the violator, as provided in *section316.650(3)*, *Florida Statutes*.
- c) The agency can transmit an electronic facsimile of the citation to the court directly. Or in the case of FHP, through the TCATS.
- d) The agency shall send DUI Citations to the Bureau of Administrative Reviews (BAR) within five days after issuance. (No transmittal needed) *section 322.2615, Florida Statutes*.

NOTE: Agencies will mail the blue copy with other required documents per section 322.2615, Florida Statutes directly to Bureau of Administrative Reviews.

6.1 STEP BY STEP PROCEDURES FOR COMPLETING TRANSMITTAL FORM

Please see Diagram 4

- > <u>Transmitted To: COC TVB</u> Enter address of the COC or Traffic Violations Bureau (TVB) in space provided. Check appropriate box to indicate method of transmittal of the white (Complaint) court copy of the UTC and transmittal form.
- ➤ <u>Transmitted By</u> Enter the name of the person designated by the agency's chief administrative officer to complete the form in the space provided. Enter the complete name and address of the enforcement agency in the appropriate field(s). Enter the date transmitted to the COC. (Must be within five days after issuance to violator)
- > Citation Number List complete citation number for each UTC transmitted.
- ➤ **Date Issued** Enter date the citation was issued to the violator.

NOTE: Never transmit **VOIDED COPIES** to the **COC/TVB.** (See Section 3.2.5 for proper procedures for voiding citations)

- <u>Court Copies Attached</u> Check the appropriate box. If "No" is checked, enter explanation under "REMARKS" where these copies can be located such as jail, juvenile center, SA, etc.
- ➤ <u>Total Number of Citations Attached</u> Enter the total number of citations submitted to the COC in the appropriate space.
- ➤ <u>Received By and Date</u> The designated receiving COC 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: The submitting agency <u>must</u>retain a signed copy for accountability and auditing purposes.

7. REPORT OF DISPOSITION PROCEDURES

- a) Sections 43.41, and 318.14(7)(a), Florida Statutes require the COC to report the final disposition of each offense written on a UTC to FLHSMV within 10 days after final judicial disposition. All dispositions returned to the county requiring a correction shall be resubmitted to FLHSMV within 10 days after the notification of the error.
- b) Section 318.18(8)(a), Florida Statutes requires the electronic Transmission of citation data through the FCCC. The data is transmitted through the TCATS which is accomplished with a contract between FCCC and FLHSMV. Data is then transmitted from FCCC to FLHSMV for processing.
- c) FLHSMV uses the information from the report of disposition as follows:
 - 1. Updating the driver history record.
 - 2. Departmental action such as suspension or revocation of the individual's driving privilege.
 - 3. Accountability and statistical purposes.
- d) Dispositions that carry a verdict of guilty (including those fines listed as paid at Traffic Violations Bureaus and un-vacated bond entreasure) or those with adjudication withheld by the judge when charged with Driving Under the Influence or Driving While License Suspended/Revoked/Cancelled/Disqualified are used toward Departmental action against the individual's driving privilege.

- e) When FLHSMV furnishes a driver record, it will only display information containing convictions, adjudications withheld, bond entreasure and adjudged delinquent. The record will not show arrest information or the verdicts of "not guilty", "nolle prosequi", or "dismissed".
- f) When transferring a case to another court, the disposition copy must accompany the transfer.
- when the defendant fails to comply with a non-criminal traffic citation and a suspension (FTC) has been transmitted, the suspension will purge from the driver record after seven years from the effective date of the suspension pursuant to section 318.15(1)(a), Florida Statutes at which time the case shall be considered disposed (Florida Rules of Traffic Court Rule 6.575 Retention of Case Files). Make sure the FTC suspension has purged from the driver record due to 7-year retention before transmitting disposition copy through TCATS. The court will have to submit verdict B "other" when transmitting.
- h) Criminal cases suspended (FTC) using criminal reason codes will not purge at FLHSMV until reinstated. If a judge order cases nolle prosequi, dismissed, or not guilty, clearances for open FTC suspensions must also be transmitted along with the dispositions.
- i) Once the court receives the citation, it may be disposed of only by official action. IT CANNOT BE VOIDED.

