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FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Uniform Traffic Citation Training

Introduction

FDOT'S Traffic Records Coordinating Committee (TRCC) awarded a grant to the **Florida Department of Highway Safety and Motor Vehicles (FLHSMV)** for the 2018/2019 Crash and Uniform Traffic Citation Data Improvement Project.



Introduction

The purpose of this grant is to improve the completeness and accuracy of crash report data and Uniform Traffic Citations (UTC) by facilitating statewide trainings with all Clerk of Court offices. This training focuses on Uniform Traffic Citations (UTC).



Training Objectives

- Identify the administration, issuance, processing, and reporting of UTCs.
- Accurately transmit citation and disposition data through TCATS.
- Recognize common errors and solutions for accuracy when transmitting UTCs through TCATS.

2018 Data

Police Departments	1,558,661
FHP	559,865
Sheriff's Offices	801,439
All Other Agencies	44,891
	<hr/>
TOTAL	2,964,856

Uniform Traffic Citation Statistics

Uniform Traffic Citation Statistics

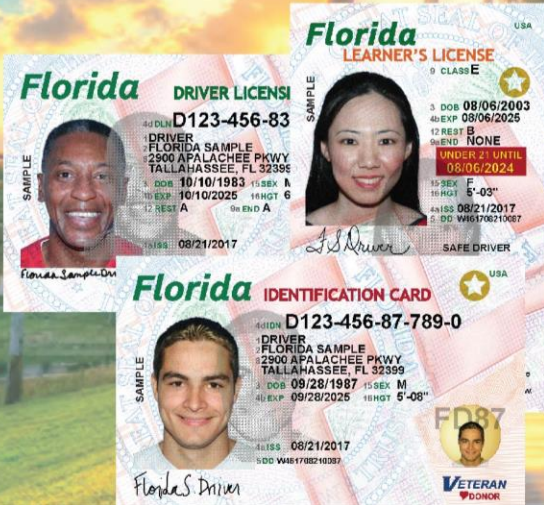
Driver License Compact Agreement

Incoming = 196,091

Coded to the Record = 205,219

Driver License Compact is an Agreement between the states and that allows us to send and receive dispositions electronically.

322.44, F.S.

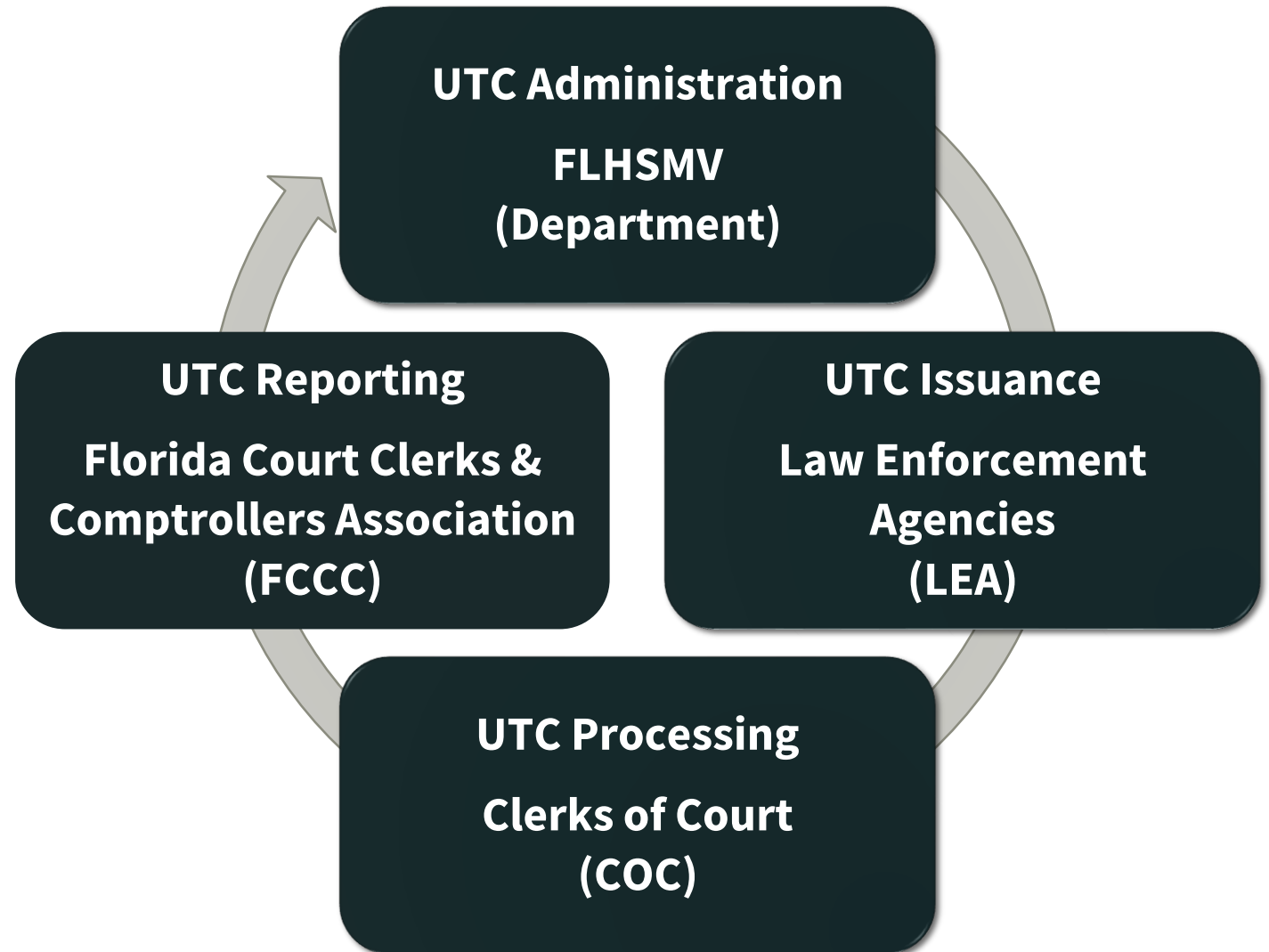


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Uniform Traffic Citation Overview

UTC Process Cycle



Uniform Traffic Citations

**Electronic
or Paper
Formats**

Standard Uniform Traffic Citation (UTC)

- ***Red Light Camera***
- ***Toll***

Driving Under the Influence (DUI) Standard Uniform Traffic Citation

UTC Administration

Statutory Authority

**Florida Highway Safety and Motor Vehicles (FLHSMV)
is responsible for the administration of all
Uniform Traffic Citations**



316.650, F.S.

UTC Administration

Statutory Authority

The Clerk of Court shall report the following to FLHSMV within 10 days:

- Payment of the civil penalty/defendant has admitted to the infraction
- Charge results in a hearing the official certifies the final disposition
- All errors reported must be corrected after the notification of the error

318.14, F.S.

43.41, F.S.

UTC Administration

Statutory Authority

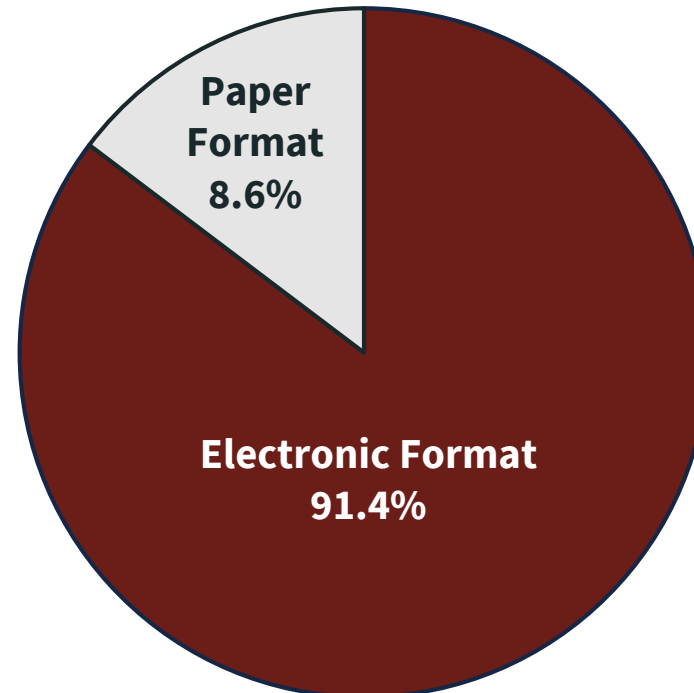
Directs FLHSMV to implement procedures to enable the electronic submission of UTCs through Traffic Citation & Accounting Transmission System (TCATS)



322.20, F.S.

UTC Administration

Electronic Uniform Traffic Citations used by Florida Law Enforcement Agencies



UTC Administration

Citation numbers are tracked through the FLHSMV Inventory System

We recommend all Counties use Consolas font to avoid errors due to confusion with letters vs. numbers

09QPUNE									
FLORIDA UNIFORM TRAFFIC CITATION									
COUNTY OF OKALOOSA					<input checked="" type="checkbox"/> (1) FHP <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER FLORIDA HIGHWAY PATROL				
CITY OF (IF APPLICABLE)					AGENCY				
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON DEFENDANT COPY									
DAY OF WEEK THU		MONTH 11		DAY 10		YEAR 2011		01:02 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
NAME (PRINT) FIRST JOSEPH			MIDDLE MIDDLE			LAST SAMPLE			
STREET 123 ANY STREET IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE									
CITY ANYWHERE					STATE FL		ZIP CODE 32571		
TELEPHONE NUMBER 8501324567			DATE OF BIRTH MO 01 DAY 09		YEAR 1990	RACE W	SEX M	HGT 605	

Citation numbers consist of 7 alphanumeric Characters

1. 09QPULP - Paper

2. 09QPULE - Electronic

UTC Issuance

FLHSMV issues citations to:

Agencies

- Law Enforcement
- State Attorneys
- COC Clerks
- Tax Collectors
- Red Light Camera
- Toll Authority

Types of Citations

- Standard Uniform Traffic Citation
 - Red Light Camera
 - Toll
- Driving under the influence UTC

Accountability

- All agencies are jointly responsible and play an important part in accounting for all UTCs issued.

Clerk of Courts Shall:

- **Receive and account for citations issued by law enforcement agencies**
- **Dispose citations by collection of fees or normal court process**
- **Notify law enforcement of all UTC errors that requires correction**
- **Notify FLHSMV of failure to comply (FTC)**
- **Submit final disposition of UTC to FLHSMV within 10 days of disposition**
- **Submit UTC corrections via TCATS within 10 days of error notification**

Florida Court Clerks and Comptrollers Shall:

- **Send UTC files to the Department via TCATS**
- **Provide the Interface Control Document(s) (ICD)**
- **Validate data fields based on appropriate rules**
- **Verify UTC numbers have 7 characters**

Arrest- Offense data
Fail to Comply (FTC) (D6)
Disposition- Case outcome

TCATS Interface Control Document

Provides:

Citation Interface Definition

The Citation Interface will be used to transmit citation information electronically from a county to TCATS central site. The format can be fixed width or variable length records with fields separated by "|".

