

# Bureau of Driver Services

User Manual



## **Clerk of Court Guide for Form MV3029/3435**

# CLERK OF COURT GUIDE FOR FORM MV3029/3435

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# CLERK OF COURT GUIDE FOR FORM MV3029/3435 INTRODUCTION

As part of our effort to provide better and faster service to the courts, the Wisconsin Department of Transportation (WisDOT) has automated the processing of court orders covered by the MV3029/MV3435 form.

Courts have the option of electronically transmitting suspensions, revocations, and conviction status report information to WisDOT. Using a uniform document is also the first step in the electronic transmission process.

If you are interested in transmitting the MV3029/3435 form **electronically**, contact:

Teresa Severson  
Citations and Withdrawals Section  
P.O. Box 7917  
Madison, WI 53707-7917

Telephone: (608) 264-7151  
Fax: (608) 266-0351

# FORM MV3029/3435

1. MV3029 - Court Order of Revocation/ Suspension  
 2. MV3435 - Conviction Status Report

Mail To: Citations and Withdrawals  
 Wisconsin Department of Transportation  
 PO Box 7917  
 Madison, WI 53707-7917

MV3029 5/2010

3. Court Name, Address, City, State, ZIP Code		4. Court (Area Code) Telephone #	5. Agent #
		6. County	7. Court #
		8. Court Case #	9. Branch #
10. Driver Name (First, MI, Last), Address, City, State, ZIP Code		11. Birth Date	12. Individual/Non
		13. Federal Employer Identification Number	
14. Driver License Number	15. Jurisdiction	16. Race	17. Sex
		18. Height	19. Weight
		20. Hair	21. Eyes

<b>22. Withdrawal Order Basis</b> <input type="checkbox"/> D <input type="checkbox"/> JEC <input type="checkbox"/> FD <input type="checkbox"/> JID <input type="checkbox"/> FPS <input type="checkbox"/> OTH <input type="checkbox"/> IC <input type="checkbox"/> RMC <input type="checkbox"/> ICU <input type="checkbox"/> T <input type="checkbox"/> JA <input type="checkbox"/> UCD  25. Amount Due <input type="checkbox"/> FPF: <input style="width:80px; height:20px;" type="text"/> <input type="checkbox"/> FPJ: <input type="checkbox"/> FPN:	<b>23. Court Withdrawal Directive</b> <input type="checkbox"/> 1 Failure to pay has been paid Date paid: _____ <input type="checkbox"/> 2 Revocation/suspension reported in error <input type="checkbox"/> 3 Vacate court order of revocation/suspension <input type="checkbox"/> 13 Court ordered revocation/suspension <input type="checkbox"/> 14 Court ordered rev/sus amended <input type="checkbox"/> 17 Report driver license/vehicle restriction <input type="checkbox"/> 18 Stay revocation/suspension <input type="checkbox"/> 20 Remove driver license/vehicle restriction	<b>24. Court Violation Directive</b> <input type="checkbox"/> 4 Vacate conviction <input type="checkbox"/> 5 Reopened conviction set for further proceedings <input type="checkbox"/> 6 Reopened conviction dismissed <input type="checkbox"/> 7 Reopened conviction amended <input type="checkbox"/> 8 Appealed conviction set for further proceedings <input type="checkbox"/> 9 Appealed conviction dismissed <input type="checkbox"/> 10 Appealed conviction affirmed <input type="checkbox"/> 11 Conviction reported in error <input type="checkbox"/> 12 Conviction reported in error and corrected <input type="checkbox"/> 15 Report of conviction <input type="checkbox"/> 16 Report of mandatory conviction
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**MV3435 Only - Previously Reported Data**

26. Withdrawal Basis _____	27. Court Case # _____	28. Uniform Traffic Citation # _____
29. Violation Date _____	30. Statute # _____	31. Municipal Citation # _____
32. Conviction Date _____	33. Statute Severity _____	34. Local Ordinance # _____
35. Trans Rule _____	36. Trans Rule Severity _____	37. Operating as Class    A   B   C   D   M   O
38. Description of Charge _____		

**Conviction Data**

39. Violation Date	40. Uniform Traffic Citation #	41. Municipal Citation #	42. Criminal Complaint Issued <input type="checkbox"/> Yes <input type="checkbox"/> No
43. Conviction Date	44. Statute #	45. Statute Severity	46. DOT #
47. Trans Rule	48. Trans Rule Severity	49. Local Ordinance #	50. Hazmat #
52. Description of Charge	53. If Speeding MPH Over		51. Zones <input type="checkbox"/> School <input type="checkbox"/> Construction <input type="checkbox"/> Utility <input type="checkbox"/> Railroad
Operating As		56. Counts of	
54. Class    A   B   C   D   M   O	55. Endorsement    F   H   N   P   S   T		

**Withdrawal Data**

<input type="checkbox"/> 57. Revoked	<input type="checkbox"/> 58. Suspended	59. Effective Date _____	60. Time Period _____ <input type="checkbox"/> Days <input type="checkbox"/> Mths <input type="checkbox"/> Years	61. Effective Date Method <input type="checkbox"/> 1 Consecutive
<input type="checkbox"/> 62. Passenger under 16 in vehicle	63. Prohibited Alcohol Content _____	64. Penalty Enhanced	67. Jail Time _____ <input type="checkbox"/> Days <input type="checkbox"/> Mths <input type="checkbox"/> Years	<input type="checkbox"/> 2 Concurrent
65. Accident Severity (when applicable): <input type="checkbox"/> Fatality to another - F <input type="checkbox"/> Personal Injury to another - PI <input type="checkbox"/> Property Damage to another - PD	66. Refusal Date _____ <input type="checkbox"/> Person failed to request hearing <input type="checkbox"/> Hearing held; Refusal unreasonable <input type="checkbox"/> Court ordered assessment <input type="checkbox"/> Refusal vacated	68. IID Duration _____ <input type="checkbox"/> Days <input type="checkbox"/> Mths <input type="checkbox"/> Years	<input type="checkbox"/> Vehicle Restriction <input type="checkbox"/> Lic <input type="checkbox"/> Eff _____	<input type="checkbox"/> 3 Date of Notification by DOT <input type="checkbox"/> 4 Date of Application <input type="checkbox"/> 5 Consecutive & After Application <input type="checkbox"/> 6 DOT Sets Date
69. Special Instructions _____				

X \_\_\_\_\_

(70. Judge or Court Clerk)

(71. Date)

# Overview

Reference the new combined form.

## **Withdrawal Order Basis**

The basis represents the reason for revocation or suspension. (Example: FPF, JA.)

## **Court Withdrawal Directive**

The Withdrawal Directive is the type of revocation/suspension action ordered by the court. (Example: Ordering a suspension, vacating a suspension.)

## **Court Violation Directive**

The Violation Directive is the type of action the court takes on a particular charge. (Example: Reporting a conviction, amending or vacating a conviction.)

## **MV3435 Only - Previously Reported Data**

The previously reported portion of the form helps us locate the revocation, suspension or conviction you want us to change. Please complete all fields that were reported on the original conviction. Whenever you select form MV3435 (Conviction Status Report) at the top of the form, the previously reported area must be completed. Exception: If reporting Directives #13, 15 or 16, on a MV3435, do not complete the previously reported fields.

## **Conviction/Data**

Used to report conviction information. Please complete all applicable fields.

## **Withdrawal Data**

Used to report specifics about revocation and suspension orders.

# Definitions

## Withdrawal order Basis

The **withdrawal basis** is the reason the court is ordering a revocation/suspension of the operating privilege. All the various reasons for revoking/suspending an operating privilege will fit into a basis listed below.