8. COURT ORDER REPORT OF DISPOSITION (HSMV 75827) IN PLACE OF ABSTRACT

Use this form **only** when reporting dispositions to FLHSMV in which a UTC pursuant to *section 316.650*, *Florida Statutes* was not issued. **DO NOT report dispositions for violations of** *chapters 316, 320, and 322*, *Florida Statutes* **on this form. These require a written UTC.**

- a) Print legibly.
- b) Affix COC seal.
- c) Convictions reported in which the court orders the suspension/revocation of the violator's driver license must state the length of time of suspension or revocation.
- d) This form should not be used to substitute FTC suspensions, worthless check suspensions, child support suspensions, or criminal failed to pay financial obligation suspensions.
- e) Mail this form to:

Florida Department of Highway Safety and Motor Vehicles Neil Kirkman Building, Room A-228 MS 89 2900 Apalachee Parkway Tallahassee, Florida 32399-0580

9. REPORT OF CITATION RECORD THROUGH TCATS

a) Once citation data is received from a law enforcement agency via paper citation or by an electronic transmission of the data, a citation record is created by the COCs. Citation information should be transmitted to FCCC as identified in the TCATS Interface Control Document (ICD). For assistance contact FCCC's helpdesk at support@flclerks.com.

- b) This accounts for the citation written prior to payment or disposition. **Dispositions cannot be transmitted** until after the citation has successfully updated.
- c) Data fields are passed to FLHSMV from FCCC. See section titled "Arrest Records Extracted for FLHSMV" in the ICD.
- d) If there are errors during the transmission process, contact the FCCC helpdesk.
- e) All cases involving a written citation should be transmitted. This includes all traffic, felony, and juvenile cases.
- f) Data passed to FLHSMV is processed daily to update the citation inventory file.
 - 1. Validation checks are done at the beginning of this process. Errors are transmitted back to FCCC for electronic forwarding to the counties. FLHSMV inventory is not updated.
 - 2. Data that passes the validations is updated to the citation inventory file.

10. REPORT OF DISPOSITION THROUGH TCATS

- a) Once a citation has been paid or disposed, the final disposition should be transmitted to FCCC as identified in the TCATS Interface Control Document (ICD).
- b) This information is validated by FCCC, and errors are transmitted back to the COC. Dispositions which pass the validations are then transmitted to FLHSMV. See section titled "UTCs From Counties Extracted for FLHSMV" in the ICD. This will be a combination of citation data and disposition data sent to FCCC.
- c) This data is sent to FLHSMV and processed daily to update the citation inventory database.
 - 1. Validation checks are done at the beginning of this process. Errors are transmitted back to FCCC for electronic forwarding to the counties. FLHSMV inventory is not updated.
 - 2. Data that passes the validation is updated to the citation inventory database.
 - 3. A computer-generated citation is created for out-of-state drivers and mailed weekly to the appropriate state. Commercial violations are mailed out daily.

All convictions should be transmitted with a citation number as required under sections 316.650, and 322.25(6), Florida Statutes or for offenses failing under section 322.26, Florida Statutes. A court order should be mailed to FLHSMV for convictions that do not require a citation. We have a court order report of disposition form that may be used (See Diagram 5).

NOTE: Section 318.14(7), Florida Statutes gives FLHSMV authority to modify a suspension or revocation if the conviction generating such action was not submitted timely by the COC.

11. SUPPLEMENTAL REPORT OF DISPOSITION

A supplemental disposition will be defined as a record in the disposition file which is sent by a county via TCATS to FCCC with the value "S" in the supplemental code field (ICD field 31). This supplemental code is then included in the UTC disposition file sent via TCATS to FLHSMV.

This is used to correct or update the data after an original disposition for a citation has been sent by the county via TCATS, has successfully loaded at FCCC, has been forwarded to FLHSMV in the UTC disposition file, and has been successfully loaded into FLHSMV's database. If a disposition has been successfully loaded at FCCC but not

loaded into FLHSMV's database, the disposition must be resent as a "supplemental" disposition to be accepted at FCCC. However, FLHSMV will process a supplemental disposition even if an original/primary disposition hasn't been received. (FCCC will reject the "original" disposition if it is received after the supplemental and return an error to the county)

Multiple supplemental dispositions may be sent for the same citation if it is required to correct the data. However, these should only be sent on separate dates (multiple supplemental in the same input file, or supplemental sent too close together will lead to errors going back to county). Do not send the same supplemental a second time. Supplemental dispositions take up to 48 hours to update.

11.1 DISPOSITION DATA IN UTC FILE (SENT TO FLHSMV)

A supplemental disposition will be identified by the value "S" in the supplemental code field (ICD field 31). Additionally, the disposition type (ICD field 5) must have a value of 0002 or higher (value 0001 is reserved for the original disposition).

A supplemental disposition must be sent if any of the following data sent in the original disposition has been changed:

	ICD Fields:
Disposition date	(Field 6)
Violation code	(Field 22)
Disposition verdict	(Field 29)
Disposition County	(Field 23)
Court time	(Field 27)
Court revocation/suspension	(Field 34)
Length of license revocation	(Field 35)

If a disposition is sent with an incorrect citation number, a disposition Add must be submitted with the correct citation number. The correct citation needs to be sent as an Add in the citation file. It will be necessary to submit a supplemental request to FCCC to remove the incorrect citation number from their file. Do not send a delete – a delete is only allowed when there is an error message from FLHSMV. The supplemental process is not used to change a citation number. Additionally, FLHSMV must be notified to remove the incorrect citation number from their records.

