

NO PROOF OF INSURANCE TICKETS

NOTE: This process can take up to two weeks to complete. **You are responsible for making sure that you know if your case has been dismissed and your court date has been vacated PRIOR to your court date.** If it has not, then you are *required* to come to Court.

If you have received a citation/ticket for no proof of insurance and do not wish to go to Court and meet with the District Attorney, you may complete the following requirements at least two weeks prior to your Court date:

Requirements:

1. The No Proof of Insurance charge must be the only charge on your ticket.
2. The VIN # must be included on your ticket. If there is no VIN #, you must come to Court.
3. Obtain a letter from your auto insurance company that:
 - a. is written on company letterhead;
 - b. includes the handwritten signature of the insurance agent;
 - c. states that the defendant was insured by the company on the date of the ticket; and
 - d. includes the VIN # from the ticket. As an example, the body of the letter could read: **[Defendant name]** was insured by **[name of insurance company]** on **[date of offense on ticket]** while driving a **[make, model and year of vehicle]**, **[VIN # on ticket]**.
4. Complete the attached Affidavit of Insurance (LCC 033 02/19). Your current contact information must be included in the case caption.
5. Submit the Affidavit of Insurance along with an attached letter from your insurance company directly to the District Attorney.
6. The District Attorney will review the submission and, if appropriate, will file a motion to dismiss the case with the Court.
7. If the Court dismisses your case, you will receive a copy of the order dismissing the case in the mail.