

TRAFFIC ELECTION FORM

Options Available

Florida Statute 318.14 provides two options to persons that have received a traffic citation. The first option is to elect to attend a Basic Driver Improvement Course approved by the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to prevent points from being assessed to your driving record. To qualify for this election you; 1) must not possess a Class A, B or C commercial drivers license, 2) may not have elected to attend a Florida Basic Drivers Improvement Course within the last 12 months, and 3) may not have elected to attend a Basic Drivers Improvement Course 5 times in your lifetime. You must complete the course and bring, or mail, the certificate of completion to the Clerk's office within 60 days of your election of this option. Failure to do so will result in your license being suspended. You may not attend the course before the election has been completed. A course completed prior to the election will not be accepted and your license may still be suspended unless a new course is completed after the date of the election.

The second option available is to plead not guilty. Once this option is selected you will be scheduled for a hearing on your citation. You must be present for the hearing, or submit an [Affidavit of Defense](#) if you reside outside of Escambia County.

Instructions

1. Type or print your full name, citation number, current address and a daytime telephone number on the lines provided.
2. Read the options carefully and place your initials on the line beside the option you choose.
3. Sign and date on the lines provided at the bottom of the form
4. Mail or bring the election form to the Clerk's office with the following:
 - a. If you have chosen **Option 1**, please include a check or money order for all [court costs](#) and a copy of your citation with the election form. Total charges can be determined by contacting the Clerk's Traffic Division at (850) 595-4360 or by clicking on the [court costs](#) links.
 - b. If you have chosen **Option 2**, please include a copy of your traffic citation with the form. You will be notified of the date and time of your hearing. Send no money at this time.

Mail the documents to the following address:

Escambia County Clerk of Court
Traffic Division
PO Box 333
Pensacola, FL 32591



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Name

Citation Number (A series of numbers and letters found in the upper right-hand area on citation)

Street Address

City, State, Zip

(____) _____
Daytime Telephone Number with Area Code

I have received a traffic citation that does not require a court appearance. In accordance with Florida Statute, I understand that I have the following options available to me in addition to paying the civil penalty. (**Please initial only one box.** Initialing more than one box will invalidate this election form.)

_____ **OPTION 1: Elect Traffic School.** This option prevents points from being assessed to your driving record for this citation. You must make this election within 30 days from the date you received the citation and **prior** to attending the class. Your fine and **court costs** are due at the time the election is made. You have 60 days from your election to successfully complete a Florida Department of Highway Safety and Motor Vehicles (DHSMV) approved Basic Driver Improvement Course. A list of approved schools can be found on the DHSMV's website at www.flhsmv.gov/ddl/bdis_providers.html or in the Yellow Pages under "driving instruction" or "traffic schools". You must bring, or mail, the certificate of completion to the Clerk's office before the 60 day period expires. Failure to complete the course, or show proof of completion, once this election is selected will result in your license being suspended and additional court costs and late fees being assessed.

You may **not** elect to attend a Basic Driver Improvement Course if:

- You possess a Class A, B or C commercial drivers license, or
- You have elected to attend a Florida Basic Driver Improvement Course within the last 12 months, or
- You have already elected to attend a course 5 times in your lifetime.

_____ **OPTION 2: Plead Not Guilty.** By electing this option, you waive your right to pay the fine or elect traffic school. Upon receipt of this election the Clerk's Office will schedule your case for an infraction hearing and will provide notice to you at the address provided above of the date and time. You will need to attend the hearing, or if you reside outside of Escambia County you may complete and submit an **Affidavit of Defense** in lieu of being present for the hearing.

I acknowledge that I have selected the option indicated above. I have read this form and understand that I cannot change this selection once this form is submitted to the Clerk's office. I acknowledge that I must submit my certificate of completion, or appear for the hearing as appropriate for the option selected. Failure to do these items may result in my license being suspended.

Date: _____

Signature