11.2 CITATION DATA FILE SENT TO FLHSMV

Several fields in the UTC disposition file sent to FLHSMV via TCATS are derived from the citation file submitted by the county and not from the disposition file. To trigger a new supplemental disposition for submission to FLHSMV, the county should send via TCATS central site an updated citation record and a supplemental disposition Add. All information contained in this supplemental disposition would be the same as what was in the original disposition; the value "S" in the supplemental flag and the disposition type will be the only differences. Always send an updated citation when sending a disposition record, including supplemental dispositions.

Changes to the following fields in the citation record require a supplemental disposition to FLHSMV:

ICD Fields: (Field 4) County number Date of offense (Field 11) (Field80/81) Crash flag (Field 32) Commercial vehicle flag Serious bodily injuryflag (Field 82) (Field 37) Hazmat flag (Field 62) BAL Violation code (Field 73) (Field 122) Re-exam flag

An example of the need for a supplemental is: If the original UTC disposition sent to FLHSMV identified that a crash occurred but one did not, then it is possible to correct this field using the supplemental process.

Supplemental dispositions will be in the input disposition file from the county. They do not need to be in a separate file. The data elements will be validated using the same logic as a first-time disposition (e.g., presence of mandatory fields).

12. COURT NOTIFICATION OF FAILURE TO COMPLY (FTC SUSPENSION)

12.1 LICENSESUSPENSION

- a) When a defendant is issued a UTC and fails to pay their traffic fine, fails to appear in court, or fails to attend a court ordered school, a suspension may occur.
- b) FLHSMV postdates suspensions 20 days from the date the notification is mailed.
- c) The court may suspend the defendant's license for one or more reason codes on the same citation. To reissue a suspension for a reason code that has already been suspended, the prior suspension must be reinstated before transmitting the new suspension. Example: Records show ticket 123456Esuspendedfor failure to pay. The defendant failed to make a payment. The defendant comes in to pay once they receive the suspension notice but the check bounces. The court wants to re-suspend. The first suspension must be fully reinstated with a reinstatement date appearing. Transmit the new suspension for failure to pay with "re-issue flag" (D6 ICD field 22) and re-issue date (D6 ICD field 13).

NOTE: FTC suspension data is processed through edit checks at FLHSMV.

12.2 REINSTATEMENT OF FTC SUSPENSIONS THROUGH TCATS

- a) When a defendant has satisfied the requirements for an infraction, a clearance or reinstatement may be transmitted via TCATS.
 - Clearance Defendant paid citation after date of suspension. Court has <u>not</u> collected reinstatement fee of up to \$60.00. A code of "34" (D6 ICD field 15) is transmitted through TCATS to indicate "Court Requirements Met" Restore date should be "0".
 - 2. Reinstatement Court has collected the reinstatement fee of up to \$60.00 or defendant has satisfied the court requirement prior to the suspension date. Restore date should be transmitted via TCATS (D6 ICD field 10).

NOTE: Because FTC requirements may take up to two weeks to process. We encourage COC to collect all required fees and reinstate the defendant online through CCIS. In the event the court does not reinstate through CCIS, we encourage you to give the defendant a paper clearance. Processing through TCATS will delay their instatement of the defendant's driving privilege. IMPORTANT do not reinstate both in CCIS and TCATS.

NOTE: Due to increased fraud with the paper clearance form there are several counties that no longer issue paper clearances as proof of FTC compliance from their courts. These courts provide clearances in electronic format only either through CCIS or TCATS. For a current list of these counties, please contact your regional Liaison Officer.

12.3 OUT OF STATE DRIVERS

When transmitting a suspension or reinstatement notice to FLHSMV through TCATS, a computergenerated form is produced and mailed to the other state.

COCs should transmit suspensions for out-of-state violators to FLHSMV in a timely manner. Other states are not required to process suspensions if the offense date is over six months old.

12.4 OUT OF COUNTRY

The state of Florida only has an agreement with Canada and Mexico to mail dispositions and FTC suspension notices. If FLHSMV receives transmissions for violators of other countries, the dispositions will only update FLHSMV inventory, and the FTCs will drop automatically. No data is retained on the FTC suspension.

FLHSMV does not process FTC suspensions for companies. No data is retained. We only suspend the driving privilege of individuals.