<b>D</b>	Drug revocation/suspension for convictions under Chapter 961 of the Wisconsin Statutes.
<b>FD</b>	Finding of delinquency.
<b>FPS</b>	Failure to pay child/family support.
<b>IC</b>	Implied consent/refusal.
<b>ICU</b>	Implied consent/refusal, for absolute sobriety violations.
<b>JA</b>	Underage alcohol.
<b>JEC</b>	Underage alcohol, failure to comply with educational commitment.
<b>JID</b>	Underage identification.
<b>OTH</b>	<p>The court is ordering a revocation/suspension of the operating privilege based on a conviction of a motor vehicle statute, which is not cause for mandatory revocation/suspension.</p> <p><b>Example:</b> Court is ordering a 15-day suspension based on a conviction for exceeding the speed limit by 25 or more miles per hour over the posted limit.</p>
<b>RMC</b>	<p>Report of mandatory conviction. The court is ordering a withdrawal based on a conviction which is cause for mandatory revocation/suspension under s.343.31 of the Wisconsin Statutes.</p> <p><b>Example:</b> Court is reporting a conviction for attempting to elude officer.</p>
<b>T</b>	Truancy/school dropout.
<b>UCD</b>	Underage consent decree.
<b>FPF</b>	Failure to pay forfeiture for traffic offenses.
<b>FPJ</b>	Failure to pay forfeiture for non-traffic offense, juveniles only (under age 17 on the violation date).
<b>FPN</b>	Failure to pay forfeiture for non-traffic offenses, adults only (age 17 or older on the violation date).

## Court withdrawal directive

The **Court withdrawal directive** represents the type of withdrawal action the court is ordering.

<b># 1 Failure to pay has been paid</b>	Individual's operating privilege was previously suspended for FPF, FPJ, FPN or FPS.
<b># 2 Revocation/suspension reported in error</b>	A revocation/suspension previously reported to the DOT was reported in error.
<b># 3 Vacated court order of revocation/suspension</b>	A revocation/suspension previously reported to the DOT is vacated.
<b># 13 Court ordered revocation/suspension</b>	The court is ordering a revocation/suspension of the operating privilege.
<b>#14 Court ordered revocation/suspension amended</b>	A previously reported revocation/suspension ordered by the court is being changed.
<b># 17 Report Driver License/Vehicle Restriction</b>	For reporting an Ignition Interlock Device (IID) restriction.
<b># 18 Stay revocation/suspension</b>	The court is ordering the effective date of a revocation/suspension be stayed (delayed).
<b>#20 Remove driver license/vehicle restriction</b>	For removing an Ignition Interlock Device (IID) restriction.

**Note:** Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.

Court violation directive

The **court violation directive** represents the type of violation action the court is ordering.

<b># 4 Vacate conviction</b>	The court is vacating a conviction that was previously reported to DOT.
<b># 5 Reopened conviction set for further proceedings</b>	A conviction previously reported to DOT has been reopened.
<b># 6 Reopened conviction dismissed</b>	A conviction previously reported to DOT has been reopened and dismissed.
<b># 7 Reopened conviction amended</b>	A conviction previously reported to DOT has been reopened and amended.
<b># 8 Appealed conviction set for further proceedings</b>	An appeal of a conviction previously reported to DOT has been accepted by the court.
<b># 9 Appealed conviction dismissed</b>	The circuit court or Court of Appeals has heard the appeal and ordered the dismissal of the conviction.
<b># 10 Appealed conviction affirmed</b>	The circuit court or Court of Appeals has heard the appeal and affirmed the conviction.
<b># 11 Conviction reported in error</b>	A conviction previously reported to DOT was reported in error.
<b># 12 Conviction reported in error and corrected</b>	A conviction previously reported to DOT was reported in error and has been corrected.
<b># 15 Report of conviction</b>	The court is reporting a conviction to DOT. No citation was issued by the arresting agency, or the DOT copy of the citation has been lost.
<b># 16 Report of mandatory conviction</b>	<p>The court is reporting a conviction which is cause for mandatory revocation or suspension under s.343.31 of the Wisconsin Statutes. No citation was issued by the arresting agency, or the DOT copy of the citation has been lost.</p> <p><i>Note:</i> See the “Mandatory Statute Numbers” table on the next page.</p>

## Mandatory Statute Numbers as referred to in Chapter 343.31 of the Wisconsin Statutes

“Mandatory” implies the Department (WisDOT) will take a withdrawal action.

Possible “Mandatory” Wis. Statute Numbers	Description	Charge Codes
343.14(5)	Falsified Application	FA
343.19(2)	Falsified Application for Duplicate License	FA
343.43(1)(d)	Violation of Occupational Restriction	VOO
345.17	False Statements to the Department	FA
346.04(3)	Attempting to Elude an Officer	AEO
343.45(1)	Permit Unauthorized Person to Drive	VUF
343.45(2)	Permit Unauthorized Person to Drive	VUF
346.62(4)	Reckless Driving	RD, CRD
346.63(1)	Operating while intoxicated	OWI, CWI, HWI
346.63(1)(a)	Operating while intoxicated	OWI, CWI, HWI
346.63(1)(am)	Operate w/ Detectable Level of Controlled Substance	OWI, CWI, HWI
346.63(1)(b)	Operating while intoxicated	PAC
346.63(2)	Operating while intoxicated causing injury	OII
346.63(2)(a)1	Operating while intoxicated causing injury	OII, CII, HII
346.63(2)(a)2	Operating while intoxicated causing injury	OII, CII, HII
346.63(2)(a)3	Operating while intoxicated causing injury	OII, CII, HII
346.63(6)(a)	Commercial Alcohol causing injury	CAI, HAI
346.67(1)	Failure to Stop after an accident	FSA, CFS, HFS
346.67(1)(a)	Failure to Stop after an accident (and give name, address, etc. information)	FSA, CFS, HFS
347.67(1)(b)	Failure to Stop after an accident (and show operator’s license information)	FSA, CFS, HFS
346.67(1)(c)	Failure to Stop after an accident (and render assistance)	FSA, CFS, HFS

Possible “Mandatory” Wis. Statute Numbers	Description	Charge Codes
938.396(3)	Fail to stop after an accident resulting in injury or great bodily harm - juvenile	FSA
940.06	Negligent Homicide	NH
940.09(1)(a)	Negligent Homicide	NHI, CHI, HHI
940.09(1)(am)	Operating with Detectable Level of Controlled Substance – Death	NHI, CHI, HHI
940.09(1)(b)	Negligent Homicide	NHI, CHI, HHI
940.09(1)(bm)	Negligent Homicide (with PAC .04%+)	CAD, HAD
940.09(1)(c)	Negligent Homicide – Unborn Child	NHI, CHI, HHI
940.09(1)(cm)	Operating with Detectable Level of Controlled Substance – Death	NHI, CHI, HHI
940.09(1)(d)	Negligent Homicide – Unborn Child	NHI, CHI, HHI
940.09(1)(e)	Negligent Homicide CMV – Unborn Child	NHI, CHI, HHI
940.10	Negligent Homicide	NH
940.25(1)(a)	Great Bodily Harm	GBH, CBH, HBH
940.25(1)(am)	Operating with Detectable Level of Controlled Substance – Great Bodily Harm	GBH, CBH, HBH
940.25(1)(b)	Great Bodily Harm	GBH, CBH, HBH
940.25(1)(bm)	Great Bodily Harm (with PAC .04%+)	CAH, HAH
940.25(1)(c)	Great Bodily Harm – Unborn Child	GBH, CBH, HBH
940.25(1)(cm)	Operating with Detectable Level of Controlled Substance – Great Bodily Harm	GBH, CBH, HBH
940.25(1)(d)	Great Bodily Harm – Unborn Child	GBH, CBH, HBH
940.25(1)(e)	Great Bodily Harm CMV – Unborn Child	GBH, CBH, HBH
941.30(1), (2)	Vehicle used in the Commission of a Felony	VUF, CVF, HVF
943.23 (2)	Vehicle used in a felony	VUF, CVF, HVF, CCF, HCF
943.23 (3)	Vehicle used in a felony	VUF, CVF, HVF, CCF, HCF