Citation Interface Definition							Comments
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	
1	Update Type	A	1	1	1	M	"A" indicates a new citation addition, "U" identifies an existing citation to be updated within the database, and "D" is typically used to identify a citation that has errored out at DHSMV and needs to be deleted.
2	Citation Number	A/N	20	2	21	M	No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long. Field has been increased for future TCATS enhancements.
3	Check Digit	A/N	1	22	22	O	The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown.
							DHSMV county number where violation occurred (values 01-67, see Appendix B) NUMBER ONLY –

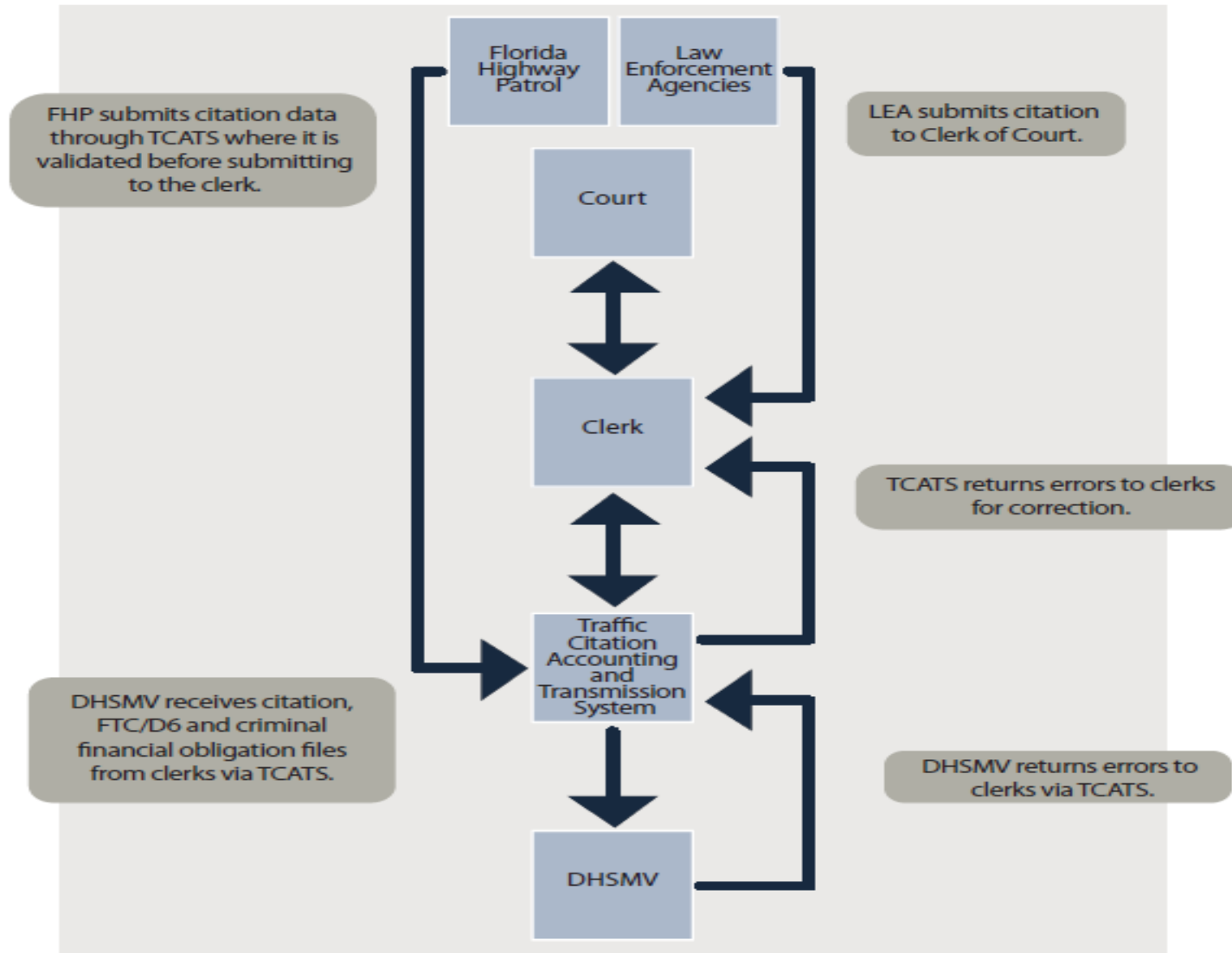
- An ID number to identify columns
- Field Descriptions
- Data Type (Alpha, Num, Alpha/Num, Date)
- Max Field Size
- Start and End position of fields in record
- Conditions of Fields (Mand./Opt./ Cond.)
- Comments
- File Naming Conventions (YYYYMMDD)

TCATS Interface Control Document

- **Conduit between external entities for a seamless transfer of electronic data**
- **Business rules for UTC data fields**
- **Uniform format for electronically transmitting UTC and disposition data**



Traffic Citation Accounting Transmission System (TCATS) Process Flow Diagram

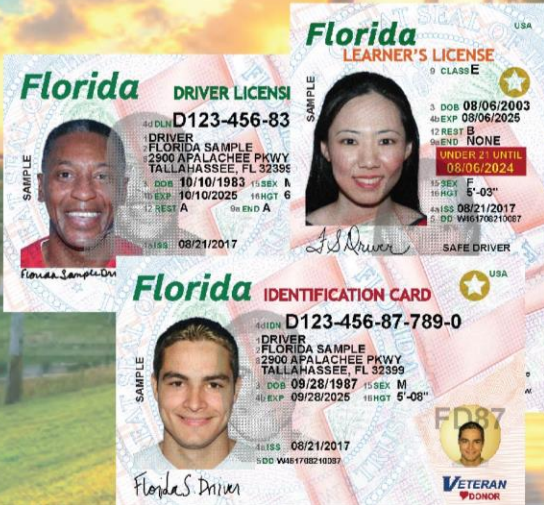


FLHSMV UTC Processing

Files that PASS Validations

- Update the citation inventory system
- Disposition will post to the driver's record (should update within 2 days)
- Exceptions: Not guilty, Dismissal, Verdict B, or Nolle Prosequi verdicts are not posted to the record

Note: If validation fails the clerk will receive a CIT, DIS, UTC, ARR, or D6 error



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Uniform Traffic Citation Completion

Appendix C

STATE OF FLORIDA
 Department of Highway Safety and Motor Vehicles
APPENDIX "C"
 Uniform Traffic Citation Manual

Provides descriptions of :

- Citable Statutes
- Classifications
- Charge dispositions
- Point assessments
- Mandatory Revocation/Suspension
- Fine Amounts
- Violation Codes

Note: UTCs written with statutes not listed in Appendix C use violation codes 380 (Non-Criminal) or 383 (Criminal). Inventory will be updated however it will not reflect on the record.

<p>CLASSIFICATION: B = Bicyclist P = Pedestrian N = Non-Moving infraction M = Moving infraction C = Criminal violation</p> <p>DISPOSITION: m = Fines/Fees mailable within 30 Calendar days a = Appearance at Courthouse Traffic Violation Bureau (TVB) with proof of compliance within 30 days c = Mandatory Court Appearance</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Bicyclist over 14 years of age treated as motorized vehicle for penalties (\$60 for moving) (except 316.2065 - \$15). No points assessed by DHSMV [see 322.27(3)(i)]. Use violation code 482 (Except for 316.2065, use 382). 2. Bicyclist 14 years of age or under treated as pedestrian/ bicyclist for penalties (\$15) (violations of chapter 316) [see 318.18(1)]. Use viol. code 382. 3. Any moving violation with points, excluding speeding, resulting in a crash = 4 points 4. Citations written for violations not found in Appendix C, should be given a violation code of 380 for non-criminals and 383 for criminals. 5. Infractions resulting in a crash that cause death of another- \$1000 fine, 6 months suspension. 6. Infractions resulting in a crash that cause serious injury to another - \$500 fine, 3 month suspension 7. Drivers holding a commercial license may no longer make a school election. [see s. 318.14(9)]. 8. Drivers charged with exceeding posted speed limit by more than 30 mph will not be permitted to elect traffic school [see 318.14(9)] Effective 10/1/2006. 9. Drivers charged with a violation of 403.413 (4), misdemeanor littering while using a motor vehicle, will receive a penalty of three points, regardless of whether adjudication was withheld [see 322.27(3)(d)9] 	C L A S S I F I C A T I O N	C H A R G E	P O I N T	D I S P O S I T I O N	F I N E	A M O U N T	M A N D A T O R Y R E V O C A T I O N / S U S P E N S I O N	V I O L A T I O N C O D E	N O T E D A S A P P L I C A B L E

Court Order Dispositions

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 316, 320 AND 322 ON THIS FORM.

UNIFORM TRAFFIC CITATIONS ARE REQUIRED FOR REPORTING THESE DISPOSITIONS.

PLEASE NOTE : COURT SEAL OR CLERK'S SEAL REQUIRED ON THIS FORM

NAME: _____ SEX: _____ RACE: _____
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: _____
TOBACCO VIOLATION - SUSPEND D.L. BASED ON (MARK ONE) :
VIOLATION ONLY () **OR** CONVICTION ()
SENTENCE: _____
COUNTY: _____
CITY: _____
COURT TYPE: (MARK ONE) COUNTY () MAGISTRATE () CIRCUIT ()
LENGTH OF SUSPENSION: _____
LENGTH OF REVOCATION: _____
TOBACCO VIOLATIONS - LENGTH OF SUSPENSION (MARK ONE) :
30 DAYS () 45 DAYS () 60 DAYS ()
DRIVER LICENSE PICKED UP BY THE COURT: YES () NO ()
DISPOSITION DATE: _____

SIGNED: _____
(JUDGE OR CLERK OF COURT)
TELEPHONE # : () _____
DATE MAILED TO DHSMV
(AFFIX COURT OR CLERK'S SEAL)

MAIL TO:
Department of Highway Safety and Motor Vehicles
Neil Kirkman Building, **ROOM A-228**
2900 Apalachee Parkway
Tallahassee, Florida 32399-0580

HSMV 75827 (REV. 07-00)

- Use only to report court directed suspensions/revocations to FLHSMV when a UTC was not issued.
- If a citation is written and it requires a suspension/revocation it should be transmitted through TCATS not on this form.

Note: Do not report dispositions 316, 320 and 322 on this form. UTCs are required for reporting these dispositions.

Standard Uniform Traffic Citations

Electronic
or Paper
Formats

Standard Uniform Traffic Citation

The image shows two overlapping Florida Uniform Traffic Citation forms. The top form is partially obscured by the bottom one. Both forms are titled "FLORIDA UNIFORM TRAFFIC CITATION" and contain various fields for citation information, including court name, county, city, date, time, location, and vehicle details. The forms are numbered "7" in the top right corner. The bottom form has a section titled "CHECK ONLY ONE OFFENSE EACH CITATION" with various checkboxes for different offenses.

Standard Uniform Traffic Citation

FLORIDA UNIFORM TRAFFIC CITATION				
COUNTY OF 4	<input type="checkbox"/> (1) F.H.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.D. <input type="checkbox"/> (4) OTHER 9			
CITY (IF APPLICABLE) 6	AGENCY NAME _____			
				AGENCY # _____ 8
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON <div style="text-align: right;">COMPLAINT (RETAINED BY COURT)</div>				
DAY OF WEEK 10	MONTH 11	DAY 11	YEAR 11	12/13 <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

- 4-County of
- 6-City (if Applicable)
- 8-Agency Number
- 9-Agency Name
- 10-Day of Week
- 11-Offense Date-Month, Day, Year
- 12/13-Offense Time

Standard Uniform Traffic Citation

NAME (PRINT) FIRST 14		MIDDLE 15		LAST 16		17		
STREET 18						IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE 19		
CITY 20				STATE 21		ZIP CODE 22		
TELEPHONE NUMBER 23		DATE OF BIRTH 24	MO 24	DAY 24	YR 24	RACE 25	SEX 26	HGT 27

- 14-17-Driver Name
- 18-Street Address
- 19-If Different than DL
- 20/21/22-City/State/Zip Code
- 23-Telephone Number
- 24-Date of Birth-Month, Day, Year
- 25-Race
- 26-Sex
- 27-Height

Standard Uniform Traffic Citation

DRIVER LICENSE NUMBER	28											
	STATE 29			CLASS 30		CDL LICENSE 126 <input type="checkbox"/> YES <input type="checkbox"/> NO		YR. LICENSE EXP. 31				
YR. VEHICLE 33			MAKE 34			STYLE 35			COLOR 36			
VEHICLE LICENSE NO. 38				TRAILER TAG NO. 39			STATE 40		YEAR TAG EXPIRES 41			

- 28-Driver License Number
- 29-Issuing State on Driver License
- 30-Driver License Class
- 126-Commercial Driver License
- 31-Year Driver License Expires or Expired
- 33/34/35/36-Vehicle Year/Make/Style/Color
- 38-Vehicle License Number
- 39/40/41-Trailer Tag Number/State /Expiration Date

Standard Uniform Traffic Citation

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION, NAMELY		COMMERCIAL VEHICLE <input type="checkbox"/> YES 32 <input type="checkbox"/> NO	
		PLACARDED HAZARDOUS MATERIAL <input type="checkbox"/> YES 37 <input type="checkbox"/> NO	
		≥ 16 PASSENGERS <input type="checkbox"/> YES 121 <input type="checkbox"/> NO	
		MOTORCYCLE <input type="checkbox"/> YES 120 <input type="checkbox"/> NO	
		COMPANION CITATION NUMBER(S) <input type="checkbox"/> YES 42 <input type="checkbox"/> NO	
FT. 44	MILES 45	<input type="checkbox"/> 46 N	<input type="checkbox"/> 47 S
		<input type="checkbox"/> 48 E	<input type="checkbox"/> 49 W
		OF NODE 50	

- 32-Commercial Vehicle
- 37-Placarded Hazardous Material
- 121-16 Passenger Vehicle
- 120-Motorcycle
- 43-Violation Occurrence Location
- 42-Companion Citation Number(s)
- 44-Feet from Landmark
- 45-Miles from Town
- 46/47/48/49-Direction (N,S,E,W)
- 50-Of Node

Standard Uniform Traffic Citation

DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE. CHECK ONLY ONE OFFENSE EACH CITATION.