13. COURT DIRECTED SUSPENSION FOR FAILURE TO PAY FINANCIAL OBLIGATIONS ON CRIMINAL CASES

13.1 COURT DIRECTED SUSPENSION

When FLHSMV receives notice from the COC that a person licensed to operate a motor vehicle in this state under the provisions under section 322.245, Florida Statutes has failed to pay financial obligations for any criminal offense other than those stated in section 322.245, Florida Statutes in full or in part under a payment plan pursuant to section 28.246, Florida Statutes FLHSMV shall suspend the license of the person named in the notice. (See Diagram 6)

NOTE: Pursuant to Section 322.245(5)(a), Florida Statutes, the Florida Department of Highway Safety and Motor Vehicles (department) is required to suspend the license of persons reported to the department by a clerk of court for failing to pay court financial obligations (CFOs) for criminal offenses. The department has become aware that some of the notices submitted by certain

clerks of court for failing to pay CFOs for criminal offenses were submitted for violations of municipal ordinances and county ordinances, which may lack sufficient legal authority to suspend a driver's privilege. Clerks should ensure only lawful requests for DL action are submitted.

NOTE: No suspension shall be processed on out-of-state or out-of-country drivers.

13.2 REINSTATEMENT

- a) FLHSMV must reinstate the driving privilege when the COC provides an affidavit to FLHSMV that states that the person has satisfied the financial obligation in full or made all payments currently due under a payment plan; the person has entered into a written agreement for payment of the financial obligation; or a court has entered an order granting relief to the person ordering the reinstatement of the license. (See Diagram 7)
- b) A fee of \$60 must be paid to a driver license office in order to reinstate their driving privileges.

13.3 SUSPENSION & REINSTATEMENT

- a) FLHSMV requires Criminal Financial Obligations to be submitted electronically. A copy of the file format can be found at: www.flhsmv.gov/courts
- b) A copy of the reinstatement affidavit should be given to the person. The Court may electronically clear suspensions via the Criminal Financial Obligation Electronic process. However, this method does not clear the record immediately. It is suggested the court directs the person to a driver license office for reinstatement.
- c) If a suspension notice is sent in error, please contact Court Assist via 850-617-2589 or CourtAssist@flhsmv.gov. The suspension will be deleted and the FLHSMV will notify the courts.

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14. RESOURCES

APPENDIX A

A list of abbreviations for each state. Located in the TCATS ICD.

https://www.flhsmv.gov/pdf/courts/utc/TCATS ICD 6 0 1.pdf

APPENDIX C (CONTROL DOCUMENT)

A list of additions, modifications, and deletions in the current revisions to the Florida Statutes. https://www.flhsmv.gov/pdf/courts/utc/appendix_c_control_document.pdf

APPENDIX C

The traffic infraction reference guide listing citable offenses, established under the authority of Section 316.650(1)(d), Florida Statutes. These violations are listed in order by Florida Statute number and contain information such as points, classification, and fine amounts.

https://www.flhsmv.gov/pdf/courts/utc/appendix_c.pdf

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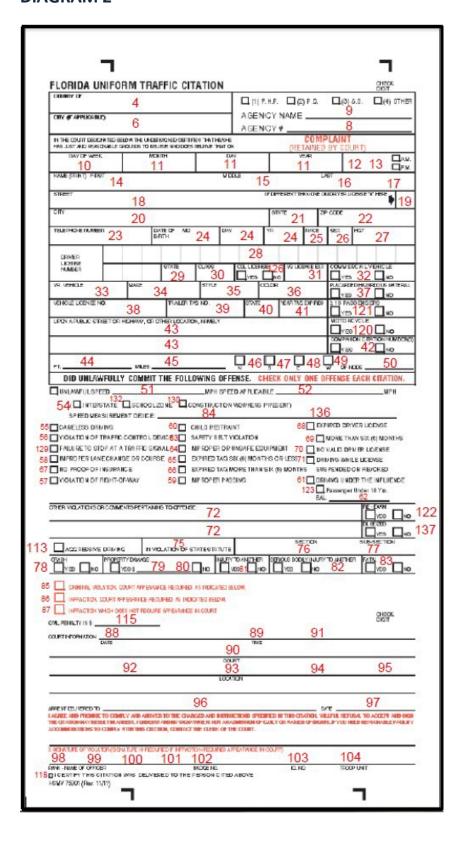
DIAGRAM 1

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Bureau of Records Neil Kirkman Building, UTC, Room A213 (M.S. 89) Tallahassee, Florida 32399-0500 FAX: (850) 617-5168