# FIELD BY FIELD INSTRUCTIONS FOR COMPLETING MV3029/3435

Field #	Field Name	Instructions
1	MV3029 – Court Ordered Revocation/ Suspension	<p>Check if reporting a new order of a revocation/suspension/ conviction that is not reported on a uniform traffic citation or municipal citation.</p> <p><i>Note:</i> Only field #1 or #2 can be checked. Not both.</p>
2	MN3435 – Conviction Status Report	<p>Check when reporting changes to a revocation/suspension/ conviction previously reported to WisDOT.</p> <p>For example: Previously reported revocation/suspension/ conviction is being vacated, reopened, appealed, amended, or was reported in error.</p> <p><i>Note:</i> Only field #1 or #2 can be checked. Not both.</p>
3	Court Name, Address, City, State, Zip Code	<p>Enter the complete court name, address, city, state and zip code.</p> <p>For example: Town of Madison Municipal Court 2120 Fish Hatchery Rd Madison, WI 53713</p>
4	Court (Area Code) Telephone #	Enter a telephone number DOT can call to resolve any questions about the court order.
5	Agent #	<p>Enter your agent number (for electronic transmission only).</p> <p>Contact DOT if you do not know your eight-digit agent number.</p>
6	County	Enter the name of the county your court resides in.
7	Court #	Enter your 5-digit court code number.
8	Court Case #	<p>Enter the court case number.</p> <p>Either a court case #, uniform traffic citation # (field #40), or municipal citation # (field #41) must be entered on the document.</p>
9	Branch #	<p>Enter the branch number of the court where the disposition was entered.</p> <p>Leave blank if no branch number.</p>

Field #	Field Name	Instructions
10	Driver Name (First, MI, Last), Address, City, State, Zip Code	<p>Enter the defendant's first name, middle initial and last name as it appears on his/her driver license.</p> <p>If no first name, enter NFN.</p> <p>If person has name suffix, enter JR, SR, I, II, III, IV or V, whichever is appropriate.</p> <p><b>Note:</b> Do not use nicknames and always enter middle initial when available.</p> <p>Enter the defendant's current street address, post office, state and zip code.</p>
11	Birth Date	<p>Enter the defendant's date of birth (month, day and year).</p> <p>For example: 10231971 = October 23, 1971.</p>
12	Individual/Non	<p>Indicate if individual.</p> <p><b>Non-individual is not a valid option at this time.</b></p>
13	Federal Employer Identification Number	<p><b>Not a valid option at this time. Only completed for non-individual.</b></p>
14	Driver License Number	<p>Enter the defendant's driver license number as it appears on the driver license or in DMV records.</p> <p>If defendant only has a DOT ID Card, enter the ID card number.</p>
15	Jurisdiction	<p>Enter the state that issued the defendant's license.</p> <p>Use the two-digit code found in the "United States, Territories, and Canada Abbreviations" table.</p> <p>Leave blank if no license issued.</p>
16	Race	<p>Enter the race of the defendant.</p> <p>A – Asian/Oriental  B – Black/Negro  H – Hispanic  I – Indian  W – White</p>

Field #	Field Name	Instructions
17	Sex	Enter:  M – Male F – Female
18	Height	Enter a three-digit number for height.  For example: 511 = 5’11” or 508 = 5’8”.
19	Weight	Enter a three-digit number for actual weight in pounds.
20	Hair	Enter three-letter abbreviation for hair color.  BAL - Bald BLD - Blonde BLK - Black BRO - Brown GRY - Gray RED - Red/Auburn SDY - Sandy WHI - White UNK - Unknown
21	Eyes	Enter three-letter abbreviation for eye color.  BLK - Black BLU - Blue BRO - Brown DIC - Dichromatic GRN - Green GRY - Gray HAZ - Hazel MAR - Maroon PNK - Pink UNK - Unknown

Field #	Field Name	Instructions
22	Withdrawal Order Basis	<p><b>Select only one.</b></p> <p>Indicate the underlying reason for the withdrawal order:</p> <p>D - Drugs            FD - Found Delinquent            FPS - Failure to Pay Child/Family Support            IC - Implied Consent (Refusal)            ICU - Implied Consent – Underage (Refusal)            JA - Juvenile Alcohol            JEC - Juvenile Alcohol – Failure to comply with educational commitment            JID - Juvenile ID            OTH - Other – Conviction for moving violations where the court has discretion to revoke/suspend under s.343.30(1)            RMC - Report of Mandatory Conviction            T - Truancy            UCD - Underage Consent Decree</p> <p>FPF - Failure to Pay Forfeiture – Traffic            FPJ - Failure to Pay Forfeiture – Juvenile Non Traffic            FPN - Failure to Pay Forfeiture – Non Traffic</p>
23	Court Withdrawal Directive	<p><b>Select only one.</b></p> <p>1 - Failure to pay has been paid            Date paid _____            2 - Revocation/suspension reported in error            3 - Vacate court order of revocation/suspension            13 - Court ordered revocation/suspension            14 - Court ordered revocation/suspension amended            17 - Report driver license/vehicle restriction            18 - Stay revocation/suspension            20 - Remove driver license/vehicle restriction</p> <p>If Withdrawal Directive #1 is selected, a date paid must be provided (month, day, year). For example, 05112007 = May 11, 2007. The “Previously Reported Data” portion of the form (fields #26 through #37) must also be completed.</p>

Field #	Field Name	Instructions
24	Court Violation Directive	<p><b>Select only one.</b></p> <ul style="list-style-type: none"> <li>4 - Vacate conviction</li> <li>5 - Reopened conviction set for further proceedings</li> <li>6 - Reopened conviction dismissed</li> <li>7 - Reopened conviction amended</li> <li>8 - Appealed conviction set for further proceedings</li> <li>9 - Appealed conviction dismissed</li> <li>10 - Appealed conviction affirmed</li> <li>11 - Conviction reported in error</li> <li>12 - Conviction reported in error and corrected</li> <li>15 - Report of conviction</li> <li>16 - Report of mandatory conviction</li> </ul>
25	Amount Due	<p>FPF, FPJ, FPN suspension only – indicate amount due to court. For example, 122.70, 89.60, etc.</p>
26	Previously Reported Withdrawal Basis	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Indicate previously reported withdrawal basis:</p> <ul style="list-style-type: none"> <li>D - Drugs</li> <li>FD - Found Delinquent</li> <li>FPS - Failure to Pay Child/Family Support</li> <li>IC - Implied Consent (Refusal)</li> <li>ICU - Implied Consent – Underage (Refusal)</li> <li>JA - Juvenile Alcohol</li> <li>JEC - Juvenile Alcohol – Failure to comply with educational commitment</li> <li>JID - Juvenile ID</li> <li>OTH - Other – Conviction for moving violations where the court has discretion to revoke/suspend under s.343.30(1)</li> <li>RMC - Report of Mandatory Conviction</li> <li>T - Truancy</li> <li>UCD - Underage Consent Decree</li> </ul> <ul style="list-style-type: none"> <li>FPF - Failure to Pay Forfeiture – Traffic</li> <li>FPJ - Failure to Pay Forfeiture – Juvenile Non Traffic</li> <li>FPN - Failure to Pay Forfeiture – Non Traffic</li> </ul>

Field #	Field Name	Instructions
27	Previously Reported Court Case #	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported court case number.</p> <p>Either a previously reported court case #, uniform traffic citation # (field #28), or municipal citation # (field #31), must be entered on the document.</p>
28	Previously Reported Uniform Traffic Citation #	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported uniform traffic citation number.</p> <p>Leave blank if a previously reported municipal citation # has been entered in field #31.</p> <p>Either a previously reported uniform traffic citation #, municipal citation # (field #31), or court case # (field #27), must be entered on the document.</p>
29	Previously Reported Violation Date	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported violation date.</p>
30	Previously Reported Statute #	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported state statute number.</p> <p>If the previously reported local ordinance # (field #34) or previously reported trans rule # (field #35) conforms to a state statute, the state statute # must be entered in this field.</p> <p>Enter the complete state statute number including all subsections for which the person was convicted.</p>
31	Previously Reported Municipal Citation #	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported municipal citation number.</p> <p>Leave blank if a previously reported uniform citation # has been entered in field #28.</p> <p>Either a municipal citation #, uniform citation # (field #28), or court case # (field #27), must be entered on the document.</p>
32	Previously Reported Conviction Date	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported conviction date.</p>

