

Statewide Standard Citation Numbering Requirements



Overview

Citations must have a unique number that follows the guidelines in this document. Law enforcement agencies cannot reuse citation numbers. Duplicate citation numbers are not permitted. This ensures that there is a unique identifier in the court's database and avoids issues such as a defendant inadvertently paying the wrong citation when using the court's automated payment options.

Not following the citation number sequencing formats below may result in the following consequences:

- Rejection of a citation, causing delay and rework for the law enforcement agency.
- Inability to process, accept payment on, or schedule the citation for a hearing because the case is not in the court's records management system.

Please refer to the [Statewide Standard Citation](#) page on the mncourts.gov website for additional resources.

12-Digit Requirements

- No alpha characters accepted; courts require numerals for Interactive Voice Response (IVR) phone payment options.
- First two digits represent the 2-digit county number (e.g., 38, Lake County). If an agency submits citations statewide, then the first two digits would be:
 - 00 for Tribal Police
 - 88 for Minnesota State Highway Patrol
 - 89 for Minnesota Department of Natural Resources
 - 90 for Metro Transit
 - 91 for Veteran's Affairs
- Digits in the third and fourth position represent the 6th and 7th number of an agency's Originating Agency Identifier (ORI), to uniquely identify agency along with the county number. For example, Silver Lake Police Department would be MN0380100 or 01.
- The remaining numbers are an 8-digit numerical sequence.
 - Numerical sequence can include agency specific information (e.g., 2 digit year, Platoon Number; etc.).
 - Agencies may not need all 8 digits, depending on volume.
- Leading zeros will be printed on the citation in unused sequential number fields.

Statewide Standard Citation Numbering Requirements



Example of a 12-digit citation number:

- 380000000001

14-Digit Requirements

- No alpha characters; courts require numerals for Interactive Voice Response (IVR) phone payment options.
- First two digits represent the 2-digit county number (e.g., 38, Lake County). If an agency submits citations statewide, then the first two digits would be:
 - 00 for Tribal Police
 - 88 for Minnesota State Highway Patrol
 - 89 for Minnesota Department of Natural Resources
 - 90 for Metro Transit
 - 91 for Veteran’s Affairs
- Digits in the third and fourth position represent the 6th and 7th number of an agency’s Originating Agency Identifier (ORI), for example Silver Lake Police Department would be MN0380100 or 01.
- Digits in the fifth through eighth position are the 4-digit calendar year.
- Digits in the ninth through fourteenth positions are a numerical sequence determined by the agency.
- Leading zeros will be printed on the citation in unused sequential number fields.

Examples of 14-digit citation numbers:

- Aitkin County Sheriff with a starting number: 0100 2020 000001
- Chaska Police Department with a starting number: 1002 2020 000001
- Yellow Medicine County Sheriff with a starting number: 8700 2020 000001
- New Brighton Police Department with a starting number: 6206 2020 000001