UTC MANUAL | 30 Revision 12-2022

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	COMPLAINT								
WHEN PRESENTED TO VIOLATOR, THE FOLLOWING AMOUNT WAS ENTERED									
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CASE NO DOCKET NO PAGE NO									
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	SIGNATURE OF PERSON GIVING BAIL								
	SIGNATURE OF PERSON TAKING BAIL								
	FINE IN THE AMOUNT OF \$RECEIVED AS REQUIRED BY COURT SCHEDULE.								
	SIGNATURE OF CLERK								
	CONTINUANCE TOREASON								
	CONTINUANCE TOREASON								
	BOND ESTREATED								
	WARRANT ISSUED								
	VIOLATOR FAILED TO APPEAR-DRIVER LICENSE SUSPENDED								
	VIOLATOR ARRAIGNED ON(DATE								
	FINDING:								
	ADJUDICATION:								
	SENTENCE: FINEGOST								
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	DRIVER IMPROVEMENT SCHOOL								
	OTHER								
	DRIVER LICENSE SUSPENDED OR REVOKED FORDAYS								
	RECOMMEND DRIVER LICENSE SUSPENSION FOR DAYS								
	RECOMMEND RE-TEST								
	SIGNATURE OF JUDGE								
TESTIMONY - JUDGE'S NOTES (OR OTHER COURT ORDERS):									
	ADDIAL BOND OF S								
	APPEAL BOND OF \$ VIOLATOR'S FINGERPRINT WHEN								
APPLICABLE APPLICABLE									

IMPORTANT INSTRUCTIONS REGARDING A NON-CRIMINAL TRAFFIC INFRACTION NOT REQUIRING A COURT APPEARANCE

If you were charged with a civil infraction, you must complete one of the following options within 30 calendar days of the date of this citation. If you fail to comply within 30 calendar days, your driving privilege will be suspended until you comply. You will then be subject to additional penalties. Please see the front of the citation for the contact information for the Clerk of Court in the county where this violation occurred.

Option 1: You may pay the civil penalty listed on the front of this citation to the Clerk of Court. You must enclose this citation if you mail payment, which may be a money order or a cashier's check. The clerk _______does ______does not accept personal checks. Payment of the civil penalty is considered a conviction and points will be assessed, if applicable. Proof of compliance in the form of driver license or registration certificate, whichever is applicable, is required in addition to payment if you were cited for driver license expired less than six months, expired tag less than six months, failure to display a valid driver license, and failure to display a valid registration. You will be required to complete a driver improvement course if you are convicted of running a red light or passing a school bus. Your driving privilege will be suspended if you are convicted of not providing proof of insurance. Accumulation of points may increase the cost of your insurance.

Option 2: If you were cited for expired driver license, failure to display a valid driver license, expired tag, failure to possess a valid registration, or no proof of insurance, you may show proof to the Clerk of Court that you had a valid driver license, tag/registration, or insurance, whichever is applicable, at the time of the offense. The charge will be dismissed upon payment of a dismissal fee.

Option 3: If you were cited for driver license expired 6 months or less, expired tag 6 months or less, failure to display a valid driver license, failure to possess a valid registration, no proof of insurance, or driving while license suspended [see s. 322.34(10)[a], F.S.], you may elect to show proof of compliance to the Clerk of Court in the form of a valid driver license, registration, or proof of insurance, whichever is applicable. You may make only one such election per year and no more than three such elections in your lifetime. You must pay court costs and adjudication will be withheld.

Option 4: If you do not hold a commercial driver license, you may be eligible to elect to complete a Florida driver improvement course. You must contact the Clerk of Court to make this election. You may make only one such election per year and no more than five elections in your lifetime. Please visit www.flhsmv.gov for a list of approved courses and to determine your eligibility for this election. Adjudication will be withheld and points will not be assessed. You must pay a civil penalty and court costs. This option is not available for certain traffic offenses, including driver license, tag, and registration violations. Completion of a driver improvement course is required if you are cited for running a red light/traffic control device, even if you do not make this election.

Option 5: You may elect a court hearing by contacting the Clerk of Court. If you request a hearing and the County Judge/Magistrate/Hearing Officer determines that you have committed the offense, the County Judge/Magistrate/Hearing Officer may impose a penalty of up to \$500 (or \$1,000 if a fatality occurred) and/or require completion of a driver improvement course. Points may be assessed. If it is determined that no infraction has been committed, no cost or penalties shall be imposed.

FAULTY EQUIPMENT AFFIDAVIT OF COMPLIANCE

(Law Enforcement Use Only)

I certify that the defective equipment described herein has been corrected and complies with the requirements of the Florida traffic laws.