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33	Previously Reported Statute Severity	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported statute severity as indicated.</p> <table border="0"> <thead> <tr> <th><u>Statute Number</u></th> <th><u>Statute Severity</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>343.43(1)(d)</td> <td>001</td> <td>Violation of driver license restriction</td> </tr> <tr> <td>343.43(1)(d)</td> <td>009</td> <td>Violation of occupational license restriction</td> </tr> <tr> <td>343.44(2m)</td> <td>004</td> <td>Operate commercial vehicle while disqualified</td> </tr> <tr> <td>343.44(2m)</td> <td>002</td> <td>Operate commercial vehicle after revocation</td> </tr> <tr> <td>343.44(2m)</td> <td>001</td> <td>Operate commercial vehicle after suspension</td> </tr> <tr> <td>343.44(2m)</td> <td>005</td> <td>Operate commercial vehicle while out of service</td> </tr> <tr> <td>346.06</td> <td>003</td> <td>Driving on wrong side of highway</td> </tr> <tr> <td>346.06</td> <td>004</td> <td>Failure to yield right of way</td> </tr> <tr> <td>346.32</td> <td>001</td> <td>Illegal turn</td> </tr> <tr> <td>346.32</td> <td>005</td> <td>Failure to yield right of way</td> </tr> <tr> <td>346.57(2)</td> <td>007</td> <td>Failure to keep vehicle under control</td> </tr> <tr> <td>346.57(2)</td> <td>001</td> <td>Unreasonable and imprudent speed</td> </tr> <tr> <td>346.90</td> <td>001</td> <td>Following too close to emergency vehicle</td> </tr> <tr> <td>346.90</td> <td>005</td> <td>Drive/park vehicle near emergency vehicle</td> </tr> <tr> <td>347.487</td> <td>003</td> <td>Improper motorcycle seating equipment</td> </tr> <tr> <td>347.487</td> <td>001</td> <td>Illegal riding (Passenger, 0 points)</td> </tr> <tr> <td>347.38(1)</td> <td>001</td> <td>Unnecessary blowing of horn</td> </tr> <tr> <td>347.38(1)</td> <td>003</td> <td>Improper equipment – vehicle horn</td> </tr> <tr> <td>346.15</td> <td>001</td> <td>Driving wrong way on divided highway</td> </tr> <tr> <td>346.15</td> <td>002</td> <td>Illegal crossing of divided highway</td> </tr> </tbody> </table>	<u>Statute Number</u>	<u>Statute Severity</u>	<u>Description</u>	343.43(1)(d)	001	Violation of driver license restriction	343.43(1)(d)	009	Violation of occupational license restriction	343.44(2m)	004	Operate commercial vehicle while disqualified	343.44(2m)	002	Operate commercial vehicle after revocation	343.44(2m)	001	Operate commercial vehicle after suspension	343.44(2m)	005	Operate commercial vehicle while out of service	346.06	003	Driving on wrong side of highway	346.06	004	Failure to yield right of way	346.32	001	Illegal turn	346.32	005	Failure to yield right of way	346.57(2)	007	Failure to keep vehicle under control	346.57(2)	001	Unreasonable and imprudent speed	346.90	001	Following too close to emergency vehicle	346.90	005	Drive/park vehicle near emergency vehicle	347.487	003	Improper motorcycle seating equipment	347.487	001	Illegal riding (Passenger, 0 points)	347.38(1)	001	Unnecessary blowing of horn	347.38(1)	003	Improper equipment – vehicle horn	346.15	001	Driving wrong way on divided highway	346.15	002	Illegal crossing of divided highway
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35	Previously Reported Trans Rule	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported trans rule.</p> <p>If the previously reported trans rule conforms to a state statute, the state statute # must be entered in the “previously report statute #” field (field #30).</p>																																	
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37	Previously Reported Operating as Class A B C D M O	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported “operating as class.”</p> <p>A = Combination/tractor over 26,000 lbs, trailer over 10,000 lbs.</p> <p>B = Trucks/busses, over 26,000 lbs, towed vehicle under 10,000 lbs.</p> <p>C = Commercial vehicles not in Class A or B.</p> <p>D = Autos, trucks, mopeds (vehicles not in Class A, B, C or M).</p> <p>M = Motorcycles.</p> <p>O = When no operator’s license is required (for example, bicyclist, pedestrian, snowmobile, all terrain vehicle, passenger, etc.).</p>																																	

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38	Previously Reported Description of Charge	<p><b>Complete only when MV3435 (field #2) is checked.</b></p> <p>Enter the previously reported description of charge.</p> <p>This field must contain data if reporting a conviction of a local ordinance violation that does not conform to a state statute.</p>
39	Violation Date	Enter the month, day and year of the violation. For example, 04162007 = April 16, 2007.
40	Uniform Traffic Citation #	<p>Enter the uniform traffic citation number for the violation in question.</p> <p>Leave blank if a municipal citation was issued and the municipal citation number is entered in field #41.</p> <p>Either a uniform traffic citation # (field #40), municipal citation # (field #41), or court case # (field #8), must be entered on this document.</p>
41	Municipal Citation # (Non-uniform Citation #)	<p>Enter the municipal citation number for the violation in question.</p> <p>Leave blank if a uniform traffic citation was issued and the uniform traffic citation number is entered in field #40.</p> <p>Either a municipal citation # (field #41), uniform traffic citation # (field #40), or a court case # (field #8) must be entered on this document.</p>
42	Criminal Complaint Issued Y or N	<p>Indicate if a criminal complaint was issued.</p> <p>The “Yes” box should be checked only if fields #40 and #41 are blank and a court case number is provided (field #8).</p> <p><b>Do not report a conviction using this document if the conviction is also being reported to DOT on a uniform traffic citation or a municipal citation.</b></p>
43	Conviction date	Enter the adjudication/conviction date (when the citation is disposed in court). For example, 05062007 = May 6, 2007.
44	Statute #	<p>Enter the complete state statute number including all subsections for which the person has been convicted.</p> <p>If the local ordinance # (field #49) or trans rule # (field #47) conforms to a state statute, the state statute # must be entered in this field.</p>

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46	DOT#	Enter the US DOT number (commercial operation only).																																																															
47	Trans Rule	<p>Enter the DOT trans rule for which the person was convicted.</p> <p>If the trans rule # conforms to a state statute, the statute # must be entered in the statute # field (field #44).</p> <p>The trans rule severity (field 48) must also be listed, if appropriate.</p>																																																															

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49	Local Ordinance #	<p>Enter the local ordinance number for which the person was convicted.</p> <p>The description of charge (field #52) must be completed when listing a local ordinance #.</p> <p>If the local ordinance # conforms to a state statute, the state statute # must be entered in field #44.</p>																																	
50	Hazmat #	If the defendant was transporting hazardous materials, enter the placard number.																																	
51	Zones	<p>If applicable, indicate the zone in which the violation occurred.</p> <ul style="list-style-type: none"> <li>• School</li> <li>• Construction</li> <li>• Utility</li> <li>• Railroad</li> </ul>																																	

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52	Description of Charge	<p>Enter the description of the violation for which the person was convicted.</p> <p>For 346.34 must be one of the following:            346.34(1)(a)1 = Illegal turn            346.34(1)(a)2 = Illegal turn            346.34(1)(a)3 = Deviating from lane of traffic            346.34(1)(a)3(b) = Operate commercial vehicle after suspension</p> <p>Other example:</p> <p>Squealing of tires, display of power, spinning donuts, disorderly conduct with motor vehicle.</p> <p>This field must be completed when a local ordinance # (field #49) is entered and the local ordinance is not in conformity with a state statute or trans rule.</p>
53	If Speeding MPH Over	<p>Enter the miles per hour (MPH) over the limit that the person was convicted of. For example, 010 = 10 MPH over the limit, 015 = 15 MPH over the limit, 022 = 22 MPH over the limit, etc.</p>
54	Operating As Class A B C D M O	<p>Circle the vehicle class the defendant was operating at the time of the incident.</p> <p>This information is critical for determining the proper charge and point assessment to be placed on the driving record, or to determine whether or not a conviction should be entered on the driving record.</p> <p>A = Combination/tractor over 26,000 lbs, trailer over 10,000 lbs.            B = Trucks/busses, over 26,000 lbs, towed vehicle under 10,000 lbs.            C = Commercial vehicles not in Class A or B.            D = Autos, trucks, mopeds (vehicles not in Class A, B, C or M).            M = Motorcycles.            O = When no operator's license is required (for example, bicyclist, pedestrian, snowmobile, all terrain vehicle, passenger, etc., and also for Drug and Juvenile Alcohol violations).</p>

