

**DRIVER COMPLIANCE DIVISION  
OF THE DEPARTMENT OF PUBLIC SAFETY**



**NEW COURT CLERK MANUAL  
DEALING WITH SUSPENSIONS AND WITHDRAWALS  
UNDER THE BAIL BOND PROCEDURE ACT  
AND OTHER PROVISIONS OF OKLAHOMA LAW**

**JUNE 2016**

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# NEW COURT CLERK MANUAL DEALING WITH SUSPENSIONS AND WITHDRAWALS

## INSTRUCTIONS FOR USE

(COMPUTER FILLABLE PDF SUSPENSION AND WITHDRAWAL FORMS)

If using the fillable pdf Bail Bond Forms.

- 1). Select the applicable form from the website list to complete.
- 2). Complete the form on your computer as required by following the prompts.
- 3). Print two (2) copies of the completed form (one for DPS) (one for your records).
- 4). Mail the completed original to DPS c/o “**Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 73136-0415**”.

## INSTRUCTIONS FOR USE

(HANDWRITTEN OR TYPED NON-FILLABLE PDF SUSPENSION AND WITHDRAWAL FORMS)

If using a non-fillable pdf Bail Bond Forms.

- 1). Select the applicable form to complete from the website list or from a provided packet of approved Bail Bond forms.
- 2). Print or copy the selected form.
- 3). Complete the form as required by providing the information for the requested fields. The fields can be completed by either typing the information in the required fields or legibly printing the information in the required fields.
- 4). Make two (2) copies of the completed form (one for DPS) (one for your records).
- 5). Mail the completed original to DPS c/o “**Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 73136-0415**”.

## ADDITIONAL INSTRUCTIONS CONCERNING SUSPENSION AND WITHDRAWAL FORMS

When filling out either a suspension request or a withdrawal form, please include the following:

1. The defendant or violator's complete name: first, middle and last name including any suffixes such as Jr. Sr., or III etc.
2. The complete address of the defendant or violator specifically including any apartment number, lot number or suite number and proper zip code.
3. Failure to include this information and to complete all sections correctly OR to print or write legibility may result in DPS' inability to suspend or to withdraw the action and cause the forms to be returned to the issuing court.
4. Please note that DPS uses the address for the defendant or violator provided by the courts on the form to notify the defendant or violator of the suspension.
5. Please note that DPS will return the requested suspension to the submitting court clerk if the request is submitted on the wrong form.
6. If DPS is unable to determine from the court clerk's description of the violation whether or not said violation is a misdemeanor violation of a state traffic law or municipal traffic ordinance, DPS will return the suspension request to the submitting court clerk. DPS will mail the court clerk an **Attestation or Certification Form** and request that it be completed and return to DPS along with the original suspension request. **The suspension request and the Attestation or Certification Form must be received by DPS within 120 days of the date of violation.** Examples of violations where the Attestation or Certification Form may be needed include: Misdemeanor drug charges, Illegal possession of alcohol, Minor in possession of a intoxicating beverage, Minor in possession of low point beer. These violations may or may not be misdemeanor violations of a state traffic law or municipal traffic ordinance

# FAILURE TO APPEAR (FTA)

22 O.S. Sections 1115.1 and 1115.5

## ● ORDER OF SUSPENSION - BB3 Suspension (FTA)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 7316-0415  
(405) 425-2098 or 425-2059  
reinstatelp@dps.state.ok.us

\_\_\_\_\_  
Last First Middle  
\_\_\_\_\_  
Sex Address / Apt  
\_\_\_\_\_  
City State Zip

DL#: \_\_\_\_\_  
DOB: \_\_\_\_\_

### ORDER OF SUSPENSION BB3 Suspension (FTA)

Your privilege to drive in the State of Oklahoma is hereby suspended pursuant to 22 O.S. § 1115.5(A) by the Department of Public Safety for failure to comply with the terms of the citation listed below.

Citation #	Date of Violation	Assignment Date
Description of Violation		
Fine \$	Cost \$	Total
Driver License #	Expiration Date	State
CDL: Date of Birth		Sex
Name	Last	First Middle
Street Address		
City		State Zip Code
Vehicle #	Year	Make Model
Year	Class	CDL

BB3

### COURT INFORMATION

Name of Court \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Area Code Number \_\_\_\_\_  
Judge/Clerk Name \_\_\_\_\_ Date of Notice \_\_\_\_\_

TO DPS: The driver has failed to appear for arraignment, has not posted bail, has not paid a fine, or has not made any other arrangements with the court to satisfy the citation, and the citation has not been satisfied. Please suspend the driver's driving privileges.

TO REINSTATE YOUR DRIVING PRIVILEGES WITH DPS SEE REVERSE SIDE

DPS 300DC 0207 03/2016

DPS 300DC 0206 03/2016

### REINSTATEMENT REQUIREMENTS

1. Payment of the required statutory fees in the amount of \$50.00 in the form of a cashier's check or money order made payable to the Oklahoma Department of Public Safety.
2. Provide the Notice of Compliance from the court or court clerk indicating that you have entered an appearance with the court in the case which was the basis of your suspension action or have been released by the court.
3. Mail your payment and the Notice of Compliance from the court to: **Oklahoma Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 7316-0415.**

### PLEASE DO NOT SEND CASH OR PERSONAL CHECKS

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatelp@dps.state.ok.us](mailto:reinstatelp@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 7316-0415.**

Should you desire to discuss the suspension action with a Driver Compliance Hearing Officer, the locations and times for the Hearing Officers are listed below. If you must travel a lengthy distance, you may want to call ahead on that day to confirm a Hearing Officer will be available at that location. All offices are closed on state holidays.