UNLAWFUL SPEED 51 MPH SPEED APPLICABLE 52 MPH
 (INTERSTATE 54 SCHOOL ZONE 132 CONSTRUCTION WORKERS PRESENT) 130
 SPEED MEASUREMENT DEVICE: 84 136

CARELESS DRIVING 55 CHILD RESTRAINT 60 EXPIRED DRIVER LICENSE 68
 VIOLATION OF TRAFFIC CONTROL DEVICES 56 SAFETY BELT VIOLATION 63 SIX (6) MONTHS OR LESS
 FAILURE TO STOP AT A TRAFFIC SIGNAL 129 IMPROPER OR UNSAFE EQUIPMENT 64 EXPIRED DRIVER LICENSE 69
 IMPROPER LANE CHANGE OR COURSE 58 EXPIRED TAG SIX (6) MONTHS OR LESS 65 MORE THAN SIX (6) MONTHS
 NO PROOF OF INSURANCE 67 EXPIRED TAG MORE THAN SIX (6) MONTHS 66
 VIOLATION OF RIGHT-OF-WAY 57 DRIVING WHILE LICENSE 67
 IMPROPER PASSING 59 SUSPENDED OR REVOKED

- 51-Unlawful Speed
- 52-Speed Applicable
- 54/132/130-Interstate/School Zone/Construction Workers Present
- 84/136-Speed Measurement Device/ID
- 55-129-Violations

Check only one VALID violation per citation.

Standard Uniform Traffic Citation

		70	<input type="checkbox"/> NO VALID DRIVER LICENSE
		61	<input type="checkbox"/> DRIVING UNDER THE INFLUENCE
		62	<input type="checkbox"/> Passenger Under 18 Yrs. BAL _____
OTHER VIOLATIONS OR COMMENTS PERTAINING TO OFFENSE:		72	
		122	FE - EXAM <input type="checkbox"/> YES <input type="checkbox"/> NO
		137	DL SEIZED <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> AGGRESSIVE DRIVING	113	75	SECTION 76 SUB-SECTION 77
IN VIOLATION OF STATE STATUTE			

- 70-No Valid Driver License
- 61-Driving Under the Influence
- 62-BAL (*Blood Alcohol Level*)
- 72-Other Violations/Comments
- 122-Re-Exam
- 137-Driver License Seize
- 113-Aggressive Driving
- 75/76/77-Statute Violation/Section/Sub Section

Standard Uniform Traffic Citation

78 CRASH <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPERTY DAMAGE 79 80 <input type="checkbox"/> YES \$ _____ <input type="checkbox"/> NO	INJURY TO ANOTHER 81 <input type="checkbox"/> YES <input type="checkbox"/> NO	SERIOUS BODILY INJURY TO ANOTHER 82 <input type="checkbox"/> YES <input type="checkbox"/> NO	FATAL 83 <input type="checkbox"/> YES <input type="checkbox"/> NO
85 <input type="checkbox"/> CRIMINAL VIOLATION. COURT APPEARANCE REQUIRED. AS INDICATED BELOW.				
86 <input type="checkbox"/> INFRACTION. COURT APPEARANCE REQUIRED. AS INDICATED BELOW.				
87 <input type="checkbox"/> INFRACTION WHICH DOES NOT REQUIRE APPEARANCE IN COURT.				
CIVIL PENALTY IS \$ _____ 115				

- 78-Crash
- 79/80-Property Damage/Amount
- 81-Injury to Another
- 82-Serious Bodily Injury to Another Can not have both SBI and Fatality.
- 83-Fatal
- 85-Criminal Violation Court Appearance Required
- 86-Infraction Court Appearance Required
- 87-Infraction Which Does Not Require Court Appearance
- 115-Civil Penalty Amount

Standard Uniform Traffic Citation

COURT INFORMATION	<u>88</u>	<u>89</u>	<u>91</u>
DATE		TIME	
		<u>90</u>	
<u>92</u>	<u>93</u>	<u>94</u>	<u>95</u>
	COURT		
	LOCATION		
ARREST DELIVERED TO	<u>96</u>	DATE	<u>97</u>
<p>I AGREE AND PROMISE TO COMPLY AND ANSWER TO THE CHARGES AND INSTRUCTIONS SPECIFIED IN THIS CITATION. WILLFUL REFUSAL TO ACCEPT AND SIGN THE CITATION MAY RESULT IN ARREST. I UNDERSTAND MY SIGNATURE IS NOT AN ADMISSION OF GUILT OR WAIVER OF RIGHTS. IF YOU NEED REASONABLE FACILITY ACCOMMODATIONS TO COMPLY WITH THIS CITATION, CONTACT THE CLERK OF THE COURT.</p>			
<p>X SIGNATURE OF VIOLATOR (SIGNATURE IS REQUIRED IF INFRACTION REQUIRES APPEARANCE IN COURT)</p>			
<u>98</u>	<u>99</u>	<u>100</u>	<u>101</u> <u>102</u> <u>103</u> <u>104</u>
RANK - NAME OF OFFICER	BADGE NO.	ID. NO.	TROOP UNIT
<p><input type="checkbox"/> I CERTIFY THIS CITATION WAS DELIVERED TO THE PERSON CITED ABOVE AND CERTIFY THE CHARGE ABOVE</p>			
<p>HSMV 75901 (Rev. 07/12) <u>118</u></p>			

- 88/89/91-Court Date/Time
- 90/92/93/94/95-Court Name/Location
- 96-Arrest Delivered To
- 97-Arrest Delivered Date
- 98/99/100/101/102/103/104-Rank/ Name of Officer/Badge Number/ID Number/Troop Unit
- 118-Delivery Verification

DUI Uniform Traffic Citations

Electronic
or Paper
Formats

***Driving Under the Influence (DUI)
Standard Uniform Traffic Citation***

The image displays two overlapping Florida Uniform Traffic Citation forms. The top form is a 'FLORIDA UNIFORM TRAFFIC CITATION' with a '7' in the top right corner. It includes fields for 'COUNTY', 'CITY/TOWN', 'STATE', 'DATE OF VIOLATION', 'TIME OF VIOLATION', 'LOCATION OF VIOLATION', 'VEHICLE MAKE', 'VEHICLE MODEL', 'VEHICLE YEAR', 'VEHICLE COLOR', 'VEHICLE LICENSE NO.', 'VEHICLE LICENSE EXPIRES', 'VEHICLE LICENSE TYPE', 'VEHICLE LICENSE CLASSIFICATION', 'VEHICLE LICENSE CLASSIFICATION CODE', 'VEHICLE LICENSE CLASSIFICATION DESCRIPTION', 'VEHICLE LICENSE CLASSIFICATION EXPIRES', 'VEHICLE LICENSE CLASSIFICATION TYPE', 'VEHICLE LICENSE CLASSIFICATION CODE', 'VEHICLE LICENSE CLASSIFICATION DESCRIPTION', 'VEHICLE LICENSE CLASSIFICATION EXPIRES', 'VEHICLE LICENSE CLASSIFICATION TYPE'. The bottom form is a 'DRIVING UNDER THE INFLUENCE (DUI) STANDARD UNIFORM TRAFFIC CITATION' with a '7' in the bottom right corner. It includes fields for 'COUNTY', 'CITY/TOWN', 'STATE', 'DATE OF VIOLATION', 'TIME OF VIOLATION', 'LOCATION OF VIOLATION', 'VEHICLE MAKE', 'VEHICLE MODEL', 'VEHICLE YEAR', 'VEHICLE COLOR', 'VEHICLE LICENSE NO.', 'VEHICLE LICENSE EXPIRES', 'VEHICLE LICENSE TYPE', 'VEHICLE LICENSE CLASSIFICATION', 'VEHICLE LICENSE CLASSIFICATION CODE', 'VEHICLE LICENSE CLASSIFICATION DESCRIPTION', 'VEHICLE LICENSE CLASSIFICATION EXPIRES', 'VEHICLE LICENSE CLASSIFICATION TYPE'. Both forms have checkboxes for 'ELECTRONIC CITATION' and 'PAPER CITATION'.

DUI Uniform Traffic Citation

EFFECTIVE IMMEDIATELY, YOUR DRIVING PRIVILEGE IS SUSPENDED/DISQUALIFIED FOR:

105 DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL. THIS SUSPENSION IS FOR A PERIOD OF SIX MONTHS IF THIS IS THE FIRST VIOLATION OR ONE YEAR IF PREVIOUSLY SUSPENDED FOR DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL. IF YOU HOLD A CDL OR YOU ARE OPERATING A CMV, YOUR COMMERCIAL DRIVER LICENSE/PRIVILEGE WILL ALSO BE DISQUALIFIED FOR ONE YEAR FOR THE FIRST OFFENSE OR PERMANENTLY DISQUALIFIED FOR A SUBSEQUENT OFFENSE.

106 REFUSAL TO SUBMIT TO LAWFUL BREATH, BLOOD OR URINE TEST SECTION 322.2615, F. S. THIS SUSPENSION IS FOR A PERIOD OF ONE YEAR IF THIS IS A FIRST REFUSAL OR 18 MONTHS IF PREVIOUSLY SUSPENDED FOR THIS OFFENSE. IF YOU HOLD A CDL OR YOU ARE OPERATING A CMV, YOUR COMMERCIAL DRIVER LICENSE/PRIVILEGE WILL ALSO BE DISQUALIFIED FOR A PERIOD OF ONE YEAR FOR A FIRST REFUSAL OR PERMANENTLY DISQUALIFIED FOR A SUBSEQUENT REFUSAL.

LICENSE SURRENDERED? **107** YES NO REASON 108

ELIGIBLE FOR PERMIT? **109** YES NO REASON 110

111 UNLESS INELIGIBLE, THIS CITATION SHALL SERVE AS A TEMPORARY DRIVER LICENSE AND WILL EXPIRE AT MIDNIGHT ON THE 10TH DAY FOLLOWING THE DATE OF SUSPENSION.

AT THE _____ BUREAU OF ADMINISTRATIVE REVIEWS OFFICE, YOU MAY REQUEST, WITHIN 10 DAYS AFTER THE DATE OF SUSPENSION, A REVIEW OF SUSPENSION BY THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES OR A REVIEW TO DETERMINE ELIGIBILITY FOR A RESTRICTED LICENSE IF THIS IS YOUR FIRST DUI RELATED OFFENSE. SEE REVERSE SIDE.

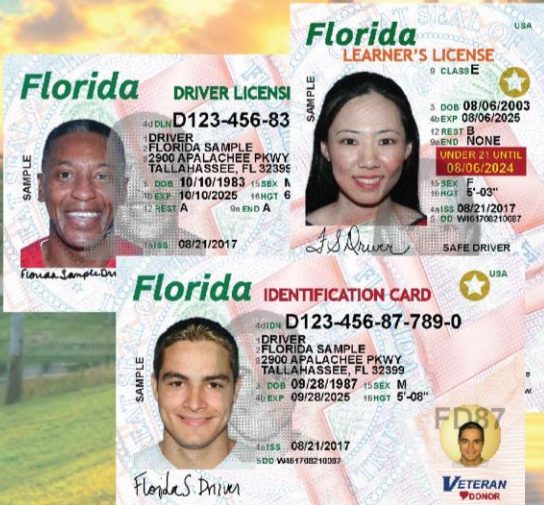
RANK - SIGNATURE OF OFFICER BADGE NO. ID. NO. TROOP UNIT
HSMV 75904 (Rev. 10/14)

- 105-Driving with an Unlawful Level
- 106-Refusal to Submit
- 107-License Surrendered
- 108-State the Reason
- 109-Eligible for Permit
- 110-State the Reason
- 111-Review Hearing Location

BAL should not be present with a refusal.

CDL holders will also be disqualified no matter what they are driving.

When a ticket is issued for BAL or Refusal it also serves as a notice of suspension



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Uniform Traffic Citation Completeness and Accuracy

2018/2019 Crash and Uniform Traffic Citation Data Improvement Project.