Field #	Field Name	Instructions
55	Operating As Endorsement F H N P S T	Circle the vehicle endorsement(s) the defendant was operating with at the time of the incident.  F = Farm services H = Hazardous materials N = Tank Vehicles P = Passenger S = School bus T = Double/triple trailers
56	Counts	If multiple counts with the same violation date and same conviction date, enter the number of the count being reported, and the total count of convictions being reported. For example, 1 of 3, 3 of 3.  A separate document must be submitted for each count, each conviction.
57	Revoked	Check box if a revocation is being ordered.
58	Suspended	Check box if a suspension is being ordered.
59	Effective Date	Complete if the court wishes to specify an effective date of the revocation/suspension. Indicate the effective date of the revocation/suspension being ordered.  This field can be left blank if the "effective date method" (field #61) selected is #1 "consecutive," #3 "date of notification by DMV," #4 "date of application," #5 "consecutive & after application," or #6 "DOT sets date."
60	Time Period Days, Mths, Years	Indicate the time period for the revocation/suspension being ordered. For example, 90 days, 2 years.  <b>Do not</b> indicate partial months, years, etc. For example, 7 ½ months or 7.5 months – convert to 225 days.

Field #	Field Name	Instructions
61	Effective Date Method	<p><b>Select only one.</b></p> <p><b>May be left blank if field #59 contains a date.</b></p> <p>Indicate the method for setting the effective date.</p> <ul style="list-style-type: none"> <li>• Consecutive</li> <li>• Concurrent</li> <li>• Date of Notification by DMV. (Date of order.)</li> <li>• Date of Application</li> <li>• Consecutive and After Application (drug conviction only).</li> <li>• DOT sets Date – May be used when reporting mandatory convictions. DOT will use the conviction date as the effective date unless otherwise directed by the court.</li> </ul> <p><i>Note:</i> The date of application option is the same as the following terminology: After application made, upon application, when eligible, when qualified, when obtained, from time to apply, and when license is available.</p>
62	Passenger under 16 in vehicle	<p>Check only if convicted of operating while intoxicated, refusal, or violation of absolute sobriety with minor passenger under 16 in vehicle when offense occurred.</p> <p><i>Note:</i> If there is a minor passenger under 16 years of age in the motor vehicle at the time of violation for alcohol related offenses; penalties are doubled, including the period of revocation/suspension. Act 425 became effective 06/21/96 and applies to violations committed on or after that date.</p>
63	Prohibited Alcohol Content	<p>For operating while intoxicated convictions, indicate the prohibited alcohol content if available. Use for reporting an amended PAC level also.</p>
64	Penalty Enhanced	<p>For OWI, refusal, or absolute sobriety convictions, when passenger under 16 in vehicle, check box if court has enhanced (doubled) the revocations/suspension time period.</p> <p>DOT will enhance (double) the period of revocation/suspension if the court doesn't.</p> <p>The court must double the time period for absolute sobriety convictions.</p>

Field #	Field Name	Instructions
65	Accident Severity	<p>For convictions under s.346.04(3) (Attempting to Elude Officer) and s.346.67 (Failure to Stop After Accident).</p> <p>Indicate accident severity <b>IF</b> an accident occurred and there was property damage, personal injury or a fatality, to someone other than the person convicted.</p> <ul style="list-style-type: none"> <li>• Fatality to another</li> <li>• Personal injury to another</li> <li>• Property damage to another</li> </ul>
66	Refusal Date	<p>For refusals only, indicate date of refusal. Also indicate if:</p> <ul style="list-style-type: none"> <li>• Person failed to request hearing</li> <li>• Hearing held; refusal unreasonable</li> <li>• Court ordered assessment</li> <li>• Refusal vacated</li> </ul>
67	Jail Time Days, Mths, Years	<p>Indicate if jail time was ordered as part of the sentence. For example, 5 days, 1 year.</p> <p>Do not indicate partial months, years, etc.</p>
68	IID Restriction	<p>Indicate if driver license/vehicle ignition interlock restriction is being ordered.</p> <p>Provide duration for driver license restriction. Provide method for vehicle restriction.</p> <ul style="list-style-type: none"> <li>• Lic – DOT will add when a license is issued.</li> <li>• Eff – Provide date court wants vehicle(s) restricted.</li> </ul>
69	Special Instructions	<p>Use this space to indicate any special instructions for DOT (for example, amending an operating while intoxicated charge with a minor passenger in vehicle to no minor passenger in vehicle – amending a failure to stop after accident charge from failure to stop after accident with personal injury to property damage only – amending the blood alcohol level on an operating while intoxicated charge-provide level in field 63).</p>
70	Judge or Court Clerk	Name of judge or court clerk.
71	Date	Date of court order.

# United States, Territories and Canada Abbreviations

## United States and Territories

ABBR	NAME	ABBR	NAME
AK	Alaska	MS	Mississippi
AL	Alabama	MT	Montana
AR	Arkansas	NC	North Carolina
AS	American Samoa	ND	North Dakota
AZ	Arizona	NE	Nebraska
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DC	District of Columbia	NV	Nevada
DE	Delaware	NY	New York
FL	Florida	OH	Ohio
FM	Federated States of Micronesia	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
IA	Iowa	PW	Palau
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UM	U.S. Minor Outlying Islands
MA	Massachusetts	UT	Utah
MD	Maryland	VA	Virginia
ME	Maine	VI	Virgin Islands of U.S.
MH	Marshall Islands	VT	Vermont
MI	Michigan	WA	Washington
MN	Minnesota	WI	Wisconsin
MO	Missouri	WV	West Virginia
MP	N. Mariana Islands	WY	Wyoming

## Canada

ABBR	NAME
AB	Alberta
BC	British Columbia
NB	New Brunswick
MB	Manitoba
NF	Newfoundland
NS	Nova Scotia
NT	Northwest Territory
ON	Ontario
PE	Prince Edward Island
PQ	Quebec
SN	Saskatchewan
YT	Yukon Territory

## Foreign

FN Foreign

# ALL VALID COMBINATIONS OF WITHDRAWAL AND VIOLATION DIRECTIVES

## Withdrawal Directives

Directive	Description	Form Name	Provide Basis	Provide Previously Reported Basis	Provide Previously Reported Data	DOT Action
01	Failure to pay has been paid	MV3029 MV3435		Y	Y	Reduce time period on FP case – reinstatement fee required
02	Revocation/suspension was reported in error	MV3435		Y	Y	Rev/sus case removed from DOT record. No reinstatement fee required
03	Vacate the court order of revocation/suspension	MV3435		Y	Y	Rev/sus case released – remains on DOT record. No reinstatement fee required
13	Court ordered revocation/suspension	MV3029 MV3435	Y Y	N N	Y Y	Rev/sus case set up
14	Court ordered revocation/suspension has been amended	MV3435	Y	Y	Y	Rev/sus case amended
17	Report driver license/vehicle restriction	MV3029 MV3435	n/a	N N	Y Y	IID restriction added to DOT record
18	Stay revocation/suspension	MV3435	Y	Y	Y	Rev/sus case released
20	Remove driver license/vehicle restriction	MV3435	n/a	N	Y	Remove IID restriction from driver license and vehicle

**Note: Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## Violation Directives

Directive	Description	Form Name	Provide Basis	Provide Previously Reported Basis	Provide Previously Reported Data	DOT Action
04	Vacate the conviction	MV3435	n/a	N	Y	Vacate conviction. Nothing further expected from court.
05 *	Reopened conviction is set for further proceedings	MV3435	n/a	N	Y	Vacate conviction. Expect result of trial from court.
06 *	Reopened conviction has been dismissed	MV3435	n/a	N	Y	Vacate conviction. Nothing further expected from court.
07 *	Reopened conviction has been amended	MV3435	n/a	N	Y	Vacate conviction. Add amended conviction.
08 *	Appealed conviction is set for further proceedings	MV3435	n/a	N	Y	Appeal conviction. Expect result of trial from court.
09 *	Appealed conviction has been dismissed	MV3435	n/a	N	Y	Vacate conviction. Nothing further expected from court.
10	Appealed conviction has been affirmed	MV3435	n/a	N	Y	Add ROT conviction.
11 *	Conviction reported in error	MV3435	n/a	N	Y	Remove conviction.
12 *	Conviction reported in error and corrected	MV3435	n/a	N	Y	Remove conviction. Add corrected conviction.
15	Report of conviction	MV3029 MV3435	n/a	N	N	Add conviction.
16	Report of mandatory conviction (See "Mandatory Statute Numbers..." table.)	MV3029 MV3435	RMC RMC	N	N	Add conviction. Set up rev/sus case.

