



## SUFFOLK COUNTY TRAFFIC & PARKING VIOLATIONS AGENCY

**Paul J. Margiotta, M.B.A., J.D.**

*Executive Director*

Chief Deputy County Attorney

**Location:** SCTPVA  
100 Veteran's Memorial Highway  
North Entrance (Ground Floor)  
Hauppauge NY 11788

**Mailing:** SCTPVA  
P.O. Box 9000  
Smithtown, NY 11787

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### BE SURE TO READ THE INSTRUCTIONS ON THE BACK OF THE TICKET

#### IF YOU ARE ISSUED A TICKET

**Don't delay!** Follow the instructions on the ticket and act promptly. If you do not answer the ticket timely, your driver's license will be suspended, you could be found guilty of the charge (a default conviction) and if you fail to pay a fine, your license will be suspended, as well as a judgment being entered against you.

#### TO PLEAD NOT GUILTY

Check the "not guilty" box on the back of the ticket. Fill in your information, sign it and within forty-eight hours of the violation date, mail the ticket to Suffolk County Traffic & Parking Violations Agency ("SCTPVA"), and keep proof of mailing. SCTPVA will send you a court date as it appears at the bottom of your ticket, and what time to appear.

#### TO PLEAD GUILTY

Check the "guilty" box on the back of the ticket. Fill in your information, sign it and, within 15 days, either mail it to Suffolk County Traffic & Parking Violations Agency ("SCTPVA") or bring it to the SCTPVA office. A fine, surcharge and driver responsibility fee will be imposed. You will be notified by mail of the total amount due with payment instructions. Failure to pay said amount by the date specified will result in the suspension of your driver's license.

**You may not plead guilty by mail if the charge against you will result in a license/registration suspension/revocation upon conviction (i.e. no insurance or a third speeding violation within 18 months). If you plead guilty to such a charge by mail, your plea will be considered a not guilty plea and you will be notified of a date and time to appear in person at the SCTPVA.**

#### ADDITIONALLY, YOU MAY NOT PLEAD GUILTY BY MAIL TO THE FOLLOWING CHARGES

1. Speeding more than 40 mph over the speed limit.
2. Failing to stop for a school bus.
3. Any railroad crossing violation.
4. Driving left of center or in the wrong direction.
5. Leaving the scene of an incident.
6. Any child safety restraint violation.

**PROOF OF INSURANCE:** Must be a letter from an insurance company (not agent), with The letter must state that on the exact date the summons was issued, the particular vehicle [a description including the make, model, color, year, plate number and Vehicle Identification Number (VIN) must be included], the vehicle was insured under (must state the policy number) and the name of the Insured (Ex. John Doe), and that there was no lapse of insurance. The date of the summons must be stated in the letter and not simply a period of time. An insurance card is NOT acceptable. There will be a \$50 Driver Responsibility Fee charged, but no fine or surcharge imposed.

**PROOF OF REPAIR:** Acceptable proofs of repair include a signed affidavit by a police officer or inspection station. Repairs must be certified no later than ½ hour after sunset on the next business day. A \$50 dollar Driver Responsibility Fee, but no fine or surcharge, will be imposed if acceptable proof of repair is provided. For a complete explanation of acceptable proof of repair go to: <http://public.leginfo.state.ny.us/menuf.cgi> and search the Laws of New York, Vehicle and Traffic Law section 376-a.

For additional information please visit the SCTPVA website at: [www.suffolkcountyny.gov/tpva](http://www.suffolkcountyny.gov/tpva)

**YOUR ADDRESS:** If your mailing address is different from the address written on the front of the ticket, please write the correct mailing address in the space provided on the back of the ticket and notify the Department of Motor Vehicles of your new address.