- **Better incorporation of the Appendix C**
- **Better implementation of ICD changes/updates to avoid work arounds**
- **Expanded edit rules to reduce the amount of clerk errors**

UTC COMPLETENESS BASELINE – 10/2017 - 09/2018

Offenses Received	Hard Citation Error Count	Total Citations Processed	%error	%pass
3,080,967	50,674	3,131,641	1.62%	98.38%
Dispositions Received	Hard Disposition Error Count	Total Dispositions Processed	%error	%pass
3,110,829	48,866	3,159,695	1.55%	98.45%

Uniform Traffic Citation Baseline

UTC ACCURACY BASELINE – 10/2017 - 09/2018

Offenses Received	Soft Citation Error Count	%error	%pass
2,854,780	8,078	0.26%	99.74%
Dispositions Received	Soft Disposition Error Count	%error	%pass
2,886,612	21,567	0.67%	99.33%

Uniform Traffic Citation Baseline

Vendor Reviews

	Equivalent	Clericus	Benchmark	Tyler-Odyssey
Citation Volume				
Error Volume				
Respect to State Average				
Knowledge Level				
In House IT				
Willingness				
Data				

- **How is the Appendix C incorporated?**
- **Is the system user friendly?**
- **How can errors be reduced?**
 - **Are there front line edits in place?**
 - **Is IT on site?**
 - **How is data collected?**

Uniform Traffic Citation (UTC) - Citation Related Validations

CITATION RELATED VALIDATIONS			
Code#	Code Title	Validation #	Business Rules
2	The Citation Indications:	C01	Citation Number (ID 2) must be seven characters. Last digit must be an alpha character. Zero must have slash.
		C02	If Citation Number (ID 2) has A as first digit, then seventh digit must be E (electronic) or P (paper).
		C03	If Driver License Class (ID 30) is D, then Offense Date (ID 11) must be before 07/01/2005 (If building on record of violator already in system, be sure)
	Number, Class, Delivery, Aggressive Driving, and Re-exam	C04	If Citation is written, Officer Delivery Verification (ID 118) is mandatory for the officer and must be accurately indicated in the data file by
		C05	If Citation is written, Aggressive Driver Flag (ID 113) is mandatory for the officer and must be accurately indicated in the data file by COC
		C06	If Citation is written, Officer Re-exam Flag (ID 122) is mandatory for the officer and must be accurately indicated in the data file by COC
3	Soundex Validations	C07	If there is no Driver License Number (ID 28), then Driver - First Name (ID 14), Driver - Middle Name (ID 15) (leave blank if no middle name or initial), Driver - Last Name (ID 16), Birth Date (ID 24), Sex (ID 26), and Street Address (ID 18), City (ID 20), State of Driver's Address (ID 21), Zip Code (ID 22) are REQUIRED.
		C08	If Driver License Number (ID 28) present (and is FL), then first digit of DL# must match first character of last name.
		C09	If FL Driver License Number (ID 28) is given, then it must be 13 characters, one alpha followed by 12 numeric characters
		C10	If Sex (ID 26) is entered, then must be F or M. Do not use N for Business.
		C11	If NO Driver License Number (ID 28) is given, then do not enter None, Not Carried, NO DL, etc. (Leave blank)
		C12	If Driver License State (ID 29) is not FL, then Sex (ID 26) and Birth Date (ID 24) are required.
		C13	If Birth Date (ID 24) is entered, then must be an within reasonable life span (approx. 100 years)
4	Address Requirements (Appendix A Usage)	C14	If State of Driver's Address (ID 21) is not Florida and No DL, then Driver License State (ID 29) is REQUIRED – use state from address as
		C15	If Driver License State (ID 29) is Canada, then use CD as state (not the province such as ON for Ontario).
		C16	If Out of Country Driver and not Canada (CD) or Mexico (MX), then use FF as Driver License State (ID 29) and State of Driver's Address (ID 21) (for example cannot use PR for Puerto Rico).
		C17	{SPECIAL NOTE - Not for adding comments to ICD: Problem - ICD and Appendix A of ICD say FF when OOS and not CD or MX. But, DHSMV Appendix A lists others such as Puerto Rico:}
		C18	If State of Driver's Address (ID 21) is Florida, then a valid Zip Code (ID 22) that starts with 320,321,322,323,324, MUST BE provided.
5	Commercial Vehicles	C19	If Citation is written, then Commercial Vehicle Code (ID 32) must be
		C20	If Citation is written, then Hazardous Material (ID 37) must be indicated.
		C21	If Citation is written, then 16 Passenger Vehicle (ID 121) must be
		C22	If Commercial Vehicle Code (ID 32) is N, then Violation - Code (ID 73) between 800 – 850 or 483 cannot be used.
		C23	If Commercial Vehicle Code (ID 32) is N, then Hazardous Materials (ID 37) is cannot be Y.
		C24	If 16 Passenger Vehicle (ID 121) is Y, then Commercial Vehicle Code
		C25	If no Vehicle Tag Number (ID 38) to enter, do not enter words NO TAG.
6	Tags	C26	If Vehicle Tag Number (ID 38)/ Vehicle Trailer Tag Number (ID 39) is entered, then it cannot contain hyphen or space.
		C27	If Permanent Registration (ID 134) is Y, then Vehicle Tag Expiration Year (ID 41) MUST BE blank.
		C28	If Driver - First Name (ID 14), then no more than one space allowed in name (also no leading space). If Driver - Last Name (ID 16), then no more than one space allowed in name (also no leading space).
7	Driver Name	C29	If Driver - Middle Name (ID 15), then no more than one space allowed in name (also no leading space).

Recommended Software Edits

What are the Benefits?

Agencies

- Less created errors
- Less supplementary work
- Increased enforcement
- Safer communities

Clerk of Courts

- Less received errors
- Less created errors
- Less additional work
- More accurate records
- Potentially more \$\$

LEA/CMS Vendors

- Higher quality product
- Increased contracts
- Happier clients

Recommended
Software Edits



Common Errors

Examples of Soft Errors

7 AARK2RE 7

FLORIDA UNIFORM TRAFFIC CITATION

COUNTY OF PALM BEACH	<input checked="" type="checkbox"/> (1) F.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER				
CITY OF (IF APPLICABLE) PALM BEACH GARDENS	[REDACTED]				
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT OR					
DEFENDANT COPY					
DAY OF WEEK WED	MONTH 01	DAY 16	YEAR 2019	TIME 04:47	<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.

7 AARK2RE 7

FLORIDA UNIFORM TRAFFIC CITATION

COUNTY OF PALM BEACH	<input checked="" type="checkbox"/> (1) F.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER				
CITY OF (IF APPLICABLE) PALM BEACH GARDENS	[REDACTED]				
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT OR					
COMPLAINT (REMAINED BY COURT)					
DAY OF WEEK THU	MONTH 01	DAY 17	YEAR 2019	TIME 07:55	<input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.

Examples of Soft Errors

Record Type:	Arrest
Error Date:	9/10/2018
Error Messages:	OFFENSE AGENCY DOESNT MATCH ASSIGND AGCY
<input checked="" type="checkbox"/> Citation Number:	4185XBC
Citation Assignment:	04-46-2 - LARGO P.D.
Field	New Offense
Citation Number	4185XBC
Agency	11-42-3-
County	11 - ALACHUA
Jurisdiction City	42 - NEWBERRY
Type	3 - Sheriff's Office
Arrest Date	9/6/2018
Disposition Code	647-DRIVING UNDER THE INFLUENCE

DUI Reduced to Reckless

Use Violation Code 457 not 431:

Record Entries:

431 = RECKLESS DRIVING

457 = RECKLESS-DRIVING



Note: We track this information to determine how many DUIs get reduced to reckless, please use the correct violation code.

Stakeholders and UTC Accuracy Goals

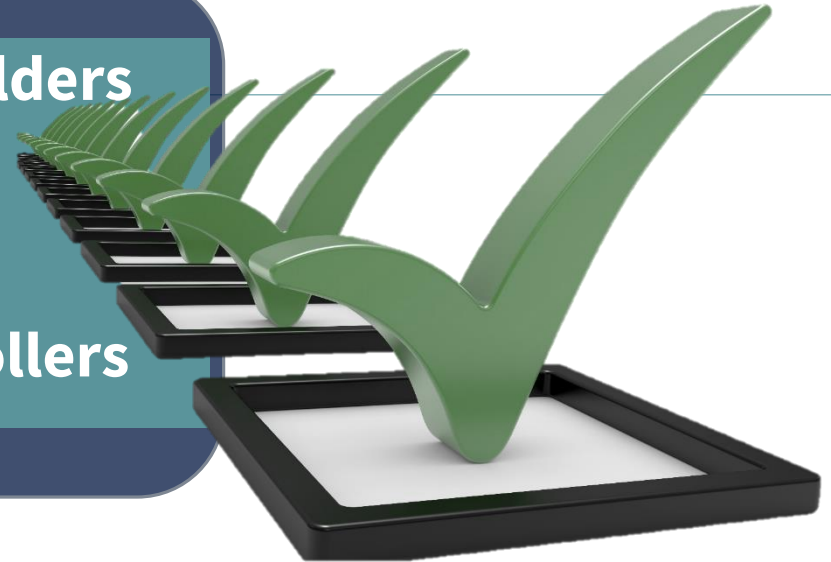
UTC accuracy is verified by stakeholders

FLHSMV

Clerks of Court (67)

Law Enforcement Agencies (342)

Florida Court Clerks and Comptrollers



Stakeholders recommend training to improve:

- 1) Timely submission of UTCs
- 2) Transmitting files completely and correctly
- 3) Accuracy of descriptions and/or statutes

Invalid Citation Number

Citation Number must be 7 alphanumeric characters long and end in an alpha character.

09QPUNE							
FLORIDA UNIFORM TRAFFIC CITATION							
COUNTY OF OKALOOSA			<input checked="" type="checkbox"/> (1) FHP <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER FLORIDA HIGHWAY PATROL				
CITY OF (IF APPLICABLE)			AGENCY				
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON						DEFENDANT COPY	
DAY OF WEEK THU	MONTH 11	DAY 10	YEAR 2011	01:02	<input type="checkbox"/> A.M.	<input checked="" type="checkbox"/> P.M.	
NAME (PRINT) FIRST JOSEPH	MIDDLE MIDDLE	LAST SAMPLE					
STREET 123 ANY STREET			IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE				
CITY ANYWHERE			STATE FL	ZIP CODE 32571			
TELEPHONE NUMBER 8501324567	DATE OF BIRTH	MO 01	DAY 09	YEAR 1990	RACE W	SEX M	HGT 605

NOTE: Citations will end in a P (paper) or E (electronic) under the current algorithm.

Invalid Citation Number

Examples of invalid citation numbers resulting in errors

-	-	431	130002017063011cit	cit	INVALID CITATION NUMBER
05282A	-	457	130002008112401cit	cit	INVALID CITATION NUMBER 05282A
05282A	-	457	130002008112401dis	dis	INVALID CITATION NUMBER 05282A
DESERRO	-	613	030002019030601cit	cit	INVALID CITATION NUMBER DESERRO
V469758	-	380	030002019030601cit	cit	INVALID CITATION NUMBER V469758

Fatal Injury And Serious Injury Cannot Both Be Y

If Fatal Injury Is Y Then Serious Injury Cannot Be Y.

If Serious Injury Is Y Then Fatal Injury Cannot Be Y.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
82	Serious Injury – Y/N	A/N	1	730	730	M	'Y' for Serious Injury. 'N' otherwise
83	Fatal Injury – Y/N	A/N	1	731	731	M	'Y' for Fatal. 'N' otherwise

Property Damage/Crash Mismatch

If Property Damage = Y **Then** Crash Must = Y.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
78	Crash – Y/N	A/N	1	M	'Y' for crash, 'N' for no crash
79	Property Damage – Y/N	A/N	1	M	'Y' for property damage, 'N' for no property damage.

NE: Name Error

If the FL DL field is blank but a DL record exists in FLHSMV’s database **Then** The value in Name Fields must be an exact match in FLHSMV’s database.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
14	Driver – First Name	A	80	90	169	M	In addition to upper-case alphabetic characters (A-Z), hyphen (“-“), apostrophe “ ‘ “ are allowed.
15	Driver – Middle Name	A	80	170	249	C	Blank if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	80	250	329	M	In addition to upper-case alphabetic characters (A-Z), hyphen (“-“), apostrophe “ ‘ “ are allowed.

Missing Driver License State For Non-FL Resident

If the Driver Resides Out of the Country except for Canada (CD) or Mexico (MX) Then Use FF as Driver License State and State of Driver's Address.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
21	State of Driver's Address	A/N	2	C	Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses and use MX for Mexico (all provinces) ;use 'FF' for other foreign countries.
29	Driver License State	A/N	2	C	Must be provided if field 28 is not null; may be provided even if field 28 is null (to indicate state of license even if license # is unknown). Blank or null will default to "FL". Use value 'CD' for Canadian licenses (all provinces); use MX for Mexico;use 'FF' for other foreign countries. See Appendix A.

Invalid FL DL Number

If DL State Code is FL **Then** DL number must be 12-13 characters long found in FLHSMV's database.

STATE FL	CLASS	CDL LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO	YR. LICENSE EXP.
-------------	-------	---	------------------

DRIVER LICENSE NUMBER	J	5	2	5	4	2	0	0	0	0	0	0	1	0
				STATE	CLASS	CDL LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO	YR. LICENSE EXP.	COMMERCIAL VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO						

Missing Sex Or Date Of Birth For Blank License

If there is No Driver License Number Then These fields are REQUIRED:

- First, Middle, and Last Name
- Birth Date
- Sex
- Street Address
- City
- State of Driver's Address
- Zip Code

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
14	Driver – First Name	A	80	90	169	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe "' " are allowed.
15	Driver – Middle Name	A	80	170	249	C	Blank if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	80	250	329	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe "' " are allowed.
18	Street Address	A/N	30	331	360	C	Driver's street address. Field is required if license number (field 28) is not provided, or if license is from out of state. 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.
20	City	A/N	20	362	381	C	Driver's address (city). Field is required if license number (field 28) is not provided, or if license is from out of state. Use County Seat where citation was issued if not known.
21	State of Driver's Address	A/N	2	382	383	C	Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses and 'MX' for Mexico (all provinces); use 'FF' for other foreign countries.
22	Zip Code	A/N	9	384	392	C	Driver's address (zip code). Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if zip is unknown.
24	Birth Date	DATE	10	403	412	C	Format: MM/DD/YYYY Ex. 07/07/2001; Field is required if license number (field 28) is not provided, or if license is from out of state, if unknown use default Date of Birth of '01/01/1900'.
26	Sex	A/N	1	414	414	C	M or F; blank if unknown. Field is required if license number (field 28) is not provided, or if license is from out of state.