**Note:** DOT will release any withdrawals and remove any Ignition Interlock Device restrictions related to the original conviction.

## Combinations of Withdrawal and Violation Directives

Directive	Description	Form Name	Provide Basis	Provide Previously Reported Basis	Provide Previously Reported Data	DOT Action
04 / 02	Vacate conviction – rev/sus reported in error	MV3435	n/a	Y	Y	Vacate conviction. Release and remove rev/sus case. Remove IID restriction.
04 / 03	Vacate conviction – vacate rev/sus order	MV3435	n/a	Y	Y	Vacate conviction. Release rev/sus case. Remove IID restriction.
05 / 02	Reopened conviction – rev/sus reported in error	MV3435	n/a	Y	Y	Vacate conviction. Release and remove rev/sus case. Remove IID restriction.
05 / 03	Reopened conviction – vacate rev/sus order	MV3435	n/a	Y	Y	Vacate conviction. Release rev/sus case. Remove IID restriction.
06 / 02	Reopened conviction dismissed – rev/sus reported in error	MV3435	n/a	Y	Y	Vacate conviction. Release and remove rev/sus case. Remove IID restriction.
06 / 03	Reopened conviction dismissed – vacate rev/sus order	MV3435	n/a	Y	Y	Vacate conviction. Release rev/sus case. Remove IID restriction.
07 / 02	Reopened conviction amended – rev/sus reported in error	MV3435	n/a	Y	Y	Vacate conviction. Add ROT conviction. Release and remove rev/sus case. Remove IID restriction.
07 / 03	Reopened conviction amended – vacate rev/sus order	MV3435	n/a	Y	Y	Vacate conviction. Add ROT conviction. Release rev/sus case. Remove IID restriction.

Directive	Description	Form Name	Provide Basis	Provide Previously Reported Basis	Provide Previously Reported Data	DOT Action
07 / 13	Reopened conviction amended – court ordered rev/sus	MV3435	Y	N	Y	Vacate conviction. Add ROT conviction. Release original rev/sus case. Set up new rev/sus case. Remove IID restriction.
07/13/17	Reopened conviction amended – court ordered rev/sus – Report driver license/vehicle restriction	MV3435	Y	N	Y	Vacate conviction. Add ROT conviction. Release original rev/sus case. Set up new rev/sus case. Remove old IID restriction. Add new IID restriction
07 / 17	Reopened conviction amended – report driver license/vehicle restriction	MV3435	n/a	N	Y	Vacate conviction. Add ROT conviction. Set up new rev/sus case if mandatory. Remove old IID restriction. Add new IID restriction
08 / 02	Appealed conviction – rev/sus reported in error	MV3435	n/a	Y	Y	Appeal conviction. Release and remove rev/sus case. Remove IID restriction.
08 / 03	Appealed conviction – vacate rev/sus order	MV3435	n/a	Y	Y	Appeal conviction. Release rev/sus case. Remove IID restriction.
09 / 02	Appealed conviction dismissed – rev/sus reported in error	MV3435	n/a	Y	Y	Vacate conviction. Release and remove rev/sus case. Remove IID restriction.
09 / 03	Appealed conviction dismissed – vacate rev/sus order	MV3435	n/a	Y	Y	Vacate conviction. Release rev/sus case. Remove IID restriction.

<b>Directive</b>	<b>Description</b>	<b>Form Name</b>	<b>Provide Basis</b>	<b>Provide Previously Reported Basis</b>	<b>Provide Previously Reported Data</b>	<b>DOT Action</b>
<b>10 / 13</b>	Appealed conviction affirmed – court ordered rev/sus	<b>MV3435</b>	Y	N	Y	Appeal conviction. Add ROT conviction. Release old rev/sus. Set up new rev/sus case.
<b>10/13/17</b>	Appealed conviction affirmed – court ordered rev/sus – Report driver license/vehicle restriction	<b>MV3435</b>	Y	N	Y	Appeal conviction. Add ROT conviction. Release old rev/sus case. Set up new rev/sus case. Add new IID restriction
<b>10 / 17</b>	Appealed conviction affirmed – report driver license/vehicle restriction	<b>MV3435</b>	n/a	N	Y	Appeal conviction. Add ROT conviction. Release old rev/sus case. Set up new rev/sus case if mandatory. Add new IID restriction
<b>11 / 02</b>	Conviction reported in error – rev/sus reported in error	<b>MV3435</b>	n/a	Y	Y	Remove conviction. Release and remove rev/sus case. Remove IID restriction.
<b>11 / 03</b>	Conviction reported in error – vacate rev/sus order	<b>MV3435</b>	n/a	Y	Y	Remove conviction. Release and remove rev/sus case. Remove IID restriction.
<b>12 / 02</b>	Conviction reported in error and corrected – rev/sus reported in error	<b>MV3435</b>	n/a	Y	Y	Remove conviction. Add corrected conviction. Release and remove rev/sus case. Remove IID restriction
<b>12 / 03</b>	Conviction reported in error and corrected – vacate rev/sus order	<b>MV3435</b>	n/a	Y	Y	Remove conviction. Add corrected conviction. Release rev/sus case. Remove IID restriction.

Directive	Description	Form Name	Provide Basis	Provide Previously Reported Basis	Provide Previously Reported Data	DOT Action
12 / 13	Conviction reported in error and corrected – court ordered rev/sus	MV3435	Y	N	Y	Remove conviction. Add corrected conviction. Set up new rev/sus case.
12/13/17	Conviction reported in error and corrected – court ordered rev/sus – Report driver license/ vehicle restriction	MV3435	n/a	N	Y	Remove conviction. Add corrected conviction. Set up new rev/sus case. Add IID restriction
12 / 17	Conviction reported in error and corrected – report driver license/vehicle restriction	MV3435	n/a	N	Y	Remove conviction. Add corrected conviction. Set up rev/sus case if mandatory. Add IID restriction.
15 / 13	Report of conviction – court ordered rev/sus	MV3435	All except RMC	N	N	Add conviction. Set up rev/sus case.
16 / 13	Report of mandatory conviction – court ordered rev/sus	MV3435	RMC	N	N	Add conviction. Set up rev/sus case.
16/13/17	Report of mandatory conviction – court ordered rev/sus – report driver license/vehicle restriction	MV3435	RMC	N	N	Add conviction. Set up rev/sus case. Add IID restriction.
16 / 17	Report of mandatory conviction – report driver license/vehicle restriction	MV3435	RMC	N	N	Add conviction. Set up rev/sus case. Add IID restriction.

# Withdrawal Directive Samples

## Withdrawal Directive #1 – Failure to pay has been paid

- The individual has paid the forfeiture associated with a FPF, FPJ, FPN, or FPS suspension.
- Use this directive to report that the forfeiture has been paid. DOT will update the driving record to show that the forfeiture has been paid.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

## Withdrawal Directive #2 – Revocation/Suspension reported in error

- Use this directive to report that a previous revocation/suspension order was in error.
- **Example:** A suspension was ordered because court records indicate forfeiture was not paid on time. A subsequent research of court records indicates the forfeiture was paid on time.
- DOT will remove the revocation/suspension entry from the driver record.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

## **Withdrawal Directive #3 – Vacate court order of revocation/ suspension**

- Use this directive to report that a revocation/suspension has been vacated. Revocations and suspensions for mandatory convictions, such as OWI, cannot be vacated without the conviction also being vacated (Violation Directive #4).
- The revocation/suspension will be released.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

## **Withdrawal Directive #13 – Court ordered revocation/ suspension**

- Use this directive when ordering a revocation or suspension. One of the Withdrawal Basis's must also be selected.
- Provide previously reported conviction information so DOT can match your withdrawal order with the correct conviction.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Withdrawal Data – except IID Restriction Data – Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

***Note:* Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## Withdrawal Directive #14 – Court ordered rev/sus amended

- Use this directive to report an amendment to any revocation/suspension that was previously reported to DOT.
- **Example:** The court initially reports a 90 day suspension for Speeding. The court has now decided to amend the length of the suspension to 30 days.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Withdrawal Data – except IID Restriction Data – Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

**Note: Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## Withdrawal Directive #17 – Report of Driver License Restriction

- Use this directive to report a restriction for an Ignition Interlock Device.