CATE:	ASSIGNED CHSMV AGENCY #:
Signed:(Na	me, Title, ID#)

VIOLATIONS	DUDEAL:	ORT OF AC	TION ON CASE	
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OTHER TRAFFIC PRESENT	□ Cross □ Oncoming □ Pedestrian □ Same	MISSED CRASH BY APPROX.	□Head On □ Side Swipe □ Rear End □ Ran off Roadway □ Intersection	AREA:
	Direction			■Business
WITNESSES:				
		VEHICLE	DEFECTS	
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Florida Uniform Traffic Citation Notification Payment Plan Option for Civil Penalties

Pursuant to section 28.246(4), Florida Statutes, if you were charged with a civil infraction, you may contact the Clerk of Court listed on the front of the citation to establish a payment plan.

HSMV 75901 - Supplement (Rev. 06/22)

DIAGRAM 3

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Information Regarding Review Hearing FINAL ORDER

This will serve as notice of final order of license suspension/disqualification effective on the date it was issued to you. You may request a formal or informal review of the suspension/disqualification. If you want the department to conduct a twilew of your suspension/disqualification you must request such review at the location indicated on the review edde. Your request must be submitted in writing within ten calendar days following the date of suspension/disqualification and include a copy of this notice. When requesting a review, you must include a non-refundable fring fee of \$25 made payable to DHSMV.

INFORMAL REVIEW

The informal review shall consist so bly of an examination of the materials submitted by you and the law enforcement officer or correctional officer.

FORMAL REVIEW

The formal review allows you to be heard and present witnesses in regard to this guapenelon/diagualification.

DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL (.08 OF ABOVE)

- Whether the law enforcement officer had probable cause to believe that the person was driving or in actual physical
 control of a motor vehicle in this state while under the influence of alcoholic beverages or controlled substances
 (OUI).
- 2. Whether the person had an unlawful blood or breath also holllevel [1.08 or ablove).

REFUSAL TO SUBMIT TO A BREATH, BLOOD OR URINE TEST

- Same se number one shove.
- Whether the person refused to aubmit to any such test after being requested to do so by a law enforcement officer accordant loss officer.
- Whether the person whose license was suspended was told that if he or she refused to submit to such test his or her privilege to operate a motor vehicle would be suspended.

IN CASE OF A DISQUALIFICATION THE FOLLOWING ISSUES WILL BE CONSIDERED: DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL (.08 OR ABOVE)

- Whether the arresting law enforcement officer had probable cause to believe that the person was driving or in actual
 physical control of a commercial motor vehicle, or any motor vehicle if the driver holds a commercial driver's license,
 in this state while he or she had any alcohol, one micel substances, or controlled substances in his or her body.
- 2. Whether the person had an unlawful blood-alcohol level of 0.08 or higher.

REFUSAL TO SUBMIT TO A BREATH, BLOOD OR URINE TEST

- Same as number 1 above.
- Whether the person refused to submit to any such test after being requested to do so by a law enforcement or correctional officer.
- Whether the person was fold that if he or she refused to submit to such test his or her driving privilege to operate a commercial motor vehicle would be diequalified.

FAILURE TO REQUEST A REVIEW WITHIN THE 10 DAY PERIOD SHALL RESULT IN THE WAIVER OF YOUR RIGHT TO A REVIEW OF THE SUSPENSION/DISQUALIFICATION.

Location of Administrative Reviews Hearing Offices

- Clearwreter 33762
 4585 14 0th Avenue North, Suite 1002
- Daytona Beach 32114-4663
 995 Orange Avenue
- Pt. Whyers \$3904
 4048 Evans Avenue, Suite 305
- Ft. Pierce 34942-8106
 3220 South Federal Hwy., Suite 8 9. Miami 31144
- Gainesville 32609-2861
 2815 N.W. 13th Street, Suite 302

- Jacksonville 32210-3522
 7439 Wilson Blvd.
- 7. Lantana 33462 1299 West Lantana Rd
- 8. Lauderdalls Leites 33311 3708 West Oakland Park Blyd
 - . Miami 33144 7796 West Ragler Street, Suite 820
- 10. Melbautne #2901-7121 2326 S. Babasak Street

- 11. Parama City 32411-2281 237 West 15th Street [Lincoln Center]
- 12. Pensacola 3 5904-6331 7282 Plantation Road, Suite 4 06
- Tallahassee 32399-0500
 2900 Apalachee Parkway, Rm B141, M3 85
- Tempa 33610-4479
 2814 East Hillaborough Avenue
- 15. Orlando 32910-4221 4101 Clarcona-Goode Road, Ste. 152
- 16. Winter Springs 32708 250 East State Road 434