### DRIVER COMPLIANCE HEARING OFFICER ITINERARY

CITY	DAYS	LOCATION	TIME	PHONE #
ARDMORE	M Thru F	1997 Veterans Blvd.	8:00 - 4:15	(580) 243-6884
ENID	M Thru TH	5725 W Owen K. Garfield Highway Patrol Hdqrs.	8:00 - 4:15	(580) 237-5478
LAWTON	M Thru F	705 E. Gore Blvd. Highway Patrol Hdqrs.	8:00 - 4:15	(580) 353-6559
MCALISTER	M Thru F	203 South Strong Blvd.	8:00 - 4:15	(918) 426-5360
MUSKOGEE	M Thru F	1805 N. York St. Highway Patrol Hdqrs.	8:00 - 4:15	(918) 683-0132
OKC METRO	M Thru F	3600 M.L. King	8:00 - 4:30	(405) 425-2059
TULSA	M Thru F	14002 E 21 <sup>st</sup> Street Bangor Microplex Mall Lower Level Suite 'A'	8:00 - 4:15	(918) 632-7710
WOODWARD	F	2411 Williams Ave., Suite 112	10:00 - 2:00	(580) 254-8073

## ● PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS NOTICE OF COMPLIANCE - BB3 Compliance Form (FTA)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 7316-0415  
(405) 425-2098 or 425-2059  
reinstatelp@dps.state.ok.us

\_\_\_\_\_  
Last First Middle  
\_\_\_\_\_  
Sex Address / Apt  
\_\_\_\_\_  
City State Zip

DL#: \_\_\_\_\_  
DOB: \_\_\_\_\_

### PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS NOTICE OF COMPLIANCE BB3-Compliance Form (FTA)

The court requesting your driver license suspension has acknowledged your compliance with their requirements.

Citation #	Date of Violation	Assignment Date
Description of Violation		
Fine \$	Cost \$	Total
Driver License #	Expiration Date	State
CDL: Date of Birth		Sex
Name	Last	First Middle
Street Address		
City		State Zip Code
Vehicle #	Year	Make Model
Year	Class	CDL

BB3

### COURT INFORMATION

Name of Court \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Area Code Number \_\_\_\_\_  
Judge/Clerk Name \_\_\_\_\_ Date of Notice \_\_\_\_\_

THE SUSPENSION IMPOSED FOR THIS VIOLATION MAY BE LIFTED UPON THE DRIVER'S REINSTATEMENT OF THE SUSPENSION WITH THE DEPARTMENT OF PUBLIC SAFETY.  
 Driver has entered an appearance before the court or  payment has been made to the court in the amount of \$ \_\_\_\_\_ covering the fine and costs for the violation described above.

TO REINSTATE YOUR DRIVING PRIVILEGES WITH DPS SEE REVERSE SIDE

DPS 300DC 0207 03/2016

DPS 300DC 0206 03/2016

### REINSTATEMENT REQUIREMENTS

1. Payment of the required statutory fees in the amount of \$50.00 in the form of a cashier's check or money order made payable to the Oklahoma Department of Public Safety.
2. Provide the Notice of Compliance from the court or court clerk indicating that you have entered an appearance with the court in the case which was the basis of your suspension action or have been released by the court.
3. Mail your payment and the Notice of Compliance from the court to: **Oklahoma Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 7316-0415.**

### PLEASE DO NOT SEND CASH OR PERSONAL CHECKS

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatelp@dps.state.ok.us](mailto:reinstatelp@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 7316-0415.**

## INFORMATION CONCERNING FAILURE TO APPEAR

If a defendant does not timely elect to enter a plea of guilty or nolo contendere **and** fails to timely appear for arraignment, the court may issue a warrant for the arrest of the defendant **and the municipal or district court clerk**, within one hundred twenty (120) calendar days from the date the citation was issued by the arresting officer, **shall notify** the Department of Public Safety on the DPS approved and furnished form that:

- a. the defendant was issued a traffic citation and released upon personal recognizance after signing a written promise to appear for arraignment as provided for in the citation,
- b. the defendant has failed to appear for arraignment without good cause shown,
- c. the defendant has not posted bail, paid a fine, or made any other arrangement with the court to satisfy the citation, and
- d. the citation has not been satisfied as provided by law.

Additionally, the court clerk **shall request** DPS to either suspend the defendant's driving privilege and driver license to operate a motor vehicle in this state, or notify the defendant's home state and request suspension of the defendant's driving privilege and driver license in accordance with the provisions of the Nonresident Violator Compact.

To request a suspension based upon a defendant's Failure To Appear, the court should use and submit the form set forth above entitled **ORDER OF SUSPENSION - BB3 Suspension (FTA)** to DPS.

Once the defendant has appeared or otherwise satisfied the citation, the court should submit the **PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS NOTICE OF COMPLIANCE - BB3 Compliance Form (FTA)** to DPS to allow the suspension to be withdrawn.

If the defendant is an out of state licensed driver and **Fails To Appear** in an Oklahoma court on any traffic violation **other than an insurance violation**, the Court Clerk should use the **REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)** form set forth below which will cause the request for suspension to be sent to the defendant's home state. No suspension action will be taken by DPS in Oklahoma.

Once the out of state licensed defendant has appeared or otherwise satisfied the citation, the court should submit the **PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS AUTHORIZATION TO WITHDRAW SUSPENSION - NRVC Compliance/Withdraw Form (Nonresident Driver)** set forth on page 13 to DPS to allow DPS to notify the home state that the suspension may be withdrawn.

## **SPECIFIC REQUIREMENTS FOR A FAILURE TO APPEAR SUSPENSION**

In order to suspend for Failure To Appear, the defendant must be released upon personal recognizance after signing a promise to appear and then fail to appear in court or otherwise satisfy the citation.