For violations on or after July 1, 2010, check this box to order an Ignition Interlock Device for alcohol related offenses.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Withdrawal Data – Field 68 for IID Restriction Data – See instructions
- Special Instructions when applicable – Field 69

Check the box in field #68 and provide required data.

- Provide the duration of the IID restriction. (Refer to Ch 343.301- Minimum 1 year, maximum is length of rev/sus period.)
  - Check the appropriate box for days, months or years.
  - The driver license restriction will begin when an occupational or reinstatement license is issued.
- Check the box for Vehicle restriction and indicate the court's order for when the vehicle restriction will begin.
  - Lic – at time a driver license is issued
  - Eff – provide a date

Sign the form if sending in paper – Fields 70 and 71.

## **Withdrawal Directive #18 – Stay revocation/suspension**

- Use this directive to stop a revocation/suspension for whatever reason the court deems necessary. To reimpose the revocation/suspension, send a new order with Withdrawal Directive #13.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Withdrawal Directive #20 – Remove driver license/vehicle restriction**

- Use this directive to remove an Ignition Interlock Device restriction previously ordered by your court.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

# Violation Directive Samples

## Violation Directive #4 – Vacate Conviction

- Use this directive to report that a conviction previously reported to DOT has been vacated.
- DOT will update the driver record to indicate that the conviction has been vacated, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71

## **Violation Directive #5 – Reopened conviction set for further proceedings**

- Use this directive to report that a conviction previously reported to DOT has been reopened and a future court date has been set.
- DOT will update the driver record to indicate that the conviction is vacated, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #6 – Reopened conviction dismissed**

- Use this directive to report that a reopened conviction has been dismissed. Usually, the court has previously reported that the conviction was reopened and set for further proceedings (Directive #5).
- If a conviction is reopened and dismissed on the same day, use Directive #6.
- DOT will update the driver record to indicate that the conviction is dismissed, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive - Field 24
- Previously Reported Data - Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## Violation Directive #7 – Reopened conviction amended

- Use this directive to report that a conviction that was previously reopened and has been amended, even if the statute # remains the same.
- **Example:** A conviction is initially reported as speeding, 15 MPH over the limit. The conviction is reopened and set for further proceedings (Directive #5). At a later date, the court hears the case and enters a conviction for an amended charge. Always enter rate of speed in field #53, even if it remains the same rate of speed.
- If a conviction is reopened and amended on the same day, use Directive #7.
- DOT will vacate the original conviction, add the ROT conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## **Violation Directive #8 – Appealed conviction set for further proceedings**

- Use this directive when a conviction was previously reported to DOT has been appealed.
- DOT will update the driver record to show that the conviction has been appealed, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #9 – Appealed conviction dismissed**

- Use this directive to report that an appealed conviction has been heard by the appellate court and dismissed.
- DOT will update the driver record to indicate the appealed conviction is vacated, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.
- If reporting the appeal and dismissal on the same day, use Directive #9.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## Violation Directive #10 – Appealed conviction affirmed

- Use this directive to report that a conviction which was previously reported as appealed (Directive #8) has been affirmed by the appellate court.
- DOT will enter the conviction on the driver record if a code able conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.
- If reporting the appeal and affirmation on the same day, use Directive #10.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## **Violation Directive #11 – Conviction reported in error**

- Use this directive to report that a conviction previously reported to DOT was reported in error.
- DOT will remove the conviction entry from the driver record, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## Violation Directive #12 – Conviction reported in error and corrected

- Use this directive to report that a conviction previously reported to DOT in error has been corrected.
- **Examples:**
  - A conviction is initially reported to DOT without indicating an amendment to a different charge.
  - A conviction is initially reported to DOT with an incorrect conviction date.
  - A conviction is initially reported as speeding, 15 MPH over the limit. The conviction is reopened and set for further proceedings (Directive #5). At a later date, the court hears the case and enters a conviction for an amended charge.
  - **Always enter rate of speed in field #53, even if it remains the same rate of speed.**
- DOT will remove the original conviction, add the corrected conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## Violation Directive #15 – Report of Conviction

- Use this directive to report convictions to DOT when no citation was issued by the arresting agency.
- DOT will enter the conviction on the driver record if a code able conviction.
- Do not use Directive 15 if you are reporting a mandatory charge.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

- **Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.
- **Note:** Use Directive #12 when the original conviction was reported in error.

## Violation Directive #16 – Report of Mandatory Conviction

- Use this directive to report convictions that require a mandatory revocation/suspension of the operating privilege. No citation was issued by the arresting agency, or the DOT copy of the citation has been lost.
- DOT will enter the conviction on the driver record and revoke or suspend the operating privilege as required by statutes.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru56
- Withdrawal Data - Fields 62 and 65 if applicable
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

# Combinations Of Directives Samples

## Violation Directive #4 and Withdrawal Directive #2

### Vacate conviction and revocation/suspension reported in error

- Use this combination of directives when a conviction previously reported to DOT has been vacated and the revocation/suspension was ordered in error.
- DOT will update the driver record to indicate that the conviction has been vacated, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #4 and Withdrawal Directive #3**

### **Vacate conviction and vacate court order of revocation/suspension**

- Use this combination of directives when the court is ordering that both a conviction and a revocation/suspension are vacated by the court.
- DOT will update the driver record to indicate that the conviction has been vacated, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #5 and Withdrawal Directive #2**

### **Reopened conviction is set for further proceedings and revocation/suspension reported in error**

- Use this combination of directives to report that a conviction previously reported to DOT has been reopened and a future court date has been set, and that a previous revocation/suspension was ordered in error.
- DOT will update the driver record to indicate that the conviction is vacated, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #5 and Withdrawal Directive #3**

### **Reopened conviction is set for further proceedings and vacate court order of revocation/suspension**

- Use this combination of directives to report that a conviction previously reported to DOT has been reopened and a future court date has been set, and that the revocation/suspension has been vacated.
- DOT will update the driver record to indicate that the conviction is vacated, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #6 and Withdrawal Directive #2**

### **Reopened conviction dismissed and revocation/suspension reported in error**

- Use this combination of directives to report a reopened conviction has been dismissed, and that the revocation/suspension was ordered in error.
- DOT will update the driver record to indicate that the conviction is dismissed, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #6 and Withdrawal Directive #3**

### **Reopened conviction dismissed and vacate court order of revocation/ suspension**

- Use this combination of directives to report a reopened conviction has been dismissed, and that the revocation/suspension has been vacated.
- DOT will update the driver record to indicate that the conviction is dismissed, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #7 and Withdrawal Directive #2**

### **Reopened conviction amended and revocation/suspension reported in error**

- Use this combination of directives to report a reopened conviction has been amended, and that the revocation/suspension was ordered in error.
- DOT will vacate the original conviction, add the ROT conviction, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #7 and Withdrawal Directive #3**

### **Reopened conviction amended and vacate court order of revocation/ suspension**

- Use this combination of directives to report a reopened conviction has been amended, and that the revocation/suspension is vacated.
- DOT will vacate the original conviction, add the ROT conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #7 and Withdrawal Directive #13**

### **Reopened conviction amended and court ordered revocation/suspension**

- Use this combination of directives to report a reopened conviction has been amended, and the court is ordering a revocation/suspension.
- DOT will vacate the original conviction, add the ROT conviction, release any previous related withdrawal cases, set up the new withdrawal case and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except IID Restriction - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #7-Withdrawal Directive #13–Withdrawal Directive #17**