VIOLATIONS E		JHT OF AC	TION ON CASE	
Date				
			sts \$	
COURT ACTIO				
		Pla	a	
Amt. of Fine Pa	aid \$		Costs \$	
PLEASE NO FAGE OF COI INCREASED T CONTACT MA	MPLAINT - THA HE HAZARD OF DE; 3. TOTAL DI	CIRCUMSTAN(IT IS: 1. ANY THE VIOLATIC STANCE TRAV	CES IN ADDITION TO THE SPECIFIC ACTION OF V XX; 2. WHERE VIOLATION VELED DURING PURSUIT ND 6. PLACE OF EMPLOY	/IOLATOR WHICH NOBSERVED AND T; 4. STATEMENTS
SLIPPERY PAVEMENT		CAUSED PERSON	CRASH? □PD □PI	HIGHWAY TYPE
DARKNESS	□ Night □ Fog □ Bain □ Unlighted	TO DODGE Driver Pedestrian JUST	□No □Fatal □Ped □Vehide □Hit fixed Objed □Right Angle	□ 3 Lane □ 4 Lane □ 4 Lane Divided
OTHER TRAFFIC PRESENT	□ Cross □ Oncoming □ Pedestrian □ Same □ Direction	MISSED CRASH BY APPROX	☐ Head On ☐ Side Swipe	AREA: Rural Residential School Industrial Business
WITNESSES:				
		VEHICLE	DEFECTS	
Service Brake		VEHICLE	DEFECTS	
			DEFECTS	
Parking Brake				
Parking Brake Headlights				
Headlights Tail Lights				
Parking Brake Headlights Tail Lights Stop Lights _	·			
Parking Brake Headlights Tail Lights Stop Lights _ Windshield W	·			
Parking Brake Headlights Tail Lights Stop Lights _ Windshield W Horn	iper			
Parking Brake Headlights Tail Lights Stop Lights _ Windshield W Horn	iper			
Parking Brake Headlights Tail Lights Stop Lights _ Windshield W Horn	iper			

DUI BOOK OFFICER'S RECEIPT

Department		
No. From	Thru	
Issued To - Officer's Name		
Data lasted		
Date Issued	Troop or Dist	
Issuing Authority	U181.	
ten (10) prenumbered compla and have found all said fon	t I have personally examined ea int forms with the numbers sho ms included in this book. I a ty for this uniform complaint bo	wn above sceept full
Signature of Officer	ID	

IMPORTANT

- 1. EACH CITATION IN THIS BOOK MUST BE ACCOUNTED FOR.
- IF CITATION IS SPOILED WHILE WRITING IT OR IS NOT COMPLETED FOR ANY REASON, MARK VOID ACROSS IT, SIGN IT AND RETURN ALL COPIES TO PROPER AUTHORITY.
- IF CITATION IS LOST OR MISSING BEFORE OR AFTER WRITING IT, AN AFFIDAVIT CONCERNING THIS FACT SHOULD BE EXECUTED AND TRANSMITTED TO THE PROPER AUTHORITY.
- 4. IF THE ENTIRE BOOK OF CITATIONS OR PART OF IT IS RENDERED UNUSABLE IN ANY WAY, IT SHOULD BE TURNED IN FOR TRANSMITTAL TO THE PROPER AUTHORITY.

Section 316.1923, F.S. Aggressive Careless Driver

DHSMV's interpretation of this statute is that an officer is **not** required to write two citations to check the aggressive driver blox. If the driver commits two or more violations as listed in the aggressive careless driver definition we recommend that the box be checked regardless of the number of citations issued. The officer should provide an explanation as to why the box was checked on the comments line of the citation.

As a reminder, you cannot cite a driver for aggressive careless driving. However, you should check the box to indicate that the driver committed aggressive careless violations.

Do <u>NOT</u> use the citation numbers of this booklet for tickets generated by portable electronic systems. Contact DHSMV, Bureau of Records to obtain valid electronic citation numbers.

PRE-CARBONED PAPER HSMV 75904 (Fiev. 4/11)

ansmitted to.	CLERK OF T			Ir	Oth (Exp	erson Enfo ner Add	orcement A	Agency	/ <u>:</u>	
The below listed of CITATION NUMBER	complaint and al	Court	Copies Copies	of citations issued by	the a	above are transm	Date:	oith for c		ction as required by 316.650(3) F.S.
NUMBER	ISSUED			1		NUMBER	ISSUED	<u> </u>		1
		Yes	No		_			Yes	No	
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									\Box	
	Citations Listed		S ARE	Received By:	VITH	ON			•	Date:
	N 316.650 FLOR								(D	Pate)
repared By:	BUREAU OF U	JNIFOR	M TRA	FFIC CITATIONS / Di	ivisic	on of Driver Licen	nse			