The offense must be a misdemeanor violation of a state traffic law or municipal traffic ordinance, a moving violation, not a parking or standing traffic violation. Parking and standing traffic violations are specifically excluded from the provisions of the State and Municipal Traffic Bail Bond Procedures Act.

Courts must request suspension by notifying DPS within 120 calendar days of the date on the citation. If the request is received by DPS outside of the 120 calendar days, DPS is statutorily prohibited from taking action.

DPS cannot accept Failure To Appear suspensions requests for any of the following violations because the offender is NOT eligible for release upon personal recognizance, the violation is NOT a traffic violator or the offense is specifically excluded from the State and Municipal Traffic Bail Bond Procedures Act:

- Driving under suspension, revocation, cancellation or denial.
- Driving under the Influence
- Driving While Intoxicated
- Public Intoxication
- Actual Physical Control of a Motor Vehicle
- Eluding or Attempting to Elude an Officer
- Disturbing the Peace – (not a traffic violation)
- Fishing Violations – (not a traffic violation)
- Improper Parking on Roadway – (not allowed under the Bail Bond Procedures Act )
- Parking Violations – (not allowed under the Bail Bond Procedures Act )
- Standing Violations – (allowed under the Bail Bond Procedures Act )

Court Clerks should NOT submit a request for a Failure to Appear suspension on any of the violations listed above, even if it is coupled with any other violation(s) for which you may request suspension. DPS will NOT suspend for Failure To Appear if any request for suspension is submitted and coupled with one of the violations listed above.

For a list of **Failure To Appear (“A”)** or **Failure To Pay (“P”)** qualifying violations, please go to the **Oklahoma Department of Public Safety Motor Vehicle Violation Code Book**, specifically column 5 between Violation Codes and Violation Description found on the DPS public website, <http://www.ok.gov/dps/> under Other DPS Topics then Court Clerk Information.

# FAILURE TO APPEAR NO INSURANCE (FTA - NO INSURANCE)

22 O.S. Section 1115.5 & 47 O.S. Section 7-605

## ●ORDER OF SUSPENSION - BB6 Suspension (FTA - No Insurance)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
reinstatelp@dpss.state.ok.us

Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ DJF#: \_\_\_\_\_  
Street Address: Apt: \_\_\_\_\_ DOB: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ORDER OF SUSPENSION BB6 SUSPENSION (FTA - NO INSURANCE)

Your privilege to drive in the State of Oklahoma is hereby suspended pursuant to 22 O.S. § 1115.5 and 47 O.S. § 7-605 by the Department of Public Safety for failure to comply with the terms of the citation listed below.

Citation #		Date of Violation		Arrangement Date	
Description of Violation					
Fine \$	Cost \$	Total		County Code	City Code
Driver License #	Expiration Date	State	CDL	Date of Birth	Race Sex
Name: Last		First		Middle	
Street Address					
City		State		Zip Code	
Vehicle Tag #	State	Veh Make	Veh Model	Veh Year	CMV HAZ
<b>COURT INFORMATION</b>					
Name of Court					
Mailing Address					
City		State		Zip Code	
Telephone:	Area Code	Number			
TO DPS: The driver has failed to appear for arrangements, has not posted bail, has not paid a fine, or has not made any other arrangements with the court to satisfy the citation, and the citation has not been satisfied. Please suspend the driver's driving privilege.					
Judge/Clerk Name				Date of Notice	

SEE THE ENCLOSED NOTICE AND REINSTATEMENT REQUIREMENTS

DPS 801DC 0204 11/2015

## ●PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS NOTICE OF COMPLIANCE - BB6 Compliance (FTA - No Insurance)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
reinstatelp@dpss.state.ok.us

Title: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ DJF#: \_\_\_\_\_  
Street Address: Apt: \_\_\_\_\_ DOB: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PROOF OF COURT APPEARANCE OR PAYMENT OF FINE & COSTS NOTICE OF COMPLIANCE BB6 COMPLIANCE (NO INSURANCE - FTA)

The court requesting your driver license suspension has acknowledged your compliance with their requirements.

Citation #		Date of Violation		Arrangement Date	
Description of Violation					
Fine \$	Cost \$	Total		County Code	City Code
Driver License #	Expiration Date	State	CDL	Date of Birth	Race Sex
Name: Last		First		Middle	
Street Address					
City		State		Zip Code	
Vehicle Tag #	State	Veh Make	Veh Model	Veh Year	CMV HAZ
<b>COURT INFORMATION</b>					
Name of Court					
Mailing Address					
City		State		Zip Code	
Telephone:	Area Code	Number			
THE SUSPENSION IMPOSED FOR THIS VIOLATION MAY BE LIFTED UPON THE DRIVER'S REINSTATEMENT OF THE SUSPENSION WITH THE DEPARTMENT OF PUBLIC SAFETY					
<input type="checkbox"/> Driver has entered an appearance before the court or <input type="checkbox"/> payment has been made to the court in the amount of \$_____ covering the fine and costs for the violation described above.					
Judge/Clerk Name				Date of Notice	

DPS 801DC 0204 11/2015

## **INFORMATION CONCERNING FAILURE TO APPEAR - NO INSURANCE**

Under Oklahoma law when any person Fails To Appear on any citation for:

1. Permitting the operation in this state of a motor vehicle owned by the person without the security,
2. For operating a motor vehicle in this state without the security required by this title, or
3. For failure to carry a security verification form,

the Department of Public Safety **shall suspend** the driving privilege of the person.

