**Statewide Standard Citation
Quick Reference Guide Web**

Fields with an asterisk (\*) indicate new or modified information and are also identified with a red text box alongside the screen print.

Questions? Email us at state.standard.citation@courts.state.mn.us

| **Field Name/Label on Citation** | **Field Description** | **Purpose** |
| --- | --- | --- |
| [Citation Number](#CitationNumber)  | Unique number assigned to citation. Number associated with agency issuing ticket.12 Digits:2-digit: County #2-digit: Unique agency #8-digits: Sequential numbering, agency can include year in sequence | Ease of trackingfor agencies, courts, and defendant to pay onweb or by phone |
| [Bar Code](#BarCode) | Digital representation of citationnumber; unique number forevery ticket | Ease of citation processing **No pen strokes within the barcode field**  |
| [County Name](#CountyName) | County where offense occurred  | Fine-Split  |
| \*[Sequential Citations \_\_of\_\_\_](#SequentialCitations) | Complete if multiple citations issued(e.g. Page 1 of 2; Page 2 of 2) | Multiple citations, same incident |
| [Identification](#Identification) | DL = Drivers License | Method defendant identified by officer  |
| DVS Website  |
| Photo ID |
| FP = Finger Print  |
| Other  |
| [DL Number](#DLNumber) | Subject’s driver’s license number | DPS Requirement |
| [Name](#Name)  | Full first, middle (not initial), last name. Add suffix: Jr./III | Identification  |
| [Address - Street, Apt #](#Address) | Subject’s residence street address, not mailing address  | Identification  |
| [City, State, Zip](#Address) | Subject’s City, State and Zip code of residence | Identification |
| [CDL Checkbox](#CommercialVehicle) | Commercial Driver’s License | Special handling of offenses per Code of Federal Regulations |
| [State Checkbox](#DOT) | Issuing State of identification | Identification |
| [DOB (mm/dd/yyyy)](#DOB) | Subject's date of birth from DL, ID Card, otherwise verbal | Identification  |
| [Height](#Height) | Height: Feet & inches e.g. 6’4” | Identification |
| [Weight](#Weight) | Weight of citee | Identification |
| [Eyes](#Eyes)  | Eye color of citee | Identification |
| [Gender](#Gender) | Subject’s gender | DPS Requirement |
| [Juvenile Court Offense Type](#CourtOffense) | JTR = Juvenile Traffic OffenseJPO = Juvenile Petty OffenseDEL = Delinquency | Court processing |
| \*[Juvenile’s Parent or Guardian](#GuardianAddress)[Name and Address](#GuardianAddress)  | Name & address of parent or guardian if offender a juvenile | Used to notify juvenile parent/guardian of offense  |
| [Same address as Juvenile Checkbox](#GuardianAddress) | Indicates that Parent or Guardian’s address is same as the juvenile | Used to notify juvenile parent/guardian of offense |

| **Field Name/Label on Citation** | **Field Description** | **Purpose** |
| --- | --- | --- |
| [Child’s Race](#ChildsRace) | Race of Juvenile | Juvenile Court Rules requirement |
| [Vehicle Lic. No.](#VehicleInformation) | License plate number  | DPS Requirement |
| [Plate Year](#Plate) | Year of Tab on plate |  |
| [State](#VehicleInformation) | State that issued plate | DPS Requirement |
| [Make](#VehicleInformation) | Manufacturer of Vehicle | DPS Requirement |
| [Style](#Style) | **Type of Vehicle** | DPS Requirement |
| 16+ PassengerBicycleBusConstructionEquipmentElectric BikeEmergency | FarmMotorboatMotorcycleMotorized BikeOff-road MotorcycleOff-road recreationalOther | PassengerRoad TractorSchool BusSemi-truckSnowmobileTow Truck |
| [16+Pass](#Pass) | Commercial transport 16+ passengers  | DPS Requirement |
| [Color of Vehicle](#ColorVehicle) | Color of vehicle |  |
| [Date of Offense](#DateOffense) | Date of violation | DPS Requirement |
| [Time of Offense](#TimeOffense) | Time of violation | Additional incident information |
| [Accident/Crash](#AccidentCrash) | **Check all that apply:**  | Provides additional detail if incident involved a crash  |
| InjuryFatal | PedestrianProperty Damage  |
| [Unsafe Conditions](#UnsafeConditions)[Weather](#Weather)  | ClearCloudyFogFreezing rainHeavy rainIce | Light rainSnowSundownSunnySunrise | Further defines incident |
| \*[Endangering Life or Property checkbox](#Endangering) | Indicates if life or property endangered. **If checked, then mandatory court appearance required by subject.**   | Further defines violation |
| [Commercial Vehicle DOT #](#DOT) | The USDOT# is put in the field. This is a number that identifies the carrier  | Further defines violation |
| [# Pounds Overweight](#PoundsOverweight) | Number of pounds vehicle is overweight  | Further defines violation  |
| [Hazardous Materials](#HazardousMaterial) | Vehicle is transporting hazardous material | Further defines violation  |
| [Driver](#CiteeInformation) | Citee is the driver | Identification |
| [Owner](#CiteeInformation) | Citee is the owner | Identification |
| [Passenger](#CiteeInformation) | Citee is a passenger | Identification |
| [Operate](#CiteeInformation)  | Citee operating equipment  | Identification |
| [Parked](#Parked) | Vehicle is parked | Identification |
| [Booked](#Booked) | Offender was booked | Offender was booked  |
| [Offense Location](#OffenseLocation) | Address of offense  | Fine split  |
| \*[City/County/Township/Other](#CityCommunity) | Officer must identify for proper fine distribution; specify subdivision of government, for example:CityTownshipDistrict (e.g. Sanitary district, 3 Rivers Park District, etc.) If none apply, note county name. | Fine split  |