COURT ORDER REPORT OF DISPOSITION FOR USE ONLY FOR THE CLERK OF COURT TO PROMPTLY REPORT DISPOSITIONS TO DHSMV WHEN A UNIFORM TRAFFIC CITATION WAS NOT ISSUED. IMPORTANT: DO NOT REPORT DISPOSITIONS OF 316, 320, 322, AND 324 OR WHEN A CITATION IS MANDATED BY SECTIONS 316.650(10) OR 322.26 FLORIDA STATUTES ON THIS FORM, UNIFORM TRAFFIC CITATIONS ARE REQUIRED FOR REPORTING THESE DISPOSITIONS. PLEASE NOTE: A COURT SEAL OR CLERK'S SEAL IS REQUIRED ON THIS FORM ADDRESS: DATE OF BIRTH: CASE NUMBER: LAW ENFORCEMENT AGENCY: OFFENSE DATE: DRIVER LICENSE #: STATE: VIOLATION (ONE PER FORM): MISDEMEANOR FELONY VEHICLE INVOLVED PURSUANT TO F.S. # VERDICT: EXTEND TIME PERIOD PURSUANT TO 322.056 OR 322.055, 790.022, 812.0155 OR 806.13? YES OR NO TOBACCO VIOLATION - SUSPEND BASED ON (MARK ONLY ONE): VIOLATION ONLY OR CONVICTION TOBACCO VIOLATION; LENGTH OF SUSPENSION (MARK ONLY ONE): 45 DAYS 60 DAYS 30 DAYS SENTENCE: COUNTY: CITY: COURT TYPE: (MARK ONE) COUNTY MAGISTRATE CIRCUIT LENGTH OF SUSPENSION: LENGTH OF REVOCATION: DISPOSITION DATE: SIGNATURE (JUDGE OR CLERK OF COURT) TELEPHONE NUMBER: DATE MAILED TO DHSMV: MAIL TO: Department of Highway Safety & Motor Vehicles Mailstop 93 - Room A-228 2900 Apalachee Parkway Tallahassee Florida 32399-0580 HSMV 75827 (REV. 05/16)

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: SUBJECT: PAGE:

14 COURT DIRECTED SUSPENSION FOR 2 OF 3
FAILURE TO PAY FINANCIAL RESPONSIBILITY
ON CRIMINAL CASES

NOTICE TO SUSPEND DRIVING PRIVILEGE FOR FAILURE TO PAY ANY FINANCIAL OBLIGATION IN ANY OTHER CRIMINAL CASE Pursuant to Section 322.245(5)(a), Florida Statutes

NAME:			-
ADDRESS:			 (5)
CITY:			
DATE OF BIRTH:	SEX:	RACE:	
CASE NUMBER:			
COUNTY CODE:	- in		
DRIVER LICENSE NUMBE	ER:		
Signature of Person Submitting Report			
Date Mailed to DHSMV:			
MAIL TO:			
Department of Highway Safety and Mo Division of Driver Licenses, Bureau of Neil Kirkman Building, Room B235 –	Records		

*Please Note:

Tallahassee, Florida 32399-0575

Pursuant to Section 322.245(5)(a), Florida Statutes, the Florida Department of Highway Safety and Motor Vehicles (department) is required to suspend the license of persons reported to the department by a clerk of court for failing to pay court financial obligations (CFOs) for criminal offenses. The department recently became aware that some of the notices submitted by certain clerks of court for failing to pay CFOs for criminal offenses were submitted for violations of municipal ordinances and county ordinances, which may lack sufficient legal authority to suspend a driver license. Clerks should ensure only lawful requests for DL action are submitted. Please contact CourtAssist@flhsmv.gov for any questions.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION:	SUBJECT:	PAGE:	
14	COURT DIRECTED SUSPENSION FOR	3 OF 3	
	FAILURE TO PAY FINANCIAL RESPONSIBILITY		
	ON CRIMINAL CASES		

AFFIDAVIT TO REINSTATE DRIVER LICENSE/PRIVILEGE IN ACCORDANCE WITH SECTION 322.245, FLORIDA STATUTES

NAME:	(7. a)	(: ()		
	(first)	(middle)	(last)	(suffix
EX:		DATE OF BIF	RTH:	
RIVER L	CENSE NUMBER:			
amining O	instate your driving privile ffice. A \$60.00 service fee v atisfied the financial obligati	ENGLAND TO THE		
Mas s plan. Has e enrol	ffice. A \$60.00 service fee value atisfied the financial obligation at the financial obligation at the first service fee value at the first service fee val	vill be required. on in full or made all payme ent for payment of the finance	nts currently due und	der a payment
Examining O Has s plan. Has e enrol	ffice. A \$60.00 service fee value atisfied the financial obligation at the financial obligation at the first agreement of the first and the first agreement plan. In this entered an order grant the first agreement plan.	vill be required. on in full or made all payme ent for payment of the finance	nts currently due und	der a payment
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