

10/21/2021

* [Violation Code Book](#) is available online

DPS Website (Court Clerk Page) <https://oklahoma.gov/dps/search.html?q=court+clerks#:~:text=https%3A//oklahoma.gov/dps/oklahoma-court-clerks.html>

OKLAHOMA DEPARTMENT OF PUBLIC SAFETY



MAINTENANCE OF TRAFFIC RECORDS

October 19, 2017

This manual supersedes all manuals and documentation (including instructive letters) previously provided by the Department of Public Safety. If you have any questions on procedures in a previous manual or documentation, please e-mail ocrshelp@dps.ok.gov for clarification, this manual will be updated as necessary to address these questions.

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Records Management

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Contact Information

Unless Otherwise Stated These Numbers Are Not For Public Use

Records Management Division

Department of Public Safety
Records Management Division
PO Box 11415
Oklahoma City, OK 73136-0415
(Address if mailing abstracts/amendments)

Virgil Bonham-Director
Virgil.Bonham@dps.ok.gov
(405) 425-2047

Ebony Payne-Administrative Programs Officer III
Electronic Abstracts, Amendments, Court Clerk training & issues
Ebony.Payne@dps.ok.gov
ocrshelp@dps.ok.gov (to open a work order)
(405) 425-2145
(405) 419-2020 Fax

Ralph Clark – Administrative Assistant
Electronic Abstracts, Amendments, Court Clerk training & issues
Ralph.Clark@dps.ok.gov
ocrshelp@dps.ok.gov (to open a work order)
(405) 425-2194
(405) 419-2020 Fax

***Please see next page of contacts for the correct fax number and phone numbers for questions or issues regarding suspensions and withdrawals. Driver Compliance handles suspensions and withdrawals not Records Management.**

Contact Information (cont.)

Unless Otherwise Stated These Numbers Are Not For Public Use

Driver Compliance Division

Department of Public Safety
Driