

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 4 – B	SUBJECT: D.U.I. (B.A.L. .08 OR ABOVE) U.T.C. PROCEDURES FOR COMPLETION	PAGE: 1 OF 3
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NOTE:

D.U.I. citations are to be issued only for D.U.I. arrest when the driver's blood alcohol level is .08 or higher regardless of the type of motor vehicle operated or for a D.U.I. arrest when the driver refuses to take a blood, breath or urine test, regardless of the type of vehicle operated.

NOTE: Additional charges associated with a D.U.I. should be issued on a regular U.T.C.

1. COMPLETION OF D.U.I. UNIFORM TRAFFIC CITATION

(Illustration on PAGE: 3 of this section)

Make sure that a hard divider or the clipboard in the back of the book is used between the sets when filling out the citation. A ball point pen should be used to insure that the information is legible on all copies. **(Print all information in black ink.)**

2. STEP BY STEP PROCEDURES

Procedures for completion of the DUI citation are the same as section 4–A with the exception of the following:

- x. **Offense** – The offense is given. Fill in the blood alcohol level.
- y. **Comments** – There is only DUI violation so this is for comments only.
- cc. **Violation Requirements** – No box to mark since this is always a criminal violation.

In addition, the following must be filled in:

- AA. **Driving With an Unlawful Blood Alcohol Level** – “X” the box if the violator took (and failed) a lawful breath, blood or urine test. (Blood alcohol level .08 or above).

OR

- Refusal to Submit to Lawful Breath, Blood or Urine Test** – “X” the box if the violator refused a test.
- BB. **License Surrendered** – “X” the appropriate box. If the driver license was not surrendered, state the reason.

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DD. **Eligible for Permit** – “X” the appropriate box. D.L. inquiry will indicate eligibility for 10 day permit. State reason if ineligible. Older ticket books that indicate a 7 day permit, mark through and write “10” days. All persons holding a valid license at the time of the arrest **ARE** eligible for a permit.

EE. **Review Hearing Location** – List the location (city) of the D.H.S.M.V. Bureau of Administrative Review office where the violator may request a review hearing.

NOTE: The hearing is to be held at the designated D.H.S.M.V. Bureau of Administrative Review Office. In many cases, this will not be where violator resides, i.e., the violator resides in Pensacola and received a citation in Tampa. Violator's required paper work **MUST be hand-delivered or mailed to the Tampa location.**

NOTE

Distribution of Citations

Part 1	(White)	Complaint – Court
Part 2	(White)	DHSMV Copy – ONLY SEND when court CANNOT transmit via TCATS.
Part 3	(Blue)	Send photostat copy or the blue copy of DUI citation to the nearest D.H.S.M.V. Administrative Review Office. If a FHP office uses the blue DUI copy for tracking, make a copy to send to the Administrative Review Office.
Part 4	(Yellow)	Summons – Violator
Part 5	(Pink)	Officer/Agency Copy

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ILLUSTRATION OF STEP
BY STEP PROCEDURES
FOR COMPLETION OF THE
FLORIDA D.U.I. UNIFORM
TRAFFIC CITATION