



Ordering the Standard Citation (Law Enforcement)

Overview

Agencies may use any printing vendor they choose to order their standard citation. The printing vendor must adhere to the following standard citation expectations.

Requirements

1. Barcode requirements

- The vendor is required to produce a “Type 1D barcode.” MNCIS Odyssey supports “barcode sub-type 128” and “barcode sub-type 3 of 9.”
- The barcode is required to be printed on the original citation that is filed with the court.

2. Statewide standard citation numbering requirements

- 12 digits maximum length, numerals only
- No alpha characters accepted. Courts require numerals for Interactive Voice Response (IVR) phone payment options.
- 2-digit county number
- 2-digit Originating Agency Identification (ORI) code extraction (6th and 7th number of an agency’s ORI to uniquely identify agency along with the county number)
- 8-digit numerical sequence
- Numerical sequence can include agency specific information (e.g., 2-digit year, Platoon Number, etc.)
- Agencies may not need all 8 digits depending on volume.
- Leading zeros will fill in unused sequential number fields.

Example Standard Citation Numbers

Aitkin County Sheriff with a starting number of one:	1000 00000001
Chaska Police Department with a starting number of one:	1002 00000001
Yellow Medicine County Sheriff with a starting number of one:	8700 00000001
New Brighton DPS with a starting number of one:	6206 00000001

County Numbers

Aitkin County	01
Carver County	10
Yellow Medicine County	87
Ramsey County	62



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ORI (CAG) numbers with 6th & 7th digit highlighted

Aitkin County Sheriff:	MN0010000
Chaska Police Department:	MN0100200
Yellow Medicine County Sheriff:	MN0870000
Apple Valley Code & Inspections:	CC0199700
Eagan Code & Inspections:	CC0199400
St. Paul Public Works:	CC0629600

- The size of the standard citation is limited to no more than 5 ½ X 9 inches.**
The law enforcement community expressed a strong desire to limit the size of the new citation to no more than 5 ½ x 9 inches.
- Determine if your agency will use any of the customizable options.**
As part of a statewide workgroup vetting process, it was determined that certain data fields requested by a few agencies should not be included on the standard citation template because they did not apply universally to all agencies. These data field choices are available to be added to the custom section of the citation only for those agencies who wish to include them on their citations. Data collected in the customizable section will not transmit electronically into MNCIS.
- If applicable, your agency may wish to print the Understanding Citation Fields document on the citation booklet cover(s) to aid officers in completing the paper citation. The [Understanding Citation Fields document can be found on the Court's public website for Justice Agencies.](#)
- Your printing vendor will be expected to provide you with a proof to approve prior to sending your order to production.

Please send questions to the following email address: state.standard.citation@courts.state.mn.us