Whether the defendant is an Oklahoma licensed driver **OR** an out of state licensed driver, the Court Clerk must use this use the **ORDER OF SUSPENSION - BB6 Suspension (FTA - No Insurance)** suspension form to request suspension of the driving privilege for Failure To Appear – No Insurance.

Because out of state licensed driver’s driving privileges are also required under Oklahoma law to be suspended by DPS in the State of Oklahoma for Failure To Appear - No Insurance, the **REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)** form below should **NOT** be used. Rather the **ORDER OF SUSPENSION - BB6 Suspension (FTA - No Insurance)** form immediately above should be used.

To suspend the out of state licensed driver in Oklahoma, DPS will assign a set up number, a 990 number, to the non-resident defendant and create an Oklahoma driving record for the defendant. DPS will then take suspension action against his ability to lawfully drive in the State of Oklahoma. Thereafter, DPS will transmit notice of the Oklahoma suspension for Failure To Appear - No Insurance to the licensing agency in the state in which the non-resident resides.

Whether or not the home state additionally takes suspension action based upon DPS’ statutorily mandated notice is dependent on the home state. Often, when the defendant goes to renew his driver license in his home state, the home state will check either the National Driver Registry (“**NDR**”) or the Commercial Driver License Information System (“**CDLIS**”) and refuse to renew the license until the defendant clears the Oklahoma suspension action.

Any person whose driving privilege has been suspended for Failure To Appear - No Insurance shall surrender to the Department his or her driver license. Any person failing to voluntarily relinquish his or her driver license to the Department within thirty (30) days of receipt of the notice of suspension shall pay a fee of Fifty Dollars (\$50.00) in addition to the required statutory fees.

A suspension for Failure To Appear - No Insurance shall remain in effect until proof of appearance is received by DPS from the reporting court, defendant pays DPS the required statutory fees and the defendant provides DPS with proof of insurance in their name or non-owners insurance.

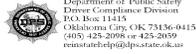
Because DPS is **NOT** required to issue more than one suspension of the driving privilege of a person in the event multiple requests for suspensions are received from a court clerk based upon the failure of the person to appear at a particular time and date on multiple charges, when DPS receives a request for suspension for Failure To Appear - No Insurance, DPS will process the Failure To Appear - No Insurance suspension **instead** of any other Failure To Appear suspension requests. Accordingly, if defendant fails to appear on a speeding citation, expired tag citation and a no insurance citation all from the same arrest, DPS will only process Failure To Appear - No Insurance suspension. DPS will return the other suspension requests to the Court Clerk and only take action on the No Insurance suspension.

No Insurance suspensions are the only suspensions where an Order of Dismissal from the court will cause the removal of the DPS suspension action from the driving record.

# FAILURE TO SATISFY SENTENCE OF MUNICIPAL COURT - UNDER 18

11 O.S. Section 14-112(B)

## ●NOTICE OF CANCELLATION/DENIAL FOR FAILURE TO SATISFY SENTENCE OF MUNICIPAL COURT - BB8 Compliance Form - UNDER 18 (Failure to Satisfy Court)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
reinstatement@dps.state.ok.us

DL# \_\_\_\_\_ DOB \_\_\_\_\_  
DL# (Last Name, First, Middle) DOB (MM/DD/YYYY)

### NOTICE OF CANCELLATION/DENIAL FOR FAILURE TO SATISFY SENTENCE OF MUNICIPAL COURT BB8 SUSPENSION - UNDER 18 (Failure to Satisfy Court)

Your privilege to drive in the State of Oklahoma is hereby canceled or denied pursuant to 11 O.S. § 14-112(B) by the Department of Public Safety for failure to satisfy the sentence of the municipal court.  
 You may be reinstated from this cancellation or denial by presenting the Department of Public Safety with a REINSTATEMENT APPLICATION FORM/NOTICE OF SENTENCE COMPLIANCE obtained from the municipal court establishing that you have satisfied the sentence of the court.

Offense #		Date of Violation		County Code	City Code
Description of Violation					
Sentence Not Satisfied					
Driver License #	Expiration Date	Sex	DOB	Date of Birth	Sex
Name	Last	First	Middle		
Street Address		<b>BB8</b>			
City	State	Zip Code			
COURT INFORMATION					
Name of Court					
Mailing Address					
City	State	Zip Code			
Telephone	Area Code	Number			
TO DPS: Notice is given that the above named person under the age of 18 failed to satisfy the sentence of the court. Please suspend the driver's driving privilege.					
Judge/Clerk Name					Date of Notice

**TO REINSTATE YOUR DRIVING PRIVILEGES WITH DPS SEE REVERSE SIDE**  
11 O.S. § 14-112(B) (2018)

#### REINSTATEMENT REQUIREMENTS

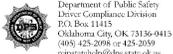
- Obtain a Reinstatement Application Form/Notice of Sentence Compliance from the municipal court establishing that you have satisfied the sentence of the court.
- Mail your Notice of Sentence Compliance from the court to:  
 Oklahoma Department of Public Safety  
 Driver Compliance Division  
 P.O. Box 11415  
 Oklahoma City, OK 73136-0415

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatement@dps.state.ok.us](mailto:reinstatement@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 73136.**  
 Should you desire to discuss the suspension action with a Driver Compliance Hearing Officer, the locations and times for the Hearing Officers are listed below. If you must travel a lengthy distance, you may want to call ahead on that day to confirm a Hearing Officer will be available at that location. All offices are closed on state holidays.

DRIVER COMPLIANCE HEARING OFFICER ITINERARY				
CITY	DAYS	LOCATION	TIME	PHONE #
ARDMORE	M Thru F	1997 Veterans Blvd.	8:00 - 4:15	(580) 223-6884
ENID	M Thru TH	5725 W Owen K. Garrison Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 237-5478
LAWTON	M Thru F	705 E. Gore Blvd. Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 353-6559
MCALESTER	M Thru F	203 South Strong Blvd.	8:00 - 4:15	(918) 426-5360
MUSKOGEE	M Thru F	1806 N. York St. Highway Patrol Hdqtrs.	8:00 - 4:15	(918) 683-0132
OKC METRO	M Thru F	3600 M.L. King	8:00 - 4:30	(405) 425-2059
TULSA	M Thru F	14002 E 21 <sup>st</sup> Street Eastgate Metroplex Mall Lower Level Suite X	8:00 - 4:15	(918) 632-7710
WOODWARD	F	2411 Williams Ave., Suite 112 10:00 - 2:00	(580) 254-8073	

DPS 902-C-0302-03/2018

## ●REINSTATEMENT APPLICATION FORM/NOTICE OF SENTENCE COMPLIANCE - BB8 Compliance Form - UNDER 18 (Satisfied Court)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
reinstatement@dps.state.ok.us

DL# \_\_\_\_\_ DOB \_\_\_\_\_  
DL# (Last Name, First, Middle) DOB (MM/DD/YYYY)

### REINSTATEMENT APPLICATION FORM/ NOTICE OF SENTENCE COMPLIANCE BB8 Compliance Form - UNDER 18 (Satisfied Court)

Offense #		Date of Violation		County Code	City Code
Description of Violation					
Sentence Not Satisfied					
Driver License #	Expiration Date	Sex	DOB	Date of Birth	Sex
Name	Last	First	Middle		
Street Address		<b>BB8</b>			
City	State	Zip Code			
COURT INFORMATION					
Name of Court					
Mailing Address					
City	State	Zip Code			
Telephone	Area Code	Number			
A cancellation or denial imposed for failure to satisfy the municipal court sentence may be withdrawn as the sentence has been satisfied.					
Judge/Clerk Name					Date of Notice

DPS 902-C-0302-03/2018

#### REINSTATEMENT REQUIREMENTS

- Obtain a Reinstatement Application Form/Notice of Sentence Compliance from the municipal court establishing that you have satisfied the sentence of the court.
- Mail your Notice of Sentence Compliance from the court to:  
 Oklahoma Department of Public Safety  
 Driver Compliance Division  
 P.O. Box 11415  
 Oklahoma City, OK 73136-0415

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatement@dps.state.ok.us](mailto:reinstatement@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 73136.**  
 Should you desire to discuss the suspension action with a Driver Compliance Hearing Officer, the locations and times for the Hearing Officers are listed below. If you must travel a lengthy distance, you may want to call ahead on that day to confirm a Hearing Officer will be available at that location. All offices are closed on state holidays.

DRIVER COMPLIANCE HEARING OFFICER ITINERARY				
CITY	DAYS	LOCATION	TIME	PHONE #
ARDMORE	M Thru F	1997 Veterans Blvd.	8:00 - 4:15	(580) 223-6884
ENID	M Thru TH	5725 W Owen K. Garrison Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 237-5478
LAWTON	M Thru F	705 E. Gore Blvd. Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 353-6559
MCALESTER	M Thru F	203 South Strong Blvd.	8:00 - 4:15	(918) 426-5360
MUSKOGEE	M Thru F	1806 N. York St. Highway Patrol Hdqtrs.	8:00 - 4:15	(918) 683-0132
OKC METRO	M Thru F	3600 M.L. King	8:00 - 4:30	(405) 425-2059
TULSA	M Thru F	14002 E 21 <sup>st</sup> Street Eastgate Metroplex Mall Lower Level Suite X	8:00 - 4:15	(918) 632-7710
WOODWARD	F	2411 Williams Ave., Suite 112 10:00 - 2:00	(580) 254-8073	

DPS 902-C-0302-03/2018

## INFORMATION CONCERNING FAILURE TO SATISFY SENTENCE

Oklahoma law allows for the **cancellation or denial** of the driver license or privilege to drive in the State of Oklahoma of a defendant under the age of 18 years of age, if that defendant is sentenced by a municipal court and fails to satisfy the sentence. See 11 O.S. Section 14-112 (B).

Whenever a defendant under the age of 18 years of age, at the time of sentencing, fails or refuses to satisfy any sentence of the municipal court (whether monetary or service related) the Failure To Satisfy Sentence forms set forth above should be used rather than using the “Notice of Driver License Suspension for Non-payment of Fine and Costs “ form.

When the completed form is received by DPS, the appropriate action, cancellation or denial, will be placed on the defendant’s driving record and the official Notice of Cancellation/Denial will be mailed to the defendant by first class mail. Suspensions are effective upon mailing.

If the defendant is under 18 and does not possess a driver’s license, the defendant will be **denied** a driver license until the defendant satisfies the sentence of the municipal court. In this instance the defendant will be given a 990 set up number by DPS and a driving record will be created for the defendant. Often the defendants subject to this type of suspension are younger than 16 years of age.

If the defendant is under 18 and possess a driver license, the defendant’s license will be **cancelled** until defendant satisfies the sentence of the municipal court.

When the defendant has completely satisfied the court sentence, paid the fine and costs, or carried out the requirements or other remedial action imposed by the court, the driving privileges will be reinstated without a reinstatement fee being required by DPS.

The violations that give rise to this type of action by DPS include among others: **Truancy, Curfew Violations, and Destruction of Public Property**. Here, the violations are NOT limited to traffic violations.

Main reasons why this suspension form will be returned by DPS to the issuing court:

1. Failure to complete all sections correctly and legibly.
2. Defendant was not under 18 years of age at the time of sentencing.
3. Defendant was no longer under 18 years of age when DPS received the request to suspend.

# FAILURE TO PAY (FTP)

22 O.S. Section 983 & 47 O.S. Section 6-206(c)

## ●NOTICE OF DRIVER LICENSE SUSPENSION FOR NON-PAYMENT OF FINE AND COSTS - BB9 Suspension (Non-Payment of Fine and Costs)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-3008 or 425-2059  
reinstatchelp@dps.state.ok.us

DL#: \_\_\_\_\_  
DOB: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### NOTICE OF DRIVER LICENSE SUSPENSION FOR NON-PAYMENT OF FINE AND COSTS

BB9 Suspension (Non-Payment of Fine and Costs)

Your privilege to drive in the State of Oklahoma is hereby suspended pursuant to 47 O.S. § 6-206(c) by the Department of Public Safety for nonpayment of fine and costs.

Offense #		Date of Violation	
Description of Violation			
Fine \$	Cost \$	Total	Date Original Payment
County Code	City Code		
Driver License #	Expiration Date	State	DOB
	Date of Birth	Race	Sex
Name: Last	First	Middle	
Street Address			
City	State	Zip Code	

#### COURT INFORMATION

Name of Court		
Mailing Address		
City	State	Zip Code
Telephone	Area Code	Number

TO DPS: Pursuant to 22 O.S. § 983, the court recommends suspension of the driving privileges of the above named person for nonpayment of fine and costs relating to the moving violation described.

Judge/Clerk Name: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

TO REINSTATE YOUR DRIVING PRIVILEGES WITH DPS SEE REVERSE SIDE

DPS STATE-0305-0006

#### REINSTATEMENT REQUIREMENTS

- Payment of the required statutory fees in the amount of \$50.00 in the form of a cashier's check or money order made payable to the Oklahoma Department of Public Safety.
- Provide the Notice of Compliance from the court or court clerk indicating that you have entered an appearance with the court in the case which was the basis of your suspension action or have been released by the court.
- Mail your payment and the Notice of Compliance from the court to: **Oklahoma Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 73136-0415.**

#### PLEASE DO NOT SEND CASH OR PERSONAL CHECKS

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatchelp@dps.state.ok.us](mailto:reinstatchelp@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 73136.**

Should you desire to discuss the suspension action with a Driver Compliance Hearing Officer, the locations and times for the Hearing Officers are listed below. If you must travel a lengthy distance, you may want to call ahead on that day to confirm a Hearing Officer will be available at that location. All offices are closed on state holidays.

#### DRIVER COMPLIANCE HEARING OFFICER ITINERARY

CITY	DAYS	LOCATION	TIME	PHONE #
ARDMORE	M Thru F	1997 Veterans Blvd.	8:00 - 4:15	(580) 223-6884
ENID	M Thru TH	5725 W Owea K. Garrison Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 237-5478
LAWTON	M Thru F	705 E. Gore Blvd. Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 353-6559
MCALESTER	M Thru F	203 South Strong Blvd.	8:00 - 4:15	(918) 426-5360
MUSKOGEE	M Thru F	1806 N. York St. Highway Patrol Hdqtrs.	8:00 - 4:15	(918) 683-6132
OKC-METRO	M Thru F	3600 M.L. King	8:00 - 4:30	(405) 425-2059
TULSA	M Thru F	14002 E 21 <sup>st</sup> Street Eastgate Metroplex Mall Lower Level Suite A	8:00 - 4:15	(918) 632-7710
WOODWARD	F	2411 Williams Ave., Suite 112	10:00 - 2:00	(580) 254-8073

DPS STATE-0305-0006

## ●PROOF OF PAYMENT OF FINE AND COSTS - BB9 Compliance Form (Payment of Fine and Costs)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-3008 or 425-2059  
reinstatchelp@dps.state.ok.us

DL#: \_\_\_\_\_  
DOB: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### NOTICE OF DRIVER LICENSE SUSPENSION FOR NON-PAYMENT OF FINE AND COSTS

BB9 Suspension (Non-Payment of Fine and Costs)

Your privilege to drive in the State of Oklahoma is hereby suspended pursuant to 47 O.S. § 6-206(c) by the Department of Public Safety for nonpayment of fine and costs.

Offense #		Date of Violation	
Description of Violation			
Fine \$	Cost \$	Total	Date Original Payment
County Code	City Code		
Driver License #	Expiration Date	State	DOB
	Date of Birth	Race	Sex
Name: Last	First	Middle	
Street Address			
City	State	Zip Code	

#### COURT INFORMATION

Name of Court		
Mailing Address		
City	State	Zip Code
Telephone	Area Code	Number

TO DPS: Pursuant to 22 O.S. § 983, the court recommends suspension of the driving privileges of the above named person for nonpayment of fine and costs relating to the moving violation described.

Judge/Clerk Name: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

TO REINSTATE YOUR DRIVING PRIVILEGES WITH DPS SEE REVERSE SIDE

DPS STATE-0305-0006

#### REINSTATEMENT REQUIREMENTS

- Payment of the required statutory fees in the amount of \$50.00 in the form of a cashier's check or money order made payable to the Oklahoma Department of Public Safety.
- Provide the Notice of Compliance from the court or court clerk indicating that you have entered an appearance with the court in the case which was the basis of your suspension action or have been released by the court.
- Mail your payment and the Notice of Compliance from the court to: **Oklahoma Department of Public Safety, Driver Compliance Division, P.O. Box 11415, Oklahoma City, OK 73136.**

#### PLEASE DO NOT SEND CASH OR PERSONAL CHECKS

If you have questions regarding reinstatement of your driving privileges, you may e-mail your questions to [reinstatchelp@dps.state.ok.us](mailto:reinstatchelp@dps.state.ok.us) or you may mail your questions to: **Driver Compliance Division, Oklahoma Department of Public Safety, P.O. Box 11415, Oklahoma City, OK 73136.**

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#### DRIVER COMPLIANCE HEARING OFFICER ITINERARY

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LAWTON	M Thru F	705 E. Gore Blvd. Highway Patrol Hdqtrs.	8:00 - 4:15	(580) 353-6559
MCALESTER	M Thru F	203 South Strong Blvd.	8:00 - 4:15	(918) 426-5360
MUSKOGEE	M Thru F	1806 N. York St. Highway Patrol Hdqtrs.	8:00 - 4:15	(918) 683-6132
OKC-METRO	M Thru F	3600 M.L. King	8:00 - 4:30	(405) 425-2059
TULSA	M Thru F	14002 E 21 <sup>st</sup> Street Eastgate Metroplex Mall Lower Level Suite A	8:00 - 4:15	(918) 632-7710
WOODWARD	F	2411 Williams Ave., Suite 112	10:00 - 2:00	(580) 254-8073

DPS STATE-0305-0006

## **INFORMATION CONCERNING FAILURE TO PAY**

Oklahoma law allows for the suspension of the license or privilege to drive of a defendant when a defendant Fails To Pay his/her traffic fine and costs. This action generally occurs after a defendant has been found guilty of a moving violation or violations and fails to pay his/her fine and costs by the due date set by the court. A “moving traffic violation” is considered to be any traffic violation, both bondable and non-bondable, excluding parking and standing violations.

This type of action is separate and distinct from the suspension for Failure to Appear. After a defendant has been found guilty of a moving traffic violation or violations, if the defendant then fails to pay the assessed fine and costs within the time allowed by the court, a notice may be sent to DPS, using the appropriate approved form such as the one above, to request DPS to suspend the defendant’s license or privilege to drive in the State of Oklahoma.

The request for suspension for Failure To Pay must be submitted to DPS within 120 days of the date that the defendant was ordered/told by the court to make payment. This request for suspension by the court could be the result of the failure of the defendant to make a payment, the defendant tendering an insufficient check or by the defendant’s failure to pay court costs.

As opposed to Failure To Appear suspensions actions, as long as the violation is not a parking or standing violation, DPS will take action on Failure To Pay Fines and Costs based upon violations such as: Driving Under Suspension or Revocation, Driving Under the Influence, Actual Physical Control, Transporting an Open Container, Attempting to Elude.

If the defendant is a non-resident or out of state licensed driver, DPS will NOT send Failure To Pay Fine and Costs suspensions to the defendant’s home state. Instead, DPS will assign a set up number, a 990 number, to the defendant and create an Oklahoma driving record for the defendant. DPS will then take suspension action against his ability to lawfully drive in the State of Oklahoma. Often, when the defendant goes to renew his driver license in his home state, the home state will check either the National Driver Registry or the Commercial Driver License Information System and refuse to renew the license until the defendant clears the Oklahoma action.

This action can be in addition to any previous suspension which may already have occurred for Failure to Appear or other reason. In order for the defendant to obtain reinstatement of his driving privileges, this suspension will require the defendant to a release or compliance form from the court (Proof of Payment of Fine and Costs) and the payment of the statutory reinstatement fee to DPS by the defendant.

# NON-RESIDENT VIOLATORS (FTA)

22 O.S. Section 1115.5

## ●REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
remittance@dps.state.ok.us



Date: \_\_\_\_\_ Year: \_\_\_\_\_ Month: \_\_\_\_\_  
 Driver License # \_\_\_\_\_  
 State: \_\_\_\_\_

DL# \_\_\_\_\_  
 DOB: \_\_\_\_\_

### REQUEST FOR SUSPENSION

NRVC - Nonresident Driver

The driver named below has failed to respond to a citation or pay the fine and costs for the violation described herein within the prescribed time limit. Initiate action to suspend the driver's driver license in accordance with the provisions of the Nonresident Violator Compact.

Citation #		Date of Violation		Assignment Date	
Description of Violation					
Fine \$	Cost \$	Total		County Code	City Code
Driver License #	Expiration Date	Sex	DOB	Race	Sex
Name	Last	First	Middle		
Street Address					
City		State	Zip Code		
Vehicle Reg #	State	Year/Make	Year/Model	Year	GVW / HAZ

### COURT INFORMATION

Name of Court		
Mailing Address		
City	State	Zip Code
Telephone	Area Code	Number

TO DPS: Please request the Nonresident Violator Compact Member suspend the driving privilege of the above named person who has failed to respond to the citation or pay the fine and costs for the violation described above.

Judge/Clerk Name: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

### NOTICE TO COMPACT MEMBER

DPS 8/10/2009 10215

## ●PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS AUTHORIZATION TO WITHDRAW SUSPENSION - NRVC Compliance/Withdraw Form (Nonresident Driver)



Department of Public Safety  
Driver Compliance Division  
P.O. Box 11415  
Oklahoma City, OK 73136-0415  
(405) 425-2098 or 425-2059  
remittance@dps.state.ok.us



Date: \_\_\_\_\_ Year: \_\_\_\_\_ Month: \_\_\_\_\_  
 Driver License # \_\_\_\_\_  
 State: \_\_\_\_\_

DL# \_\_\_\_\_  
 DOB: \_\_\_\_\_

### PROOF OF COURT APPEARANCE OR PAYMENT OF FINE & COSTS AUTHORIZATION TO WITHDRAW SUSPENSION

NRVC - Compact (Withdrawal) - Nonresident Driver

The driver requests the driver license suspension be acknowledged the driver's compliance with their requirements.

Citation #		Date of Violation		Assignment Date	
Description of Violation					
Fine \$	Cost \$	Total		County Code	City Code
Driver License #	Expiration Date	Sex	DOB	Race	Sex
Name	Last	First	Middle		
Street Address					
City		State	Zip Code		
Vehicle Reg #	State	Year/Make	Year/Model	Year	GVW / HAZ

### COURT INFORMATION

Name of Court		
Mailing Address		
City	State	Zip Code
Telephone	Area Code	Number

THE SUSPENSION IMPOSED FOR THIS VIOLATION MAY BE WITHDRAWN UPON THE DRIVER'S REINSTATEMENT OF THE SUSPENSION WITH THE HOME JURISDICTION.

Driver has attended an appearance before the court as required for their state in the event of a conviction. The fine and costs for the violation described above.

Judge/Clerk Name: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

### HOME JURISDICTION WITHDRAWAL NOTICE

DPS 8/10/2009 10215

## INFORMATION CONCERNING NON-RESIDENT VIOLATORS

The Non-Resident Violators Compact (“NRVC”) is a United States interstate compact used by Oklahoma and 43 other states and Washington, DC, to process traffic citations across state borders. **Alaska, California, Michigan, Montana, Oregon and Wisconsin** are **NOT** members of the NRVC.

When a motorist is cited for a traffic violation in a state other than the one which issued the motorist a license to drive and chooses not to respond to the citation (failing to appear or otherwise satisfy the citation), the other state will notify the driver’s home state and the home state will suspend the driver’s license until the driver takes care of the citation matter in the other state.

This type of action may occur after a defendant has been lawfully issued a traffic citation, is released on his own recognizance by a signature bond (non-custodial arrest), and then fails to meet the appearance requirements of the issued citation or court.

The suspension action will be taken by the state which issued the driver’s license if that state is a member of the compact. If that state is **NOT** a member of the compact, such as **Alaska, California, Michigan, Montana, Oregon and Wisconsin**, then DPS will process the suspension action in a like manner as a person who has been issued a license in the State of Oklahoma. For these six (6) states, the **ORDER OF SUSPENSION - BB3 Suspension (FTA)** form should be used by the Court Clerk when requesting suspension.

The **REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)** form should be used when dealing with an out of state licensed driver who Fails to Appear on any eligible traffic violation other than Failure To Appear - No Insurance.

If the suspension action requested concerning an out of state driver is for Failure To Appear on a no insurance citation, then **ORDER OF SUSPENSION - BB6 Suspension (FTA - No Insurance)** form should be submitted to DPS for the reasons discussed above.

If the suspension action requested concerning an out of state driver is for Failure to Pay after a defendant has been found guilty of a moving violation or violations and fails to pay his/her fine and costs by the due date set by the court, then the **NOTICE OF DRIVER LICENSE SUSPENSION FOR NON-PAYMENT OF FINE AND COSTS - BB9 Suspension (Non-Payment of Fine and Costs)** form should be submitted to DPS.

Upon proper receipt of a **REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)** form, DPS will take no suspension action, but will forward the requested suspension to the home state of the out of state licensed driver to take suspension action. However, if the home state is a non-member state, DPS will take suspension action as if the driver was licensed in the State of Oklahoma.

When the out of state licensed driver has satisfied the requirements of the Oklahoma court, the court should provide a **PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS AUTHORIZATION TO WITHDRAW SUSPENSION - NRVC Compliance/Withdraw Form (Nonresident Driver)** form to DPS to be forwarded to the home state to facilitate the suspension being withdrawn or to permit DPS to withdraw the action taken here involving a licensed driver from a non-member state.

**INFORMATION CONCERNING**  
**Online Court Reporting Systems Suspensions**  
Electronic Reporting

The following suspensions and withdrawals are available using the OCRS system:

- Failure to Appear
- Failure to Pay
- Failure to Satisfy Sentence
- Insurance FTA
- Notice of Withdrawal of Suspension
- Receipt of payment of Fine and Cost
- Satisfied Court Sentence

**NOTE:** The forms listed below are **NOT AVAILABLE** via the OCRS system:

- PROOF OF COURT APPEARANCE FOR PAYMENT OF FINE AND COSTS NOTICE OF COMPLIANCE - BB6 Compliance (No Insurance - FTA)
- REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)
- PROOF OF COURT APPEARANCE OR PAYMENT OF FINE AND COSTS AUTHORIZATION TO WITHDRAW SUSPENSION - NRVC Compliance/Withdraw Form (Nonresident Driver)

## Frequently Asked Questions

● When a defendant is set up on a payment schedule and they never pay or they make a payment and then stop paying, can we then send in a request for suspension based upon **Failure To Pay**?

Yes, and you have 120 days from the date they were ordered to pay by the court.

● Can DPS suspend on a number that starts with 999?

No, any number that starts with 999 is pertaining to an Oklahoma State Identification Card number; therefore DPS cannot take any suspension action on it.

● What if the defendant does not have a driver license, can I submit a request to suspend for **Failure To Appear**?

No, DPS will not process a request for a Failure To Appear suspension if the violator does not have a valid Oklahoma or other state driver license.

● If the defendant is an out of state licensed driver, should I always use the **REQUEST FOR SUSPENSION - NRVC Suspension (Nonresident Driver)** if the defendant is cited for No Insurance or if the defendant is convicted and then fails to pay fine and costs?

No, for Failure To Appear – No Insurance, you should use the **ORDER OF SUSPENSION - BB6 Suspension (FTA - No Insurance)** form. For Failure To Pay, you should use the **NOTICE OF DRIVER LICENSE SUSPENSION FOR NON-PAYMENT OF FINE AND COSTS - BB9 Suspension (Non-Payment of Fine and Costs)** form.