Missing Sentence For Guilty Verdict

If Disposition Verdict is Guilty Then Court Sentence Field must have a value.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
29	Disposition Verdict	A/N	1	197	197	M	This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty , 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=Other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance). E= Set Aside/Vacated by courts
30	Court Sentence	N	1	198	198	C	Only enter a value if field 29 is "1" . 1=served time, 2=sentence withheld or suspended, 3=probation, 5=fine and/or costs, 6=license action only, 7=other, 9=Incarceration. Send actual suspension length in "Post Incarceration Length of Revocation field". 0=no sentence or null for any other value in field 29.

Missing Actual Or Posted Speed For Speeding Violation

If Violation Code Is:

- **Unlawful Speed – Less Than Posted Minimum (574)**
- **Is Exceeding Posted Speed In Work Zone (586)**
- **School Zone (586)**
- **Unlawful Speed – Exceeding The Posted Speed (575)**

Then

Actual Speed and Posted Speed are REQUIRED.

If Violation Code Is:

- **Special Hazard (437)**
- **Failed To Use Due Care (587)**
- **Too Fast For Conditions (572 Or 580)**
- **Impeding Traffic (585)**

Then

Actual Speed and Posted Speed are NOT entered.

Violation X Should Not Have Department/Court Code (Not DUI)

If Violation Code is not a DUI violation (647, 648, 649, 657, 658, 659) **Then** Department/Court field must be blank.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
22	Violation Code	N	3	186	188	M	DHSMV violation code derived from statute according to DHSMV's Appendix C list.
26	Department Court Code	A/N	1	194	194	C	Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. Otherwise leave blank. See Appendix D of ICD for full details.

Violation Code May Be In Error

The Violation Code must be an approved and valid violation code found in FLHSMV's Appendix C and must not conflict with the charge/statute.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
73	Violation – Code	N	3	694	696	M	The DHSMV violation code for the offense (see DHSMV's Appendix C).

Missing Or Invalid DUI Refuse Indicator

If DUI Refuse is Y **Then** The BAL .08 or Above must be blank.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
105	BAL .08 or Above	A/N	1	C	'Y' for yes, or leave field blank
106	DUI Refuse	A/N	1	C	'Y' for yes, or leave field blank

Length Of Revocation Must Be At Least 180 Days For DUI

If Violation Code is a DUI violation (647, 648, 649, 657, 658, 659) Then License Revocation and Post Incarceration Length of Revocation must be at least 180 days.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
22	Violation Code	N	3	186	188	M	DHSMV violation code derived from statute according to DHSMV's Appendix C list.
35	Length of License Revocation	N	7	203	209	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 34 is '4'. If field 27 is 'X', this field must have a value greater than 179 days. Fill with "0000000" if court wants DHSMV to suspend or revoke as mandatory. See Appendix D of ICD for full details.
161	Post Incarceration Length of Revocation	N	7	1051	1057	C	Court directed revocation length to be applied after incarceration. Format YYMMDDD (e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days) Must be present if applying 0000997 (court directed susp/rev with incarceration) in field 35. Otherwise blank or 0000000; See Appendix D

No Citation Present

If a citation has not made it through TCATS to FLHSMV

or

An ARR/Cit error exists

CITATION	CHECK DIGIT	VIOLATION CODE	FILE NAME	FILE TYPE	ERROR MESSAGE
A8CRRQE	-	null	030002017110701d6	d6	FTC OFFENSE DATE MISMATCH
A8CRRQE	-	null	030002017110701d6	d6	NO CITATION PRESENT

CITATION	CHECK DIGIT	VIOLATION CODE	FILE NAME	FILE TYPE	ERROR MESSAGE
A3C3WJP	-	null	190002018121201d6	d6	FTC OFFENSE DATE MISMATCH
A3C3WJP	-	null	190002018121201d6	d6	NO CITATION PRESENT
A3C3WJP	-	609	201812120831arr	arr	NE: [REDACTED]

Then

The D6 suspension will error.

Note: FLHSMV can not suspend if the Cit/Arr file is not in inventory.

Reason Code/D6 Reason Mismatch

322.03(1)	NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	C	c	0			623
-----------	---	---	---	---	--	--	-----

Reason: FAILED TO PAY FINE (5)

Restore date: 00000000

Reissue flag: -

D6 Violation reason: 623

City code: -

Reason Code/D6 Reason Mismatch

If D6 Violation Reason is criminal

If D6 Violation Reason is non-criminal

Then

Then

The Reason must be criminal

The Reason must be non-criminal

D6 Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M / O / C	Comments
14	Reason	N	2	70	71	M	Reason for suspension 01=failed to appear, 02=failed to complete court-ordered school, 03=election made when not eligible, 05=failed to pay fine, 06=criminal failed to pay, 07=criminal failed to appear, 08=School Election made and failed to attend. (Must use same reason code as suspension when sending a "4" in field 3.)
34	D6 Violation Reason	A/N	3	176	178	M	3-digit code of violation that resulted in D6

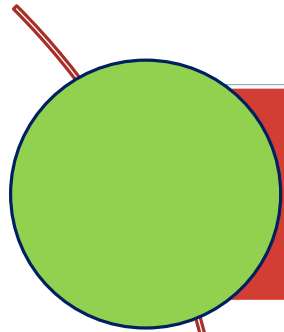
Invalid Reissue Date

If Reissue Date is entered **Then** It must be a date after the Date of Failure To Comply.

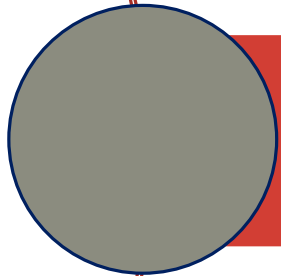
D6 Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M / O / C	Comments
7	Date of Failure to Comply	N	8	26	33	M	Format as MMDDYYYY
13	Reissue Date	N	8	62	69	C	Date of reissue of a D6 suspension (when field 22 is "R"). Format as MMDDYYYY. Value should be "00000000" if not a reissue of a suspension. Must have reissue date and a Reissue Flag of 'R' to reissue a suspension.

Note: When reissuing a FTC the flag should be R not Y

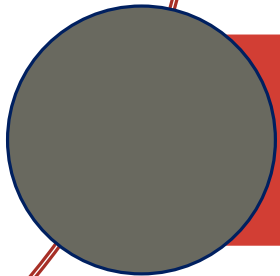
Most Common Errors



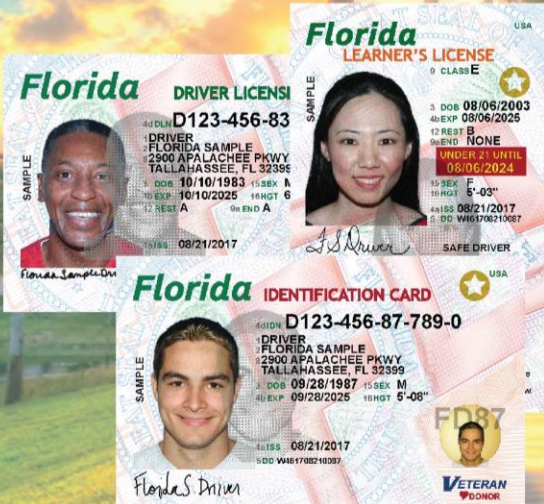
Invalid Florida Driver License Number



Invalid Florida Driver License Number for Name/Sex/Birthdate



Citation # Still Showing as Active



FLORIDA
ARRIVE ALIVE
BUCKLE UP

Resources



UTC Administration Useful Resources

Florida Court and Law Enforcement Agency-Information
<http://www.flhsmv.gov/courts-enforcement>

- Interface Control Document (ICD)
- Uniform Traffic Citation Manual
- FLHSMV Appendix C

Contact Court Assist Directly @
***CourtAssist@flhsmv.gov* or (850) 617-2589**

Emailing Court Assist

- Include the DL and citation number for the case number in question. If there's no DL number, include the name and date of birth, or last 4 digits of the social.
- Allow 3-5 business days for supplemental dispositions tied to a sanction sent via TCATS to update before emailing Court Assist.

Incompetent to Operate a Motor Vehicle

- Include the driver's full name, date of birth, last 4 digits of social and a DL number (if applicable). Also include if they were found "totally incompetent" or "limited".
 - If they are limited and their "rights to have a driver license" were NOT taken, DO NOT add to incompetent list.
 - Please attach court orders.

Juvenile Orders

- Include the driver's full name, date of birth, address, and gender for the driver record.
 - Please differentiate between the first and last name so an accurate record can be created.
- All orders need to indicate the revocation or suspension length recommended by the judge.

FLHSMV Senior Liaison Officer

REGION 1

Steven Bowman
Panama City, FL

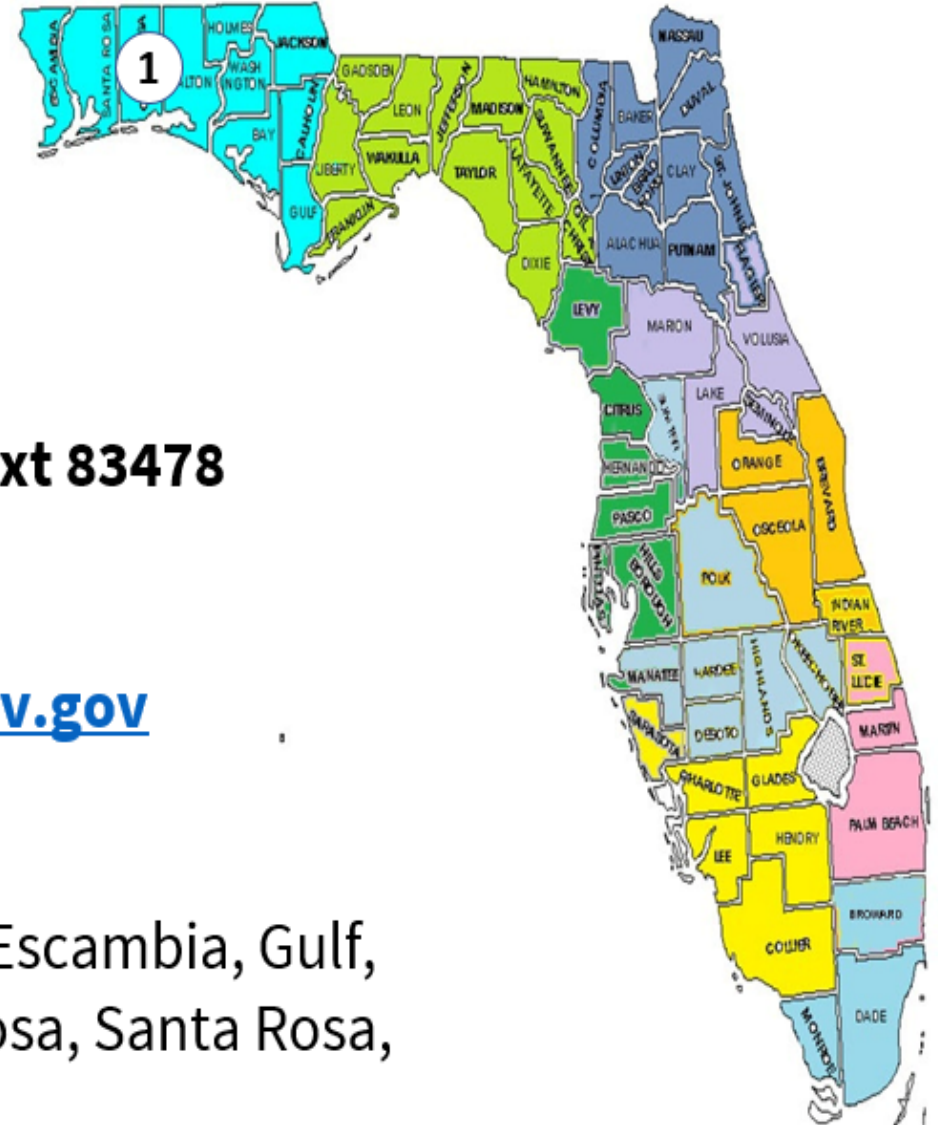
Office: (850) 873-7020 Ext 83478

Fax: (850) 872-7656

Cell: (850) 814-7511

StevenBowman@flhsmv.gov

Counties: Bay, Calhoun, Escambia, Gulf,
Holmes, Jackson, Okaloosa, Santa Rosa,
Walton, Washington



FLHSMV Senior Liaison Officer

REGION 2

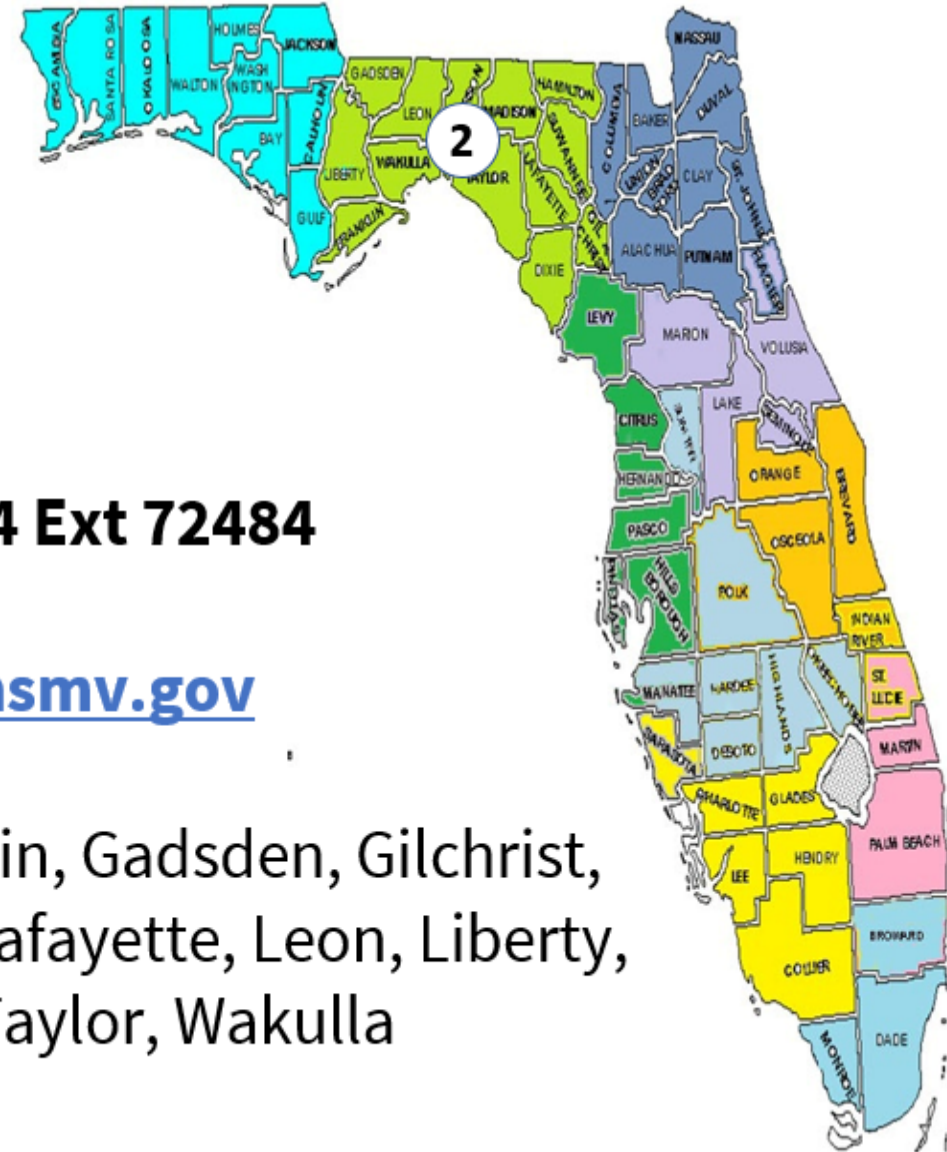
Jennifer Pompey
Tallahassee, FL

Office: (850) 617-2484 Ext 72484

Fax: (850)-617-5153

JenniferPompey@flhsmv.gov

Counties: Dixie, Franklin, Gadsden, Gilchrist,
Hamilton, Jefferson, Lafayette, Leon, Liberty,
Madison, Suwannee, Taylor, Wakulla



FLHSMV Senior Liaison Officer

REGION 3

Debrah Armstrong
Lake City, FL

Office: (386) 754-6287 Ext 86287

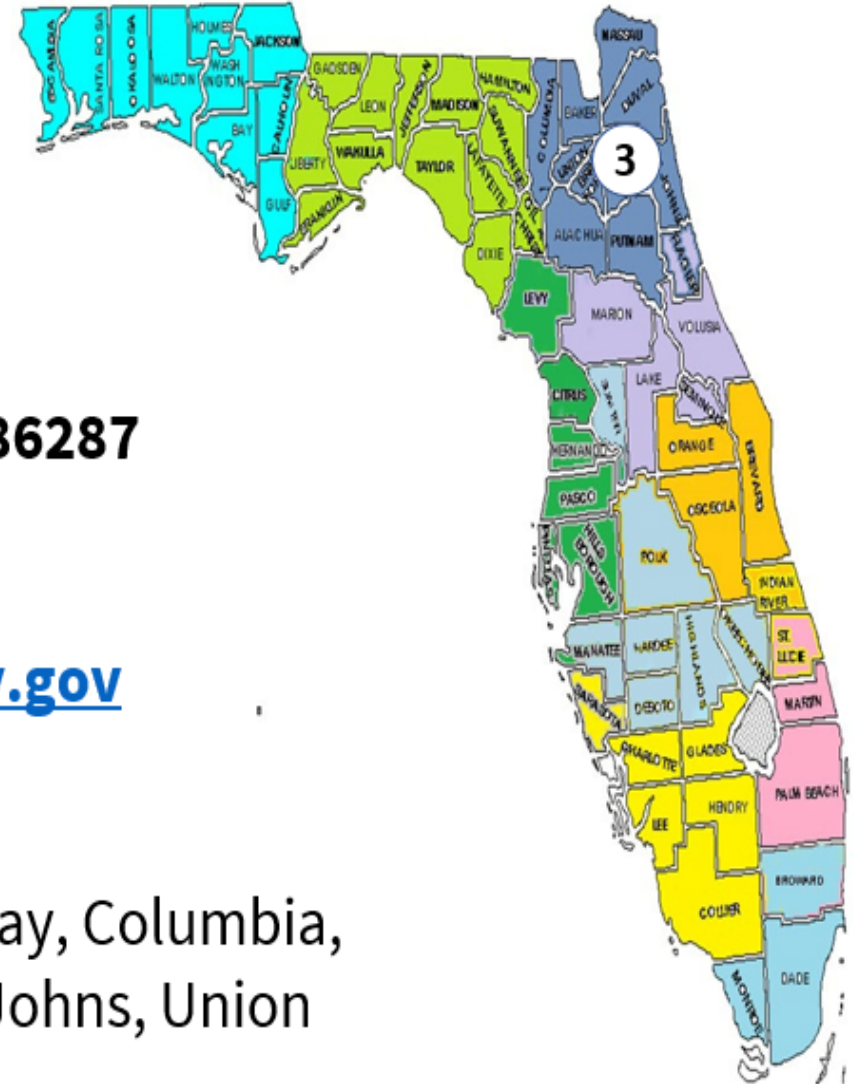
Fax: (386) 758-0499

Cell: (850) 591-8920

DebrahArmstrong@flhsmv.gov

Counties:

Alachua, Baker, Bradford, Clay, Columbia,
Duval, Nassau, Putnam, St. Johns, Union



FLHSMV Senior Liaison Officer

REGION 4

Hannah Patterson
Daytona Beach, FL

Office: (386) 562-9342 Ext 89342

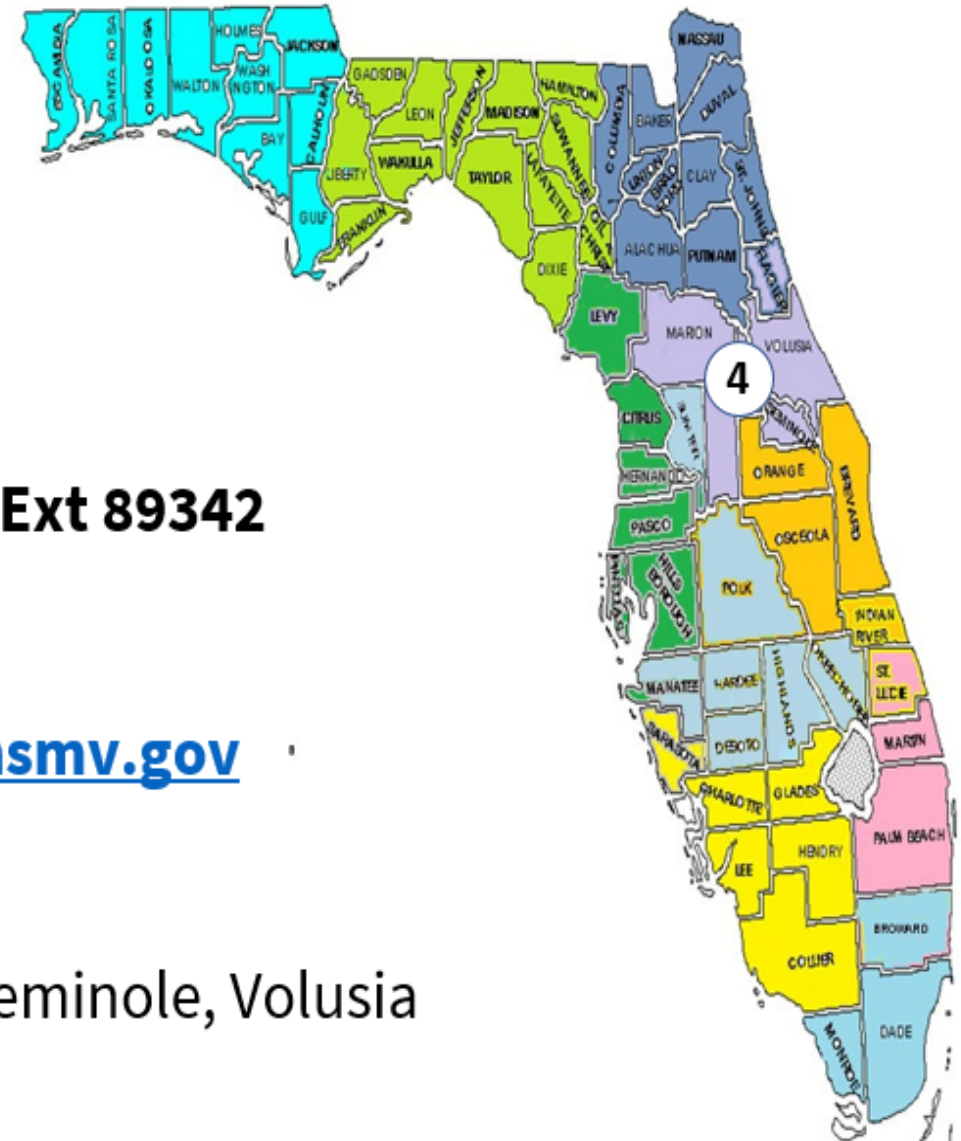
Fax : (386) 238-4744

Cell: (352) 208-0074

HannahPatterson@flhsmv.gov

Counties:

Flagler, Lake, Marion, Seminole, Volusia



FLHSMV Senior Liaison Officer

REGION 5

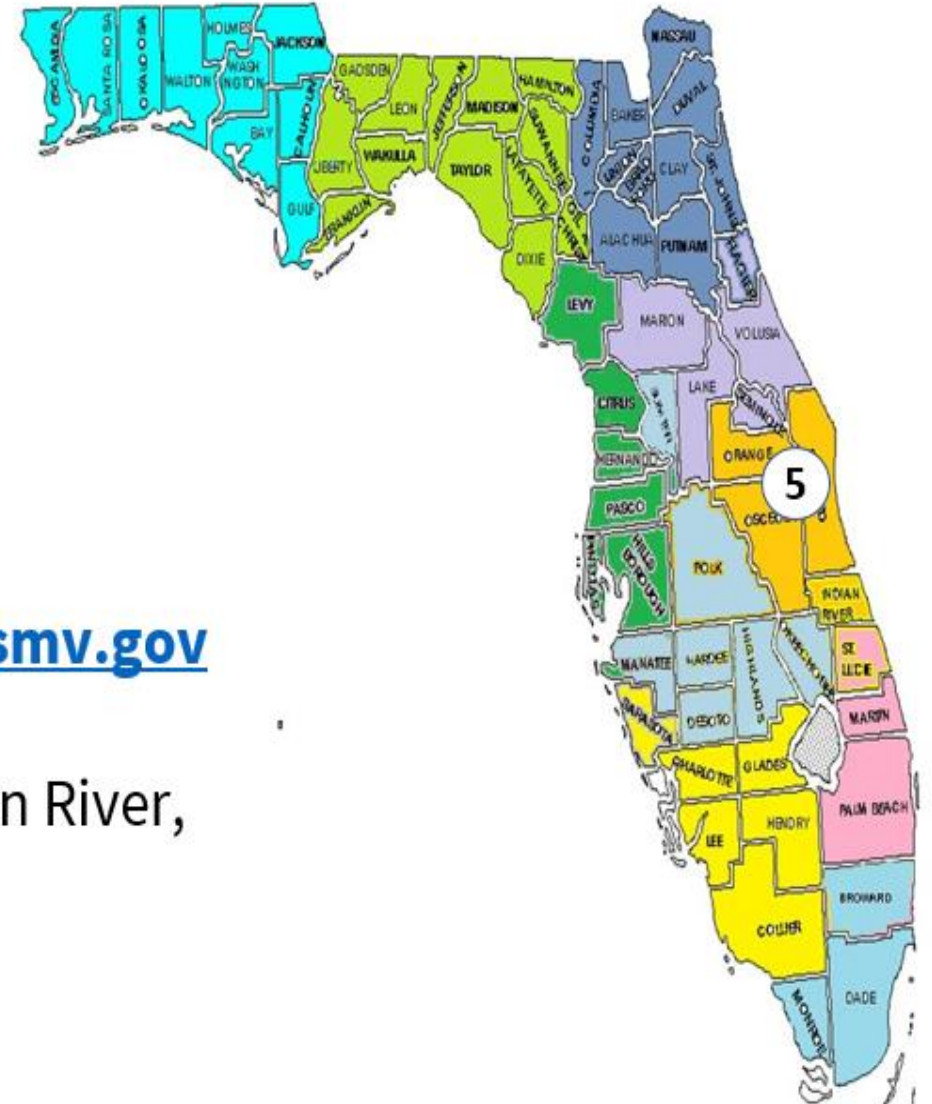
Stacy Fleurissaint
Orlando, FL

Cell: (941) 223-0847

Fax: (407) 445-5584

StacyFleurissaint@flhsmv.gov

Counties: Brevard, Indian River,
Orange, Osceola



FLHSMV Senior Liaison Officer

REGION 6

Stephen Walter
Tampa, FL

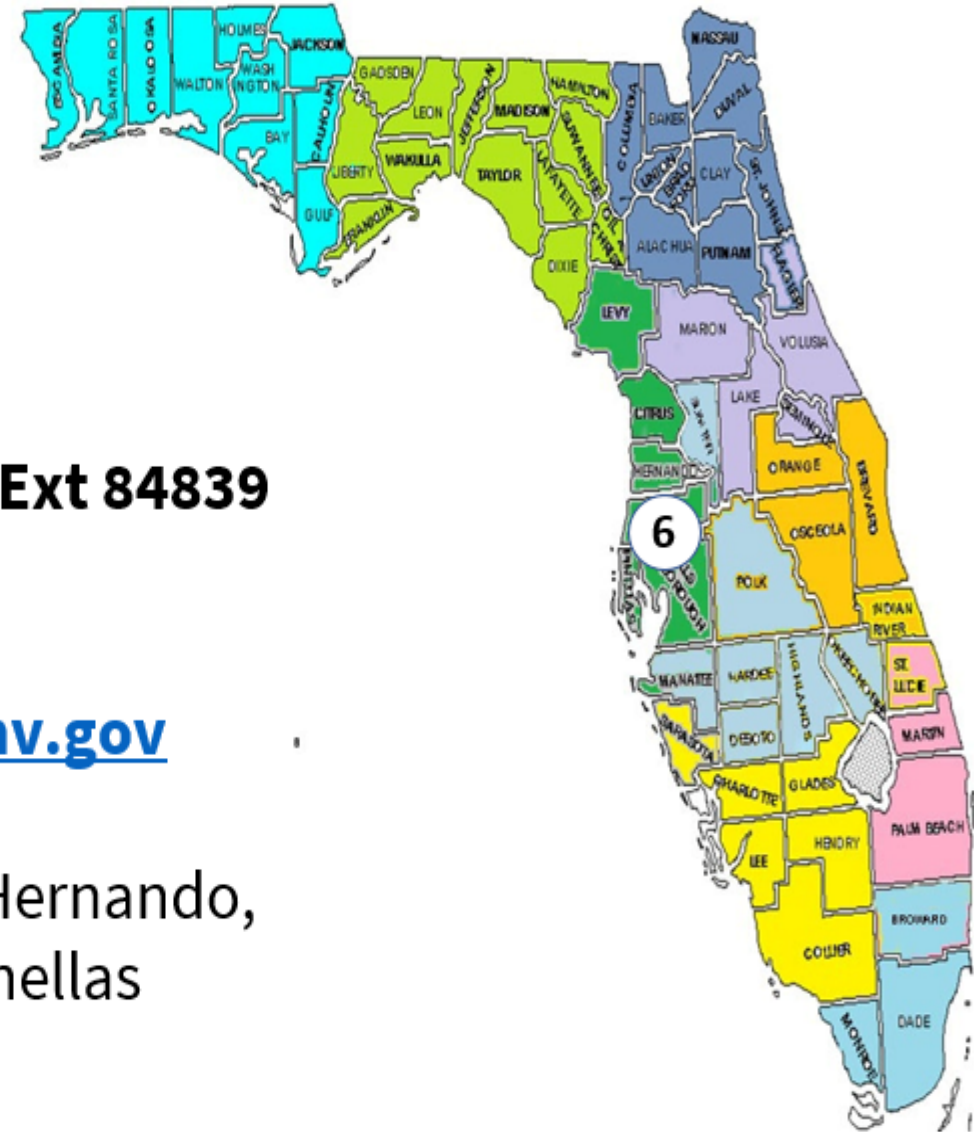
Office: (813) 329-4839 Ext 84839

Fax: (813) 356-1849

Cell: (813) 440-8885

StephenWalter@flhsmv.gov

Counties: Citrus, Levy, Hernando,
Hillsborough, Pasco, Pinellas



FLHSMV Senior Liaison Officer

REGION 7

La'Tisha Harris

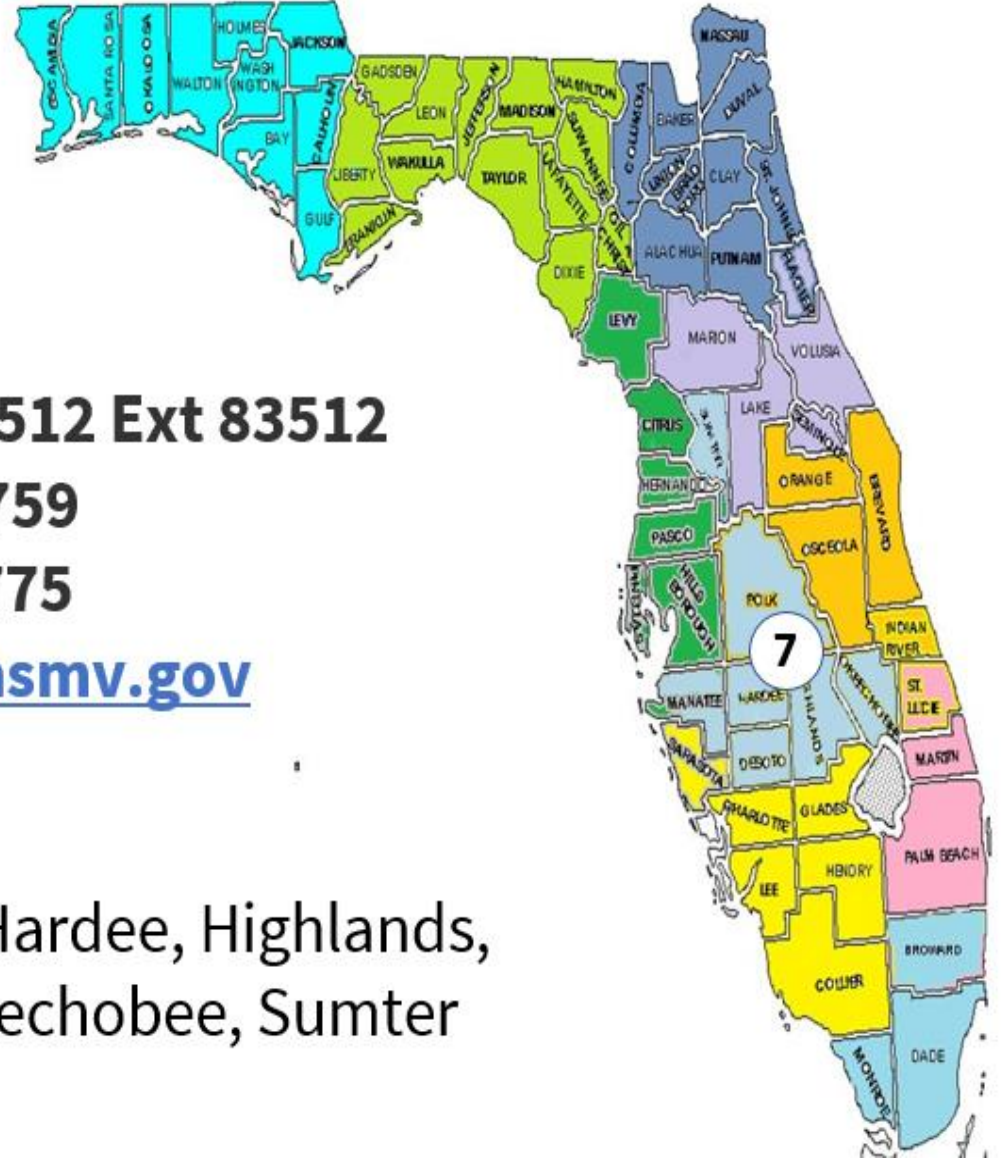
Office: (863) 413-3512 Ext 83512

Fax: (863) 499-2759

Cell: (850) 879-3775

LaTishaHarris@flhsmv.gov

Counties: DeSoto, Hardee, Highlands,
Manatee, Polk, Okeechobee, Sumter



FLHSMV Senior Liaison Officer

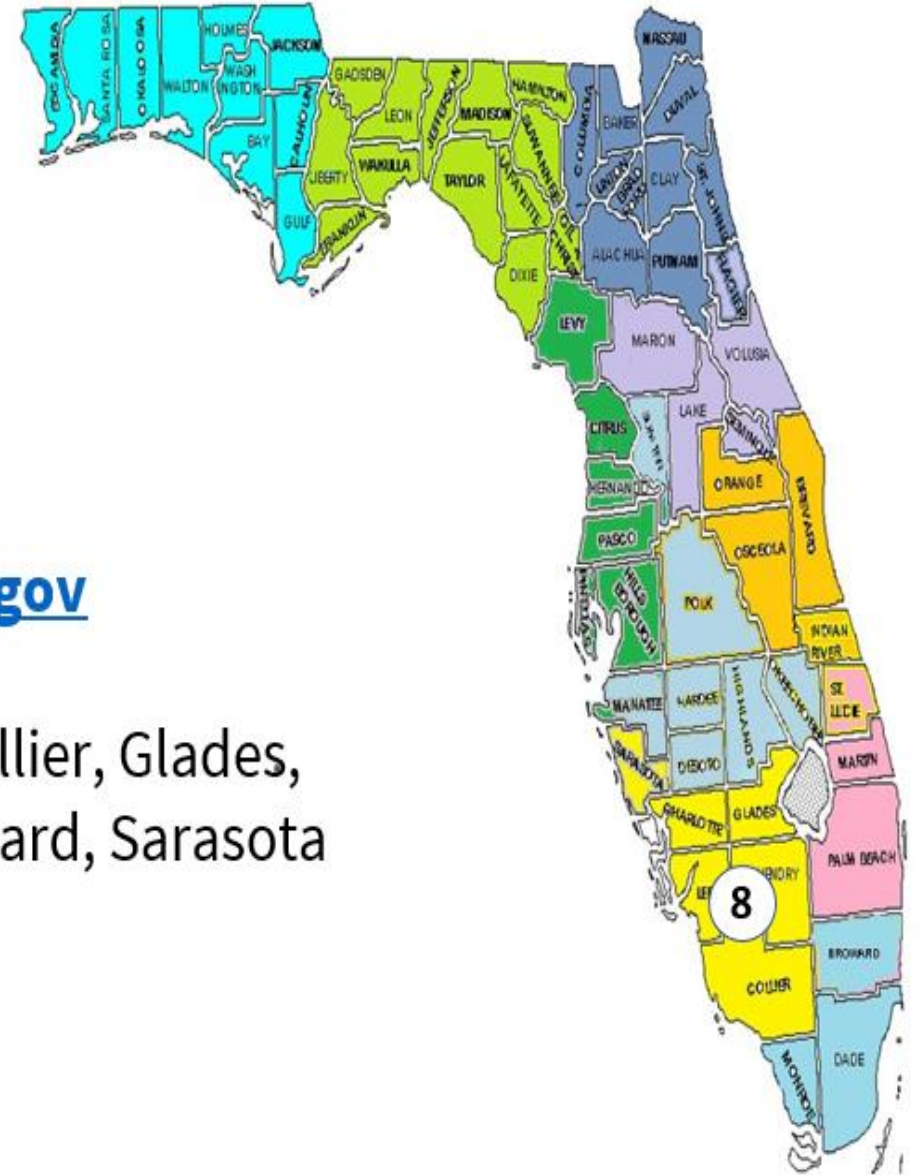
REGION 8

Cheryl Zenoz
