



**UNIFORM TRAFFIC CITATION TRANSMITTAL  
INSTRUCTIONS FOR COMPLETION**

1. Complete the top portion of the Transmittal:

- Ø Law Enforcement Agency
- Ø Barrack/Precinct/District
- Ø Agency Code
- Ø Sub-agency Code

**CITATIONS FOR ARRESTED INDIVIDUALS**

When an individual is arrested, the original Court copy of the citation is to be submitted to the commissioner. Do not list these citations on a transmittal that is being mailed to the Traffic Processing Center.

2. Starting in the upper left column under Citation Number and continuing down the first column, list the citation number of each citation being transmitted.

- Ø **List the full citation number for every citation, including the prefix**
- Ø Do not take shortcuts, even if the citation numbers are in a consecutive sequence

3. When all citations have been listed:

- Ø Compare the numbers listed on the Transmittal with the citations being submitted to ensure that all of the citations are accurately listed
- Ø Arrange the citations in the same order as they are listed on the Transmittal

4. Complete the bottom of the Transmittal:

- Ø Total number of citations sent
- Ø Submitted by (your signature) and ID# (if applicable)
- Ø Date Sent

5. Keep one copy of the Transmittal for your agency. **Mail the original and one copy of the Transmittal with the Court Copies of the citations to:**

District Court Traffic Processing Center  
2020 Industrial Drive  
Annapolis, Maryland 21401

6. **Citations and/or Transmittals will be returned to the agency without action for these reasons:**

- Ø Citations received without a Transmittal
- Ø Transmittal does not accurately reflect all citations received

**SPECIAL ISSUES**

**What if the Court Copy is Missing?**

- Ø A legible photocopy of the citation is acceptable if the original Court Copy is missing
- Ø The photocopy must be marked "Use as Original"
- Ø Photocopies should be sent on a separate Transmittal
- Ø Write "DUPLICATES" in the top margin of the Transmittal

**How do I send in citations to be Voided?**

- Ø Refer to the District Court Fine Schedule DC/CR 90 for additional information on voiding citations
- Ø Voided citations should be sent on a separate Transmittal
- Ø Write "VOIDED CITATION" in the top margin of the Transmittal
- Ø You must include both the Court and Defendant's (original and #5) copies with the transmittal

**OTHER RELATED FORMS**

**Request for Witness Summons (DC/CR 92):**

- Ø Do NOT send to the Traffic Citation Processing Center
- Ø These forms are to be forwarded to the appropriate District Court
- Ø Write the traffic citation number on the Citation/Case No. line

**Statement of Probable Cause (DC/CR 4):**

- Ø Do NOT send to the Traffic Citation Processing Center
- Ø These forms are to be forwarded to the appropriate District Court