**Statewide Standard Citation  
Quick Reference Guide Web**

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

Questions? Email us at [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)

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

| **Field Name/Label on Citation** | **Field Description** | | **Purpose** |
| --- | --- | --- | --- |
| [Child’s Race](#ChildsRace) | Race of Juvenile | | Juvenile Court Rules requirement |
| [Vehicle Lic. No.](#VehicleInformation) | License plate number | | DPS Requirement |
| [Plate Year](#Plate) | Year of Tab on plate | |  |
| [State](#VehicleInformation) | State that issued plate | | DPS Requirement |
| [Make](#VehicleInformation) | Manufacturer of Vehicle | | DPS Requirement |
| [Style](#Style) | **Type of Vehicle** | | DPS Requirement |
| 16+ Passenger  Bicycle  Bus  Construction  Equipment  Electric Bike  Emergency | Farm  Motorboat  Motorcycle  Motorized Bike  Off-road Motorcycle  Off-road recreational  Other | | Passenger  Road Tractor  School Bus  Semi-truck  Snowmobile  Tow Truck |
| [16+Pass](#Pass) | Commercial transport 16+ passengers | | DPS Requirement |
| [Color of Vehicle](#ColorVehicle) | Color of vehicle | |  |
| [Date of Offense](#DateOffense) | Date of violation | | DPS Requirement |
| [Time of Offense](#TimeOffense) | Time of violation | | Additional incident information |
| [Accident/Crash](#AccidentCrash) | **Check all that apply:** | | Provides additional detail if incident involved a crash |
| Injury  Fatal | Pedestrian  Property Damage |
| [Unsafe Conditions](#UnsafeConditions)  [Weather](#Weather) | Clear  Cloudy  Fog  Freezing rain  Heavy rain  Ice | Light rain  Snow  Sundown  Sunny  Sunrise | Further defines incident |
| \*[Endangering Life or Property checkbox](#Endangering) | Indicates if life or property endangered. **If checked, then mandatory court appearance required by subject.** | | Further defines violation |
| [Commercial Vehicle DOT #](#DOT) | The USDOT# is put in the field. This is a number that identifies the carrier | | Further defines violation |
| [# Pounds Overweight](#PoundsOverweight) | Number of pounds vehicle is overweight | | Further defines violation |
| [Hazardous Materials](#HazardousMaterial) | Vehicle is transporting hazardous material | | Further defines violation |
| [Driver](#CiteeInformation) | Citee is the driver | | Identification |
| [Owner](#CiteeInformation) | Citee is the owner | | Identification |
| [Passenger](#CiteeInformation) | Citee is a passenger | | Identification |
| [Operate](#CiteeInformation) | Citee operating equipment | | Identification |
| [Parked](#Parked) | Vehicle is parked | | Identification |
| [Booked](#Booked) | Offender was booked | | Offender was booked |
| [Offense Location](#OffenseLocation) | Address of offense | | Fine split |
| \*[City/County/Township/Other](#CityCommunity) | Officer must identify for proper fine distribution; specify subdivision of government, for example:  City  Township  District (e.g. Sanitary district, 3 Rivers Park District, etc.)  If none apply, note county name. | | Fine split |

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

# Citation Number



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

**12 Digits:**

**2-digit: County #**

**2-digit: Unique agency #**

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

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# Bar Code



**Digital Citation #:**

**No pen strokes permitted in barcode field**

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# County Name



**County where offense occurred**

# Sequential Citations \_\_of\_\_



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

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# Identification



**FP = Finger Print**

**Other Method Defendant Identified by Officer**

**Photo ID**

**DVS Website**

**DL = Driver’s License #**

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**DL Number**



**Citee’s driver’s license number**

**Name**



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

# Address – Street, Apt#

**City, State, Zip**

**City, Sate, Zip Code**

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

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# DOB (mm/dd/yyyy)



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

# Height/Weight

**Eyes**

# Gender

# 

**Weight of citee**

**Height: Feet & inches e.g. 6’4”**

**Subject’s gender**

**Eye color of citee**

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# Juvenile Court Offense



**JTR = Juvenile Traffic Offense**

**JPO = Juvenile Petty Offense**

**DEL = Delinquency**

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# Juvenile’s Guardian Address



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

**If same address as juvenile check here**

# Child’s Race



**Race of juvenile**

**Juvenile Court Rules requirement**

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# Vehicle Lic. No.

