



Pete Ricketts, Governor

## Required Fields:

ORI

Form\_Type

Ticket\_Type – Must be 'V' for a voided ticket otherwise blank

Ticket\_ID

Citation\_Number

ContactKey – Should be unique and must have the same value in all the attached tickets when more than one citation is issued for the same stop

Date\_of\_Offense

Time\_of\_Offense

Plaintiff\_County

Defendant\_LName

Defendant\_FName

Defendant\_AddressStreet

Defendant\_AddressCity

Defendant\_AddressState

Defendant\_AddressZipCode

Defendant\_Country

Defendant\_DOB - Required only if Abstract Indicator or Failure to Comply is checked 'Yes' in State Statute

Defendant\_Race

Defendant\_DLNumber - Enter 'NONE' if unknown

If 'NONE' then not required:

Defendant\_DLDOB

Defendant\_DLState

Defendant\_DLCountry

Defendant\_DLExpireDate

Defendant\_DLClass

Defendant\_DLHeight

Defendant\_DLWeight

Defendant\_DLEyes

Defendant\_DLHair



Else Required:

Defendant\_DLDOB  
Defendant\_DLState  
Defendant\_DLCountry  
Defendant\_DLExpireDate  
Defendant\_DLClass  
Defendant\_DLHeight  
Defendant\_DLWeight  
Defendant\_DLEyes  
Defendant\_DLHair  
Defendant\_DLGender

Vehicle\_LicensePlateNumber - Enter 'NONE' if no plate

If 'NONE' then not required:

Vehicle\_Year  
Vehicle\_Type  
Vehicle\_Make  
Vehicle\_Model  
Vehicle\_Color  
Vehicle\_VIN  
Vehicle\_LicensePlateState  
Vehicle\_Country  
Vehicle\_LicensePlateYear

Else Required:

Vehicle\_Year  
Vehicle\_Type  
Vehicle\_Make  
Vehicle\_Model  
Vehicle\_Color  
Vehicle\_VIN  
Vehicle\_LicensePlateState  
Vehicle\_Country  
Vehicle\_LicensePlateYear

Vehicle\_CMV – Not included in violations/warnings

If 'NO' then not required:

Vehicle\_HazMat  
Carrier\_USDOTNumber  
Carrier\_ICCNumber  
Carrier\_Name  
Carrier\_AddressStreet  
Carrier\_AddressCity  
Carrier\_AddressState  
Carrier\_AddressZipCode  
Carrier\_Country

Else Required:

Vehicle\_HazMat  
Carrier\_USDOTNumber



Carrier\_ICCNumber  
Carrier\_Name  
Carrier\_AddressStreet  
Carrier\_AddressCity  
Carrier\_AddressState  
Carrier\_AddressZipCode  
Carrier\_Country  
Violation\_LocationDescription – Only required if speeding violation  
Statute\_Number – To be pulled from provided statute list with NCIC and NIBRS  
If Ordinance used then Required: Municipality  
Offense\_Description – Matching Statute\_Number  
(Statutes must be updated quarterly and upon request from Crime Commission)  
SVWCODE  
Actual\_Speed – Only required if speeding violation – Not included in  
violations/warnings  
Posted\_Speed – Only required if speeding violation – Not included in  
violations/warnings  
Method\_Clocked – Only required if speeding violation – Not included in  
violations/warnings  
NCIC\_Code – Patrol Criminal History column from State Statute list  
Fines - Only when Summons and Waiver\_Allowed – Not included in violations/warnings  
Search\_Incident – Can only have '1' or '2' for true/false (or blank)  
Probable\_Cause – Can only have '1' or '2' for true/false (or blank)  
Consent – Can only have '1' or '2' for true/false (or blank)  
Search\_Conducted – Can only have '1' or '2' for true/false (or blank)  
Verbal\_Consent – Can only have '1' or '2' for true/false (or blank)  
Written\_Consent – Can only have '1' or '2' for true/false (or blank)  
Consent\_Refused – Can only have '1' or '2' for true/false (or blank)  
K9\_Utilized – Can only have '1' or '2' for true/false (or blank)  
Contraband\_Located – Can only have '1' or '2' for true/false (or blank)  
Arrest\_Made – Can only have '1' or '2' for true/false (or blank)  
No\_Contraband\_Located – Can only have '1' or '2' for true/false (or blank)  
Reporting\_Officer  
Date\_Signed1 (officer)  
BadgeNoOff1  
Waiver\_Allowed or Mandatory\_Court\_Appearance box must be checked – Not included  
in violations/warnings  
Court\_Date – Only when Summons – Not included in violations/warnings  
Court\_Time – Only when Summons – Not included in violations/warnings  
Plaintiff\_CourtName  
Plaintiff\_CourtMail  
Plaintiff\_CourtCity  
Plaintiff\_CourtState  
Plaintiff\_CourtZipCode  
Courtroom – Only when Summons – Not included in violations/warnings  
Defendant\_Signature – JPEG format



No\_Defendant\_Sign (this is the capture method)

Waiver\_Signature - Only when Waiver\_Allowed

Waiver\_Date - Only when Waiver\_Signature

Court\_Costs - Only when Summons and Waiver\_Allowed - Not included in violations/warnings

Total\_Fine - Only when Summons and Waiver\_Allowed - Not included in violations/warnings

Report\_Name - Only options to send to NCJIS are Prosecutor Copy or Court Copy

