

FAQs

I received a citation. What do I do now?

Please choose from one of the three options listed on the inside of this guide. You may pay the citation, attend traffic school or plead not guilty.

How long do I have to satisfy my citation?

You must select and complete one of the options listed in this guide **within 30 days from the date your citation was issued.**

Can I elect to attend traffic school for a child-restraint violation?

No. Traffic school is not an option for a child-restraint violation. You must take **Option 1** or **Option 2**.

How do I satisfy a citation for improper/unsafe equipment?

You may choose **Option 5** listed on your citation and pay a reduced penalty of \$100 or plead “not guilty” and appear before a court official (**Option 2**) or pay the full penalty (**Option 1**). The driver of the vehicle is responsible for the citation, regardless of who owns the vehicle.

Can I reinstate my license at the Clerk’s office?

You may be eligible to reinstate your license. To determine your eligibility and applicable fees, contact the Clerk’s office at (561) 355-2994. The reinstatement fee is payable by cash or credit card only.

How can I obtain my driving record?

Driving records are available at any Clerk’s office for a fee of \$14.25 for a three-year history or \$16.25 for a complete history.

What if I cannot speak English fluently?

If you do not speak English, bring an interpreter to the Clerk’s office to provide translation services.

Si no habla inglés, por favor traiga un interprete.

Si ou pa pale anglè, sil vou plè minnen yon moun pou tradwi pou-ou.

What citations can I pay at The Check Cashing Store®?

Select traffic infractions may be paid in cash at Check Cashing Stores within 30 days of receipt. Infractions that are past due or require mandatory court or compliance (i.e. failure to display registration or insurance, driver’s license not carried, improper/unsafe equipment) **cannot** be paid at The Check Cashing Store®.

PAYMENT OPTIONS

PAY BY WEB

Visit www.mypalmbeachclerk.com and click on Traffic Ticket Payments in the bottom right corner to be directed to the online citation payment system. *Only Visa, MasterCard, American Express and Discover are accepted. A service charge will apply.*

PAY IN PERSON

The Clerk & Comptroller’s office

Addresses and phone numbers for our four convenient locations are listed on the back. Due to legislative changes, you may experience service delays at these locations. *A service charge will apply for payments by credit card.*

The Check Cashing Store®

You may pay select traffic citations in cash at any store in Palm Beach, Broward and Miami-Dade counties. For a Check Cashing Store near you, visit <http://ccsfinancial.com/locations.asp>. *A service charge will apply.*

PAY BY MAIL

All payments by mail must be made by check or money order. No credit card or cash payments will be accepted.

Please complete the authorization form on the inside right column of this guide. Make your check or money order payable to “**Clerk & Comptroller**” and send it to:

SHARON R. BOCK
Clerk & Comptroller, Palm Beach County
P.O. Box 3544
West Palm Beach, FL 33402-3544

Include your citation number with your payment and, if applicable, a copy of your driver’s license, vehicle registration or insurance card. Funds must be made in U.S. dollars and drawn on a U.S. bank.

LOCATIONS & HOURS

Clerk & Comptroller Palm Beach County

Monday - Friday
8 a.m. to 5 p.m.

(except legal holidays)

Palm Beach County Main Courthouse

205 N. Dixie Hwy, Room 2.2300,
West Palm Beach, FL 33401
(561) 355-2994

South County Courthouse

200 W. Atlantic Ave,
Delray Beach, FL 33444
(561) 274-1530

North County Courthouse

3188 PGA Blvd, Room 1210,
Palm Beach Gardens, FL 33410
(561) 624-6608

West County Courthouse

38844 State Road 80,
Belle Glade, FL 33430
(561) 996-4843

Mid-Western Communities Service Center

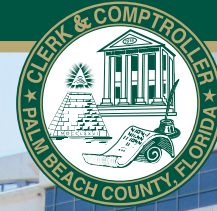
200 Civic Center Way, Suite 500,
Royal Palm Beach, FL 33411
(561) 355-2994

(Open Thursdays & Fridays only, 9 a.m. to 5 p.m.)

Visit www.mypalmbeachclerk.com for:

County Financial Information
Court & Official Records Searches
Traffic Ticket Payments
Foreclosure Sales
Career & Volunteer Opportunities
Self Services Court Forms
Marriage License & Passport Information
County Commission Meeting Minutes & Video

TRAFFIC CITATION GUIDE



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

OPTION 1

PAY CIVIL PENALTY

VIOLATION TYPE	PAYMENT WITHIN 30 DAYS
Failure to Carry or Expired Drivers License	\$116.00
Expired Tag	\$116.00
Failure to Display Registration	\$116.00
Failure to Display Insurance	\$116.00

* If you were cited for one of the above violations, but have proof of valid documentation that was issued **BEFORE** the issue date of the citation, a \$10 fee will be assessed in place of the above fee if provided within 30 days. You must submit a copy of your insurance (depending on the violation) along with the \$10 payment.

SPEEDING FINES & COMMON VIOLATIONS

Speeding		Speeding in School Zone or Construction Zone (workers not present)	
Miles Over Limit		Miles Over Limit	
6 - 9	\$131.00	1 - 9	\$156.00
10 - 14	\$206.00	10 - 14	\$306.00
15 - 19	\$256.00	15 - 19	\$406.00
20 - 29	\$281.00	20 - 29	\$456.00
30 + (unless mandatory court)	\$356.00	30 +	\$606.00

Improper/Unsafe Equipment (F.S. 316.610 or 316.2935)

See #5 on reverse side of traffic citation for details

Officer Affidavit Signed	\$100.00
Officer Affidavit Not Signed	\$116.00

Seatbelt Violation	\$116.00
Child Restraint	\$166.00
Bicycle/Pedestrian	\$64.50
Open Container - Driver	\$166.00
Open Container - Passenger	\$116.00
School Bus - 316.172(1)(a) (Fail to stop/Pass on left)	\$271.00
Railroad Crossing	\$206.00
Red Light	\$264.00
Racing on Highway	\$231.00
Motorcycle/Moped (wheels losing contact or tag improperly affixed) <i>First Offense</i>	\$1166.00

ADDITIONAL VIOLATIONS (see statute section on citation)

Violations other than listed above and excluding F.S. 316.191

Moving Violations of F.S. 316	\$166.00
Non-Moving Violations	\$116.00
Moving Violations NOT of F.S. 316	\$163.00

* Pursuant to Florida Statute, a \$16 late fee and a \$7 certificate of compliance fee will be assessed if the payment is not received within 30 days from the citation issue date.

OPTION 2

WRITTEN PLEA OF NOT GUILTY

Defendant's Name _____
 Citation Number(s) _____

You will only receive a hearing for the citations listed.

* I hereby enter a plea of **Not Guilty** and request a hearing. I understand I am waiving my right to the civil penalty provisions pursuant to Florida Statute 318.14(5) and that I must appear in court.

Pretrial Hearings are Mandatory

* Except for tolls, upon entering a plea of not guilty, a pretrial hearing will be set. No law enforcement officer or witness will be present at that time. I will have the opportunity to speak with the presiding judicial officer either in person or via a video conference at the sites listed below. If the case is not resolved, a trial will be set for a later date.

* I understand that pursuant to Florida Rules of Court 3.191 and 6.325, I have a right to a speedy trial, or I may forever be discharged unless the prosecuting attorney can show cause why the trial should be extended.

By selecting a Saturday or video conference for my pretrial hearing, I waive that right and consent to the Clerk & Comptroller setting my case even though it may be beyond the limits of speedy trial.

X Signature _____ Date ____ / ____ / ____

Address: _____

City: _____ State: _____ Zip: _____

I would like my pretrial hearing to be held: (select only one)

- Weekday
- Saturday at the Criminal Justice Complex - (excludes toll violations)
3228 Gun Club Rd, West Palm Beach, FL
- Weekday via Video Conference - (excludes toll violations)
Select a location
 - South County Civic Center
16700 Jog Rd, Delray Beach, FL
 - Wellington Branch Library
1951 Royal Fern Drive, Wellington, FL

* If found guilty, you are required to pay fines and court costs. The Clerk & Comptroller accepts payments made by cash, check, money order, Visa, MasterCard, American Express and Discover.

If you have not received a notice of hearing after 30 days, call the Clerk & Comptroller at (561) 355-2994.

* If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Krista Garber, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

OPTION 3

ELECT TRAFFIC SCHOOL

YOU MAY SELECT THIS OPTION IF:

- * You have **not elected** to attend traffic school within the past 12 months.
- * You have **not elected** to attend traffic school five times within your lifetime.
- * You do **not** have a CDL license.
- * You have not been cited for a child restraint violation.

INSTRUCTIONS:

- You **must** notify the Clerk & Comptroller of your intent to elect traffic school in writing at the same time you make your payment by checking the box below and signing your name. This election **must** be made within 30 days from the date the citation was issued to you.

I elect to take Traffic School.

Citation # _____

X Signature _____ Date ____ / ____ / ____

- You must pay the fine amount applicable to your citation at the same time you make the school election. The amount of the fine is listed under Option 1.
- You must contact one of the traffic schools to obtain the school fee and enrollment information. For a list of traffic schools, visit the Florida Department of Highway Safety and Motor Vehicles' Web site online at <http://www.flhsmv.gov/dcl/drivingcourses.html> or check your local yellow pages.
- You must attend a school certified by the State of Florida within 90 days from the date of the election. The traffic school enrollment fee is in addition to any statutory fees for the violation.
- The Clerk & Comptroller's office must receive notification of school completion within **90 days** from the date of school election. If you attend **within** Palm Beach County, the school will notify the Clerk & Comptroller of your completion. If you attend school **outside** Palm Beach County, you must send a copy of the completion certificate to the Clerk & Comptroller. You may verify that the Clerk & Comptroller has received notification of school completion by calling (561) 355-2994.
- Once elected, failure to complete traffic school will result in the suspension of your driver's license, points assessed to your record, and imposition of additional costs.

MAIL PAYMENT FORM

INSTRUCTIONS

Make your check or money order payable to "Clerk & Comptroller" and send it to:

SHARON R. BOCK
 Clerk & Comptroller, Palm Beach County
 P.O. Box 3544
 West Palm Beach, FL 33402-3544

Include your citation number with your payment and, if applicable, a copy of your driver's license, vehicle registration or insurance card. Funds must be made in U.S. dollars and drawn on a U.S. bank.

Citation #	Check #	Amount Paid
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL = \$ _____