**Plate**

**Year of Tab on plate**

**License plate number**

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# Vehicle Information



**State that issued plate**

**Manufacturer of Vehicle**

# Style



**Type of Vehicle**

16+ Passenger Bicycle Bus

Construction Equipment Electric Bicycle

Emergency Farm Motorboat

Motorcycle Motorized Bike Off-road Motorcycle

Off-road recreational Passenger Road Tractor

School Bus Semi-truck Snowmobile

Tow Truck Other

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# 16+Pass



**Commercial transport 16+ passengers**

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# Color of Vehicle



**Color of Vehicle Driven by Citee**

# Date of Offense

# Time of Offense

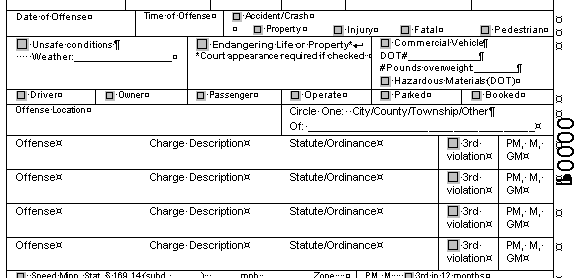


**Time of violation**

**Date of violation**

[To top of document](#_top)

# Accident/Crash



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

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# Unsafe Conditions

# Weather

**Identify unsafe conditions:**

Clear Cloudy

Fog Freezing rain

Heavy rain Ice

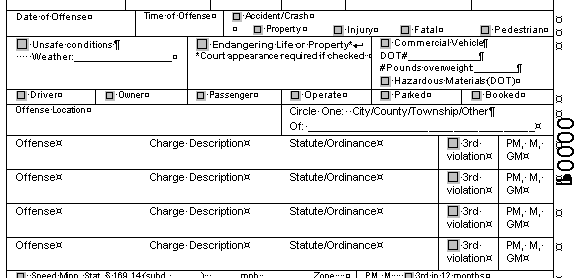
Light rain Snow

Sundown Sunny

Sunrise

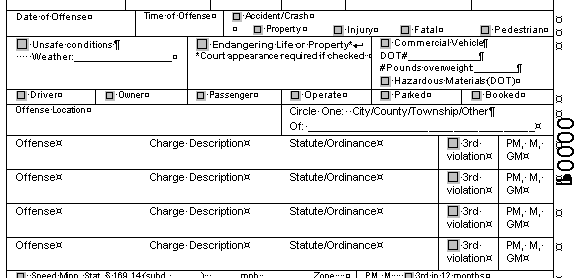
[To top of document](#_top)

# Endangering Life & Property



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

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**Commercial Vehicle**

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

**DOT#**

**#Pounds Overweight**

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

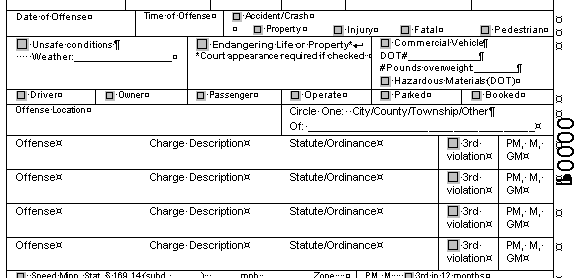
**Hazardous Material (DOT)**

**Indicates if vehicle transporting hazardous material**

**Number of pounds vehicle is overweight**

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# Citee Information



**Citee operating equipment**

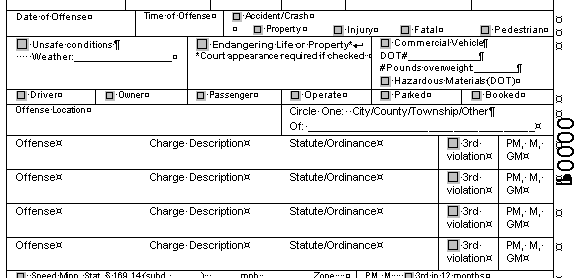
**Citee Driving Vehicle**

**Citee is a Passenger**

**Citee is the Owner**

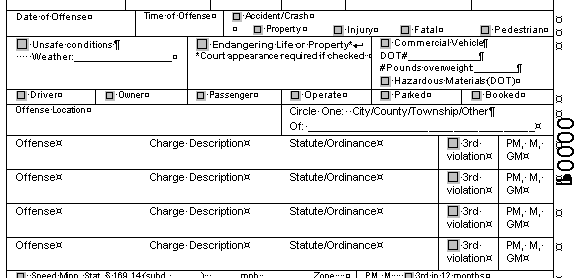
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# Parked



**Vehicle is parked**

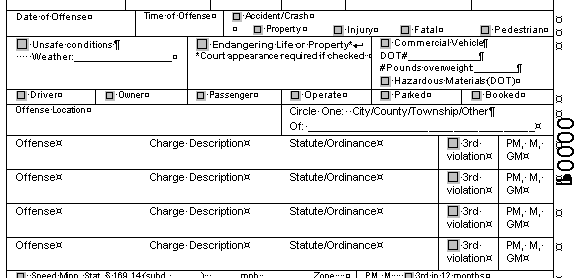
# Booked



**Offender was Booked**

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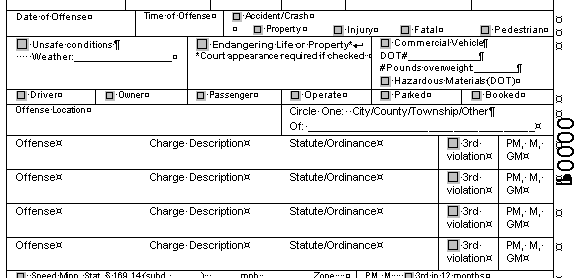
# Offense Location



**Address of Offense**

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# City/Community/Township



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

**City**

**Township**

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

**If none apply, note county name**

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# Offense

# Charge Description

# Statute/Ordinance

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

**Number description of violation**

# 3rd Violation

# PM, M, GM

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

**Petty Misdemeanor**

**Misdemeanor**

**Gross Misdemeanor**

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

**MPH**

**Speed zone/Speed Limit**

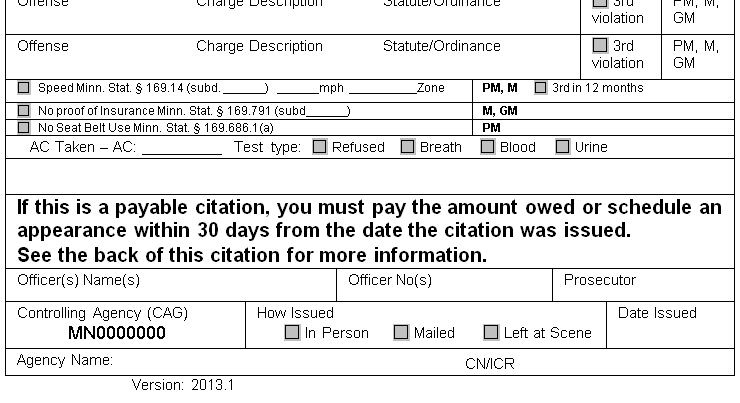
**Officer must indicate specific subdivision violated for speeding violation.**

**Zone**

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

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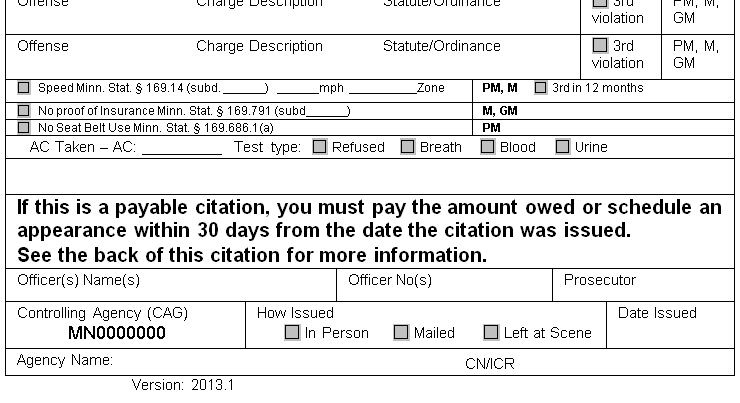
**3rd Violation in 12 Months**



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

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**No Proof of Insurance 169.791**

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

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

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

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# AC Taken

**Results of the alcohol concentration test**

# AC

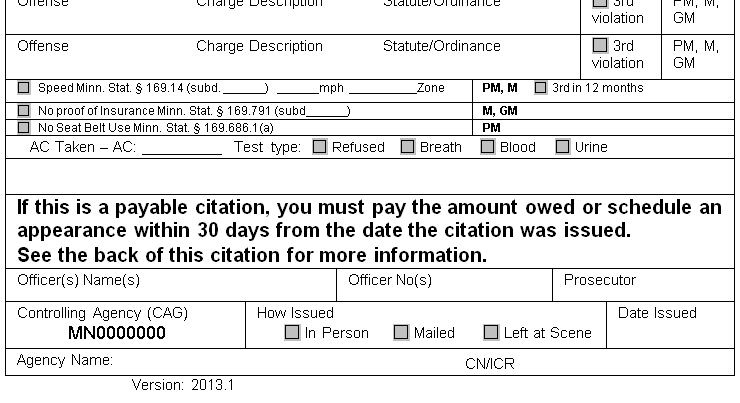
# Test Type

**Check applicable test**

**Alcohol Concentration**

**(Do not enter PBT)**

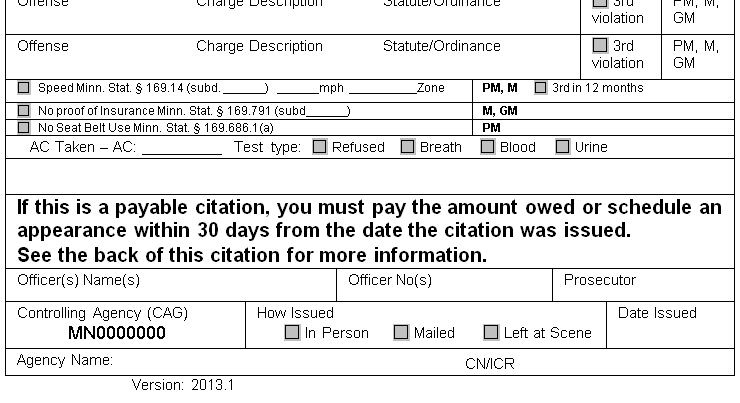
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**Officer Information**

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

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

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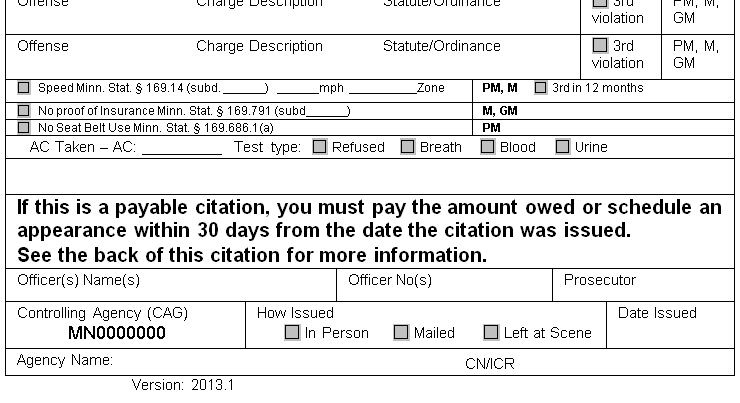
**Prosecutor**