Punta Gorda, FL

Cell: (941) 769-3952

CherylZenoz@flhsmv.gov

Counties: Charlotte, Collier, Glades,
Hendry, Lee, West Broward, Sarasota



FLHSMV Senior Liaison Officer

REGION 9

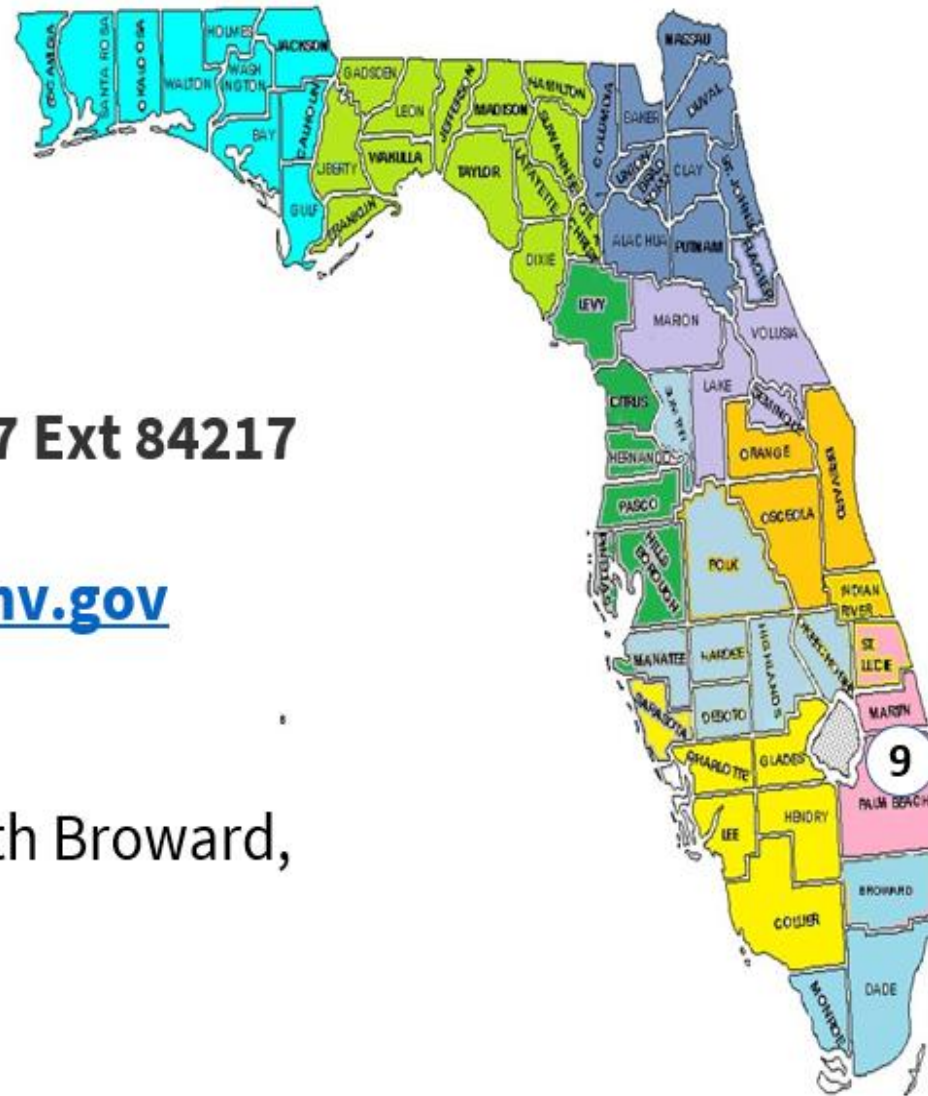
Erudice Muller
Lantana, FL

Office: (561) 357-4217 Ext 84217

Cell: (772) 359-7947

ErudiceMuller@flhsmv.gov

Counties: Martin, North Broward,
Palm Beach, St. Lucie



FLHSMV Senior Liaison Officer

REGION 10

Mario Rallo
Lauderdale Lakes, FL

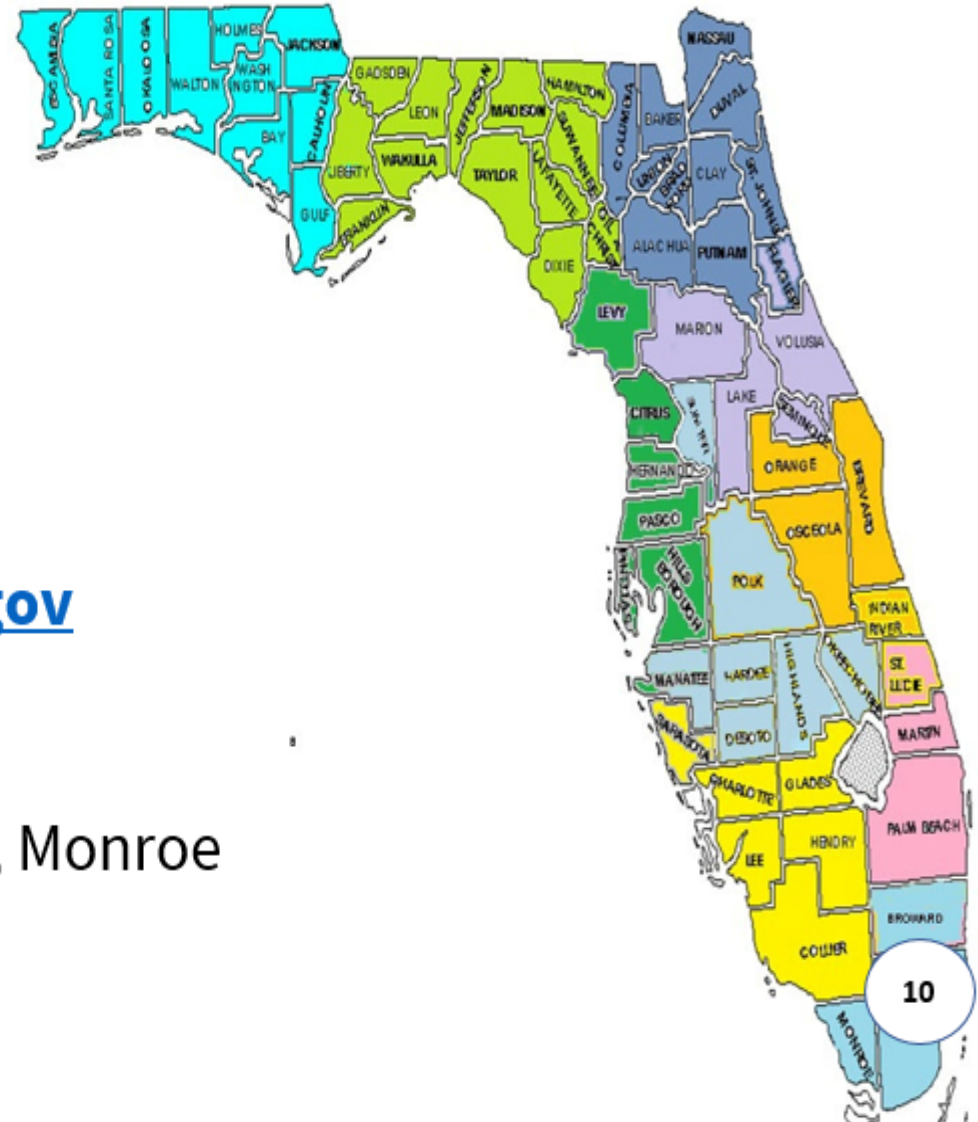
Cell: (305) 338-7337

Fax: (954) 714-3558

MarioRallo@flhsmv.gov

Counties:

Broward, Miami -Dade, Monroe

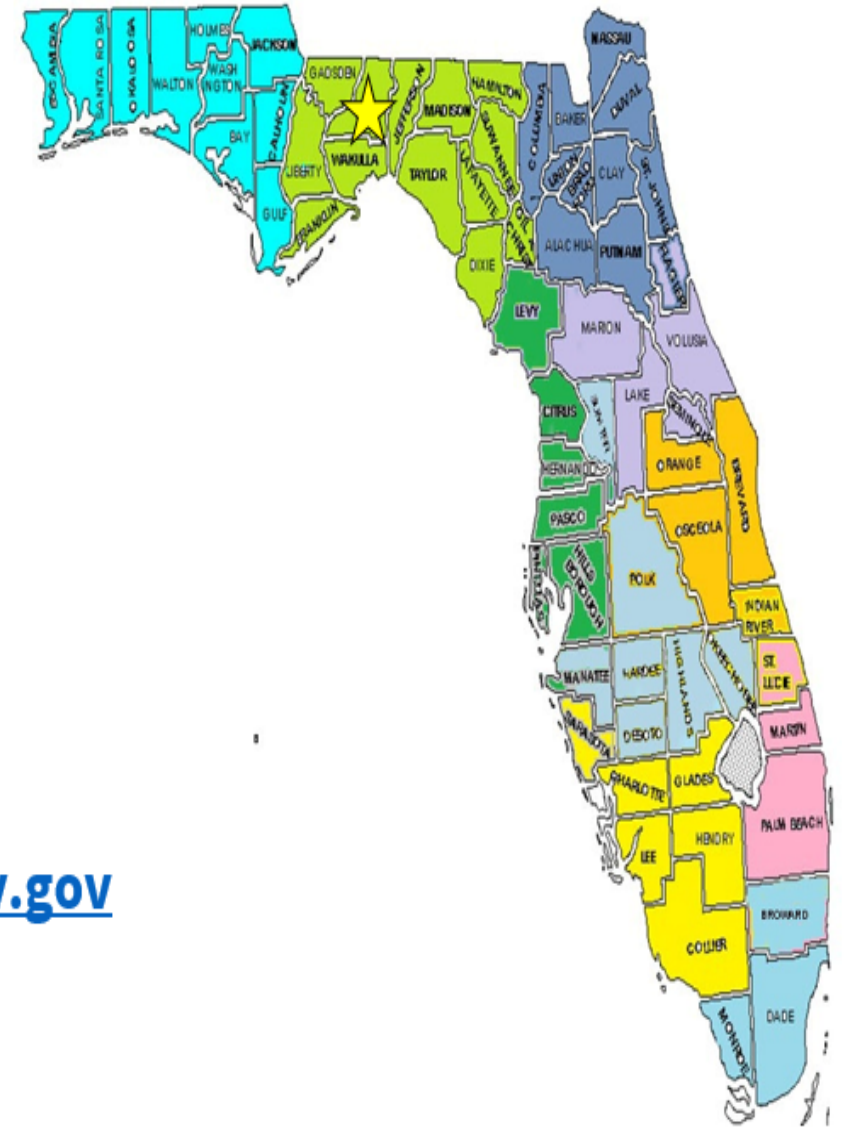


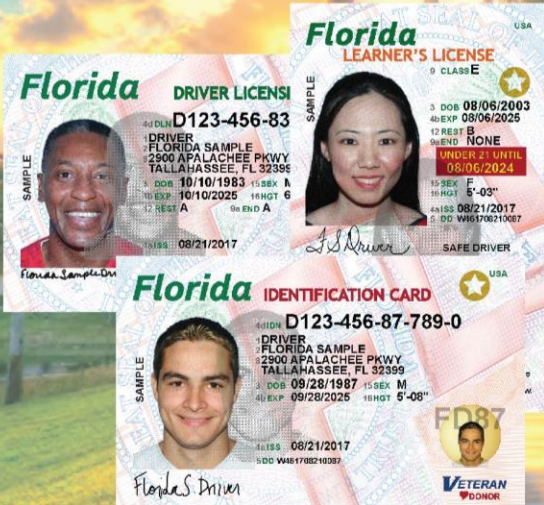
FLHSMV Statewide Field Manager

Statewide Field Manager

Eileen Bishop
FLHSMV HQ
2900 Apalachee Parkway
Tallahassee, Florida 32399

Office: 850-617-2592
Email: EileenBishop@flhsmv.gov





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