### **Reopened conviction amended, court ordered revocation/suspension and report driver license/vehicle restriction**

- Use this combination of directives to report a reopened conviction has been amended, the court is ordering a revocation/suspension and an IID restriction.
- DOT will vacate the original conviction, add the ROT conviction, release any previous related withdrawal cases, set up the new withdrawal case, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device restriction.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – including Jail Time and IID Restriction Data – Fields 57 thru 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

***Note:* Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #7 and Withdrawal Directive #17**

### **Reopened conviction amended and report of driver license restriction**

- Use this combination of directives to report a reopened conviction has been amended, and to report a court ordered restriction of an Ignition Interlock Device (IID).
- DOT will vacate the original conviction, add the ROT conviction, release any previous related withdrawal cases, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device restriction.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – IID Restriction Data – Field 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## **Violation Directive #8 and Withdrawal Directive #2**

### **Appealed conviction set for further proceedings and revocation/suspension reported in error**

- Use this combination of directives to report that a conviction previously reported has been appealed, and that the revocation/suspension was reported in error.
- DOT will appeal the original conviction, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #8 and Withdrawal Directive #3**

### **Appealed conviction set for further proceedings and vacate court order of revocation/ suspension**

- Use this combination of directives to report that a conviction previously reported has been appealed, and that the revocation/suspension has been vacated.
- DOT will appeal the original conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #9 and Withdrawal Directive #2**

### **Appealed conviction dismissed and revocation/suspension reported in error**

- Use this combination of directives to report that an appealed conviction has been heard by the appellate court and dismissed, and that the revocation/suspension was reported in error.
- DOT will appeal the original conviction, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #9 and Withdrawal Directive #3**

### **Appealed conviction dismissed and vacate court order of revocation/ suspension**

- Use this combination of directives to report that an appealed conviction has been heard by the appellate court and dismissed, and the revocation/suspension has been vacated.
- DOT will dismiss the original conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #10 and Withdrawal Directive #13**

### **Appealed conviction affirmed and court ordered revocation/suspension**

- Use this combination of directives to report that a conviction previously reported as appealed has been affirmed by the appellate court, and the court is ordering a revocation/suspension.
- DOT will add the ROT conviction to the driver record, release any related withdrawal cases, set up the new withdrawal case and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except IID Restriction Data - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note: Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #10-Withdrawal Directive #13-Withdrawal Directive #17**

### **Appealed conviction affirmed, court ordered revocation/suspension and report driver license/vehicle restriction**

- Use this combination of directives to report that a conviction previously reported as appealed has been affirmed by the appellate court, the court is ordering a revocation/suspension and an IID restriction.
- DOT will add the ROT conviction to the driver record, release any related withdrawal cases, set up the new withdrawal case, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – including IID Restriction Data – Fields 57 thru 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

***Note:* Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #10 and Withdrawal Directive #17**

### **Appealed conviction affirmed and report of driver license restriction**

- Use this combination of directives to report that a conviction previously reported as appealed has been affirmed by the appellate court, and to report an Ignition Interlock Device (IID) restriction.
- DOT will add the ROT conviction to the driver record, release any related withdrawal cases, set up the new withdrawal case if mandatory, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – IID Restriction Data – Field 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## **Violation Directive #11 and Withdrawal Directive #2**

### **Conviction reported in error and revocation/ suspension reported in error**

- Use this combination of directives to report that a conviction and a revocation/suspension have been reported in error.
- DOT will remove the conviction entry from the driver record, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #11 and Withdrawal Directive #3**

### **Conviction reported in error and vacate court order of revocation/ suspension**

- Use this combination of directives to report that a conviction was reported in error, and a vacate of the court ordered revocation/suspension.
- DOT will remove the conviction entry from the driver record, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #12 and Withdrawal Directive #2**

### **Conviction reported in error and corrected and revocation/suspension reported in error**

- Use this combination of directives to report that a conviction was reported in error and has been corrected and that the revocation/suspension was reported in error.
- DOT will remove the original conviction, add the corrected conviction, release and remove any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## **Violation Directive #12 and Withdrawal Directive #3**

### **Conviction reported in error and corrected and vacate court order of revocation/suspension**

- Use this combination of directives to report that a conviction was reported in error and has been corrected, and that the court ordered revocation/suspension has been vacated.
- DOT will remove the original conviction, add the corrected conviction, release any related withdrawal cases and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

## Violation Directive #12 and Withdrawal Directive #13

### Conviction reported in error and corrected and court ordered revocation/suspension

- Use this combination of directives to report that a conviction was reported in error and has been corrected, and the court is ordering a revocation/suspension.
- DOT will remove the original conviction, add the corrected conviction, release any related withdrawal cases, set up the new withdrawal and remove any previously reported Ignition Interlock Device restrictions.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except Jail Time and IID Restriction Data - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note: Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #12-Withdrawal Directive #13-Withdrawal Directive #17**

### **Conviction reported in error and corrected, court ordered revocation/ suspension and report driver license/vehicle restriction**

- Use this combination of directives to report that a conviction was reported in error and has been corrected, the court is ordering a revocation/suspension and adding an IID restriction.
- DOT will remove the original conviction, add the corrected conviction, release any related withdrawal cases, set up the new withdrawal, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device restriction.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – including Jail Time and IID Restriction Data – Fields 57 thru 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

***Note:* Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #12 and Withdrawal Directive #17**

### **Conviction reported in error and corrected and report of driver license restriction**

- Use this combination of directives to report that a conviction was reported in error and has been corrected, and the court is ordering an Ignition Interlock Device (IID) restriction.
- DOT will remove the original conviction, add the corrected conviction, release any related withdrawal cases, set up the new withdrawal if mandatory, remove any previously reported Ignition Interlock Device restrictions and add the new Ignition Interlock Device restriction.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Previously Reported Data – Fields 26 thru 38
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except IID Restriction Data - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

## Violation Directive #15 and Withdrawal Directive #13

### Report of conviction and court ordered revocation/suspension

- Use this combination of directives to report a conviction, and to order a revocation/suspension of the operating privilege.
- DOT will add the conviction on the driver record if a code able conviction and add the new rev/sus withdrawal.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except IID Restriction Data - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

**Note:** Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.

## **Violation Directive #16 and Withdrawal Directive #13**

### **Report of mandatory conviction and court ordered revocation/suspension**

- Use this combination of directives to report a mandatory conviction, and to report a court ordered revocation/suspension.
- DOT will add the conviction to the driver record, and set up a new rev/sus withdrawal.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – except IID Restriction Data - Fields 57 thru 67
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

**Note: Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #16-Withdrawal Directive #13-Withdrawal Directive #17**

### **Report of mandatory conviction, court ordered revocation/suspension and report driver license/vehicle restriction**

- Use this combination of directives to report a mandatory conviction, report a court ordered revocation/suspension and add an IID restriction.
- DOT will add the conviction to the driver record, and set up a new rev/sus withdrawal.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Withdrawal Order Basis – Field 22
- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru 56
- Withdrawal Data – including Jail Time and IID Restriction Data – Fields 57 thru 68
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.

***Note:* Do not order 0 days for any withdrawal. If 0 (zero) days is ordered, the minimum withdrawal period will be imposed.**

## **Violation Directive #16 and Withdrawal Directive #17**

### **Report of mandatory conviction and report of driver license restriction**

- Use this combination of directives to report a mandatory conviction, and an Ignition Interlock Device (IID) restriction.
- DOT will add the conviction, set up a new rev/sus withdrawal, and the Ignition Interlock Device (IID) restriction, to the driver record.

**Note:** If no directive 13 is reported by the court for a mandatory charge, DOT will take withdrawal action. The withdrawal will run for the minimum time period for the statute given.

Complete boxes 1 thru 21 as necessary and then provide appropriate data under:

- Court Withdrawal Directive – Field 23
- Court Violation Directive – Field 24
- Conviction Data – Fields 39 thru56
- Withdrawal Data – including Jail Time and IID Restriction Data – Fields 62, 65, 67 and 68.
- Special Instructions when applicable – Field 69

Sign the form if sending in paper – Fields 70 and 71.