| **Field Name/Label on Citation** | **Field Description** | **Purpose** |
| --- | --- | --- |
| [Offense](#Offense) |  |  |
| [Charge Description](#ChargeDescription) | Word description of violation. List only one count per line.  | Describes the violation  |
| [Statute/Ordinance](#StatuteOrdinance) | Number description of violation  | Identifies the violation  |
| \*[3rd Violation](#ThirdViolation)  | Indicates a 3rd offense for subject, but the case would still be payable.  | Checkbox for ease of citation writing for officer  |
| [PM, M, GM](#PMMGM) | Petty Misdemeanor | Identifies degree of the offense  |
| Misdemeanor |
| Gross Misdemeanor |
| \*[Speed MS169.14](#Speed)[(subd\_\_\_\_\_)](#Speed) | Officer **must** indicate specific subdivision violated for speeding violation. | Checkbox for ease of citation writing for agency, officer **must** note subdivision.  |
| [3rd in 12 months](#ThirdTwelveMonths) | Check if 3rd offense in 12 months |  |
| \*[MPH](#MPH) | If speeding offense, indicate the miles per hour the subject was driving. | Further defines violation  |
| \*[Zone](#Zone) | Speed zone/Speed Limit | Further defines violation |
| \*[No Proof of Insurance 169.791](#NoProofInsurance) | Driver did not provide proof vehicle was insured. Officer **must** indicate specific subdivision violated for No Proof of Insurance violation. | Checkbox for ease of citation writing for officer |
| \*[No Seat Belt Use 169.686.1(a)](#NoSeatBelt) | Seat belt not used by occupants of vehicle | Checkbox for ease of citation writing for officer  |
| \*[AC Taken](#ACTaken) | Alcohol Concentration (Do not enter PBT)  | Defines concentration  |
| \*[AC](#AC) | Results of the alcohol concentration test | Further defines the charge  |
| \*[Test type](#TestType)  | Check applicable test  | Defines type of test or refused |
| [Officer’s name(s)](#OfficerInformation) | Issuing Officer’s name(s) | Identifies who issued the citation  |
| [Officer No(s)](#OfficerInformation) | Issuing Officer’s badge No(s) | Identifies who issued the citation |
| [Prosecutor](#Prosecutor) | Office that provides prosecution (e.g. St Paul City Attorney). Tied to the community of offense.  | Fine Split |
| [Controlling Agency (CAG)](#ControllingAgency) | Number of agency issuing the citation | Fine Split and Criminal History |
| [How Issued](#HowIssued) | In Person = Handed to Citee | Further defines the method of delivery.  |
| Mailed = Mailed to Citee |
| Left at Scene |
| [Date of Citation](#DateCitation) | Date the citation was issued to citee |  |
| \*[Agency Name](#AgencyName) | Name of agency issuing the citation | Fine Split and Criminal History |
| \*[CN/ICR](#CNICR) | Case # or report # at issuing agency’s discretion (Not State patrol event #)  | Agency case number  |
| Copy Distribution | Original = Court’s copyYellow = Prosecutor copyPink = Law enforcement copyOff-white-tag = Defendant/citee copy  |  |

# Citation Number



**Unique number assigned to citation. Number associated with agency issuing ticket.**

**12 Digits:**

**2-digit: County #**

**2-digit: Unique agency #**

**8-digits: Sequential numbering, agency can include year in sequence**

[To top of document](#_top)

# Bar Code



**Digital Citation #:**

**No pen strokes permitted in barcode field**

[To top of document](#_top)

# County Name



**County where offense occurred**

# Sequential Citations \_\_of\_\_



**Complete if multiple citations issued (e.g., Page 1 of 2; Page 2 of 2)**

[To top of document](#_top)

# Identification



**FP = Finger Print**

**Other Method Defendant Identified by Officer**

**Photo ID**

**DVS Website**

**DL = Driver’s License #**

[To top of document](#_top)

**DL Number**



**Citee’s driver’s license number**

**Name**



**Full first, middle (not initial), last name. Add suffix: Jr./III**

# Address – Street, Apt#

**City, State, Zip**

**City, Sate, Zip Code**

**Subject’s residence street address; NOT mailing address**

[To top of document](#_top)