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

**Tied to the community of offense.**

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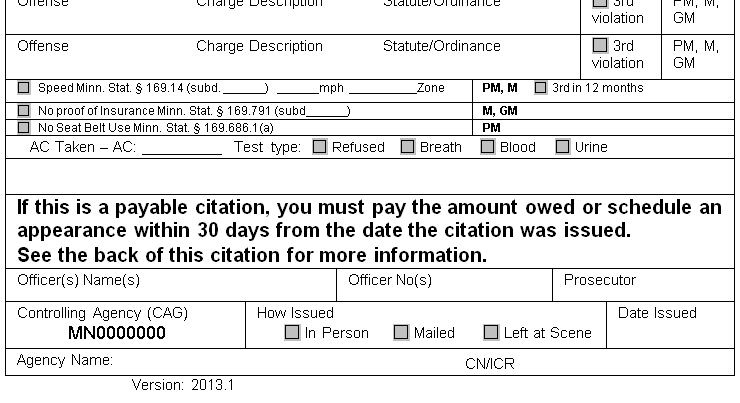
# Controlling Agency (CAG)



**Number of agency issuing the citation**

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# How Issued



**Defines the method of delivery:**

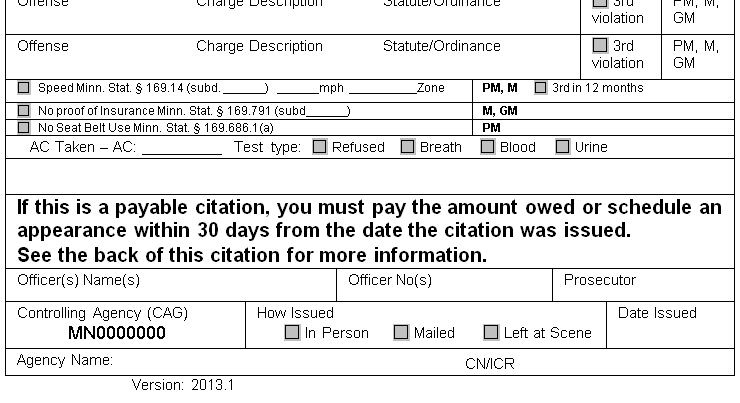
**In Person – Handed to Citee**

**Mailed – Mailed to Citee**

**Left at Scene**

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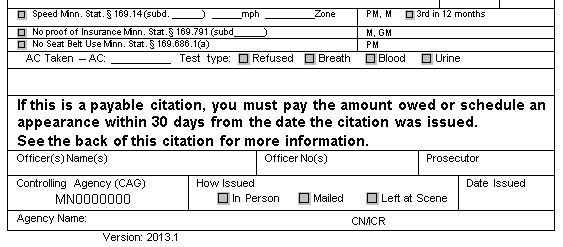
**Date of Citation**



**Date the citation was issued to citee**

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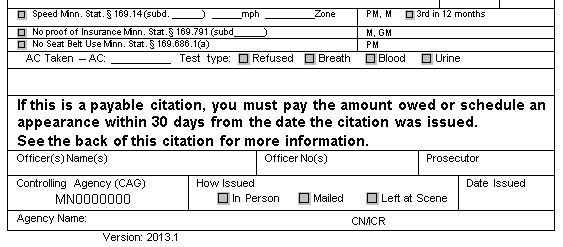
# Agency Name



**Name of agency issuing the citation**

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# CN/ICR



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

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