

INSTRUCTION SHEET

ALL APPLICATIONS MUST BE HANDLED THROUGH THE MAIL OR EMAIL.
NO FAXES WILL BE ACCEPTED

PLEASE DO NOT SUBMIT

Applications For: Child Seat Belt Violations (VTL Section 1229c1-1229c2)
Failed Due Care For Emergency Vehicle Violations (VTL Section 1144)

WE WILL NOT REDUCE THEM.

Please notify the Court in **writing** that you are submitting an application and request a 30 day adjournment of your case.

Your application will be processed only if the following documents are provided and completed:

1. **APPLICATION (SIDE 2) IS COMPLETED AND SIGNED**
2. **CLEAR COPY OF YOUR TRAFFIC TICKET(S)-** If you have already returned your ticket(s) to the Court, you must contact the Court to request a copy. **Do not send your original ticket(s).** Our Office is not responsible for originals. **Please keep a copy of this application and the other documents for your records.**
3. **CLEAR COPY OF YOUR STATE/PROVINCIAL DRIVER'S LICENSE**
4. **ONE OF THE FOLLOWING APPLICABLE DRIVING HISTORIES:**

 New York State Department of Motor Vehicles Abstract of Driving Record-
 Your abstract can be obtained from your local Department of Motor Vehicles or online at:
 www.dmv.ny.gov

 Out of State Applicants – a copy of your State Driving Record/History from DMV.

 Québec Applicants – a copy of your dossier de Conduite à la Société de
 l'Assurance Automobile du Québec (SAAQ). www.saaq.gouv.qc.ca

 Other Canadian Applicants- a copy of your driving record from the Ministry of Transportation
5. **A SELF-ADDRESSED, STAMPED BUSINESS-SIZED ENVELOPE OR EMAIL ADDRESS**
 If you do not supply either an envelope or an email address you will not get a response from this office.
6. **INSURANCE COVERAGE LETTER – ONLY** if your traffic infraction involves any accident, this office **WILL NOT** consider any reduced charge without proof that the other party's damage has been resolved.

MAIL APPLICATIONS TO: CLINTON COUNTY DISTRICT ATTORNEY'S OFFICE
 TRAFFIC BUREAU
 137 MARGARET STREET, SUITE 201
 PLATTSBURGH, NEW YORK 12901
 Email: TrafficBureau@clintoncountygov.com