# DOB (mm/dd/yyyy)



**Subject's date of birth from DL, ID Card, otherwise verbal**

# Height/Weight

**Eyes**

# Gender

#

**Weight of citee**

**Height: Feet & inches e.g. 6’4”**

**Subject’s gender**

**Eye color of citee**

[To top of document](#_top)

# Juvenile Court Offense



**JTR = Juvenile Traffic Offense**

**JPO = Juvenile Petty Offense**

**DEL = Delinquency**

[To top of document](#_top)

# Juvenile’s Guardian Address



**Name & address of parent or guardian if offender is a juvenile**

**If same address as juvenile check here**

# Child’s Race



**Race of juvenile**

**Juvenile Court Rules requirement**

[To top of document](#_top)

# Vehicle Lic. No.

**Plate**

**Year of Tab on plate**

**License plate number**

[To top of document](#_top)

# Vehicle Information



**State that issued plate**

**Manufacturer of Vehicle**

# Style



**Type of Vehicle**

16+ Passenger Bicycle Bus

Construction Equipment Electric Bicycle

Emergency Farm Motorboat

Motorcycle Motorized Bike Off-road Motorcycle

Off-road recreational Passenger Road Tractor

School Bus Semi-truck Snowmobile

Tow Truck Other

[To top of document](#_top)

# 16+Pass



**Commercial transport 16+ passengers**

[To top of document](#_top)

# Color of Vehicle



**Color of Vehicle Driven by Citee**

# Date of Offense

# Time of Offense



**Time of violation**

**Date of violation**

[To top of document](#_top)

# Accident/Crash



**Provides additional detail if incident involved a crash. Check all that apply**

[To top of document](#_top)

# Unsafe Conditions

# Weather

**Identify unsafe conditions:**

Clear Cloudy

Fog Freezing rain

Heavy rain Ice

Light rain Snow

Sundown Sunny

Sunrise

[To top of document](#_top)

# Endangering Life & Property



**Indicates if life or property is endangered. If checked, then mandatory court appearance is required by subject.**

[To top of document](#_top)

**Commercial Vehicle**

**Indicates if the vehicle involved is a commercial vehicle**

**DOT#**

**#Pounds Overweight**

**The USDOT# is put in the field. This is a number that identifies the carrier**

**Hazardous Material (DOT)**

**Indicates if vehicle transporting hazardous material**

**Number of pounds vehicle is overweight**

[To top of document](#_top)

# Citee Information



**Citee operating equipment**

**Citee Driving Vehicle**

**Citee is a Passenger**

**Citee is the Owner**

[To top of document](#_top)

# Parked



**Vehicle is parked**

# Booked



**Offender was Booked**

[To top of document](#_top)

# Offense Location



**Address of Offense**

[To top of document](#_top)

# City/Community/Township



**Must be identified by officer for proper fine distribution; specify subdivision of government, for example:**

**City**

**Township**

**District (e.g. Sanitary district, 3 Rivers Park District, etc.)**

**If none apply, note county name**

[To top of document](#_top)

# Offense

# Charge Description

# Statute/Ordinance

**Word description of violation. List only one count per line.**

**Number description of violation**

# 3rd Violation

# PM, M, GM

**Indicates a 3rd offense for subject, but the case would still be payable.**

**Petty Misdemeanor**

**Misdemeanor**

**Gross Misdemeanor**

[To top of document](#_top)

# Speed MS169.14 (subd\_\_\_\_\_\_)

**MPH**

**Speed zone/Speed Limit**

**Officer must indicate specific subdivision violated for speeding violation.**

**Zone**

**If speeding offense, indicate the miles per hour the subject was driving.**

[To top of document](#_top)

**3rd Violation in 12 Months**



**If a 3rd offense in 12 months, check the checkbox and indicate the degree**

[To top of document](#_top)

**No Proof of Insurance 169.791**

**No Seat Belt Use 169.686.1(a)**

**Seat belt not used by occupants of vehicle**

**Driver did not provide proof vehicle was insured. Officer must indicate specific subdivision violated for No Proof of Insurance violation.**

[To top of document](#_top)

# AC Taken

**Results of the alcohol concentration test**

# AC

# Test Type

**Check applicable test**

**Alcohol Concentration**

**(Do not enter PBT)**

[To top of document](#_top)

**Officer Information**

**To be filled out to inform offender of Officer’s Name**

**To be filled out to inform offender of Officer Badge number**

[To top of document](#_top)

**Prosecutor**

**Office that provides prosecution (e.g. St Paul City Attorney)**

**Tied to the community of offense.**

[To top of document](#_top)

# Controlling Agency (CAG)



**Number of agency issuing the citation**

[To top of document](#_top)

# How Issued



**Defines the method of delivery:**

**In Person – Handed to Citee**

**Mailed – Mailed to Citee**

**Left at Scene**

[To top of document](#_top)

**Date of Citation**



**Date the citation was issued to citee**

[To top of document](#_top)

# Agency Name



**Name of agency issuing the citation**

[To top of document](#_top)

# CN/ICR



**Case # or report # at issuing agency’s discretion (Not State patrol event #)**

[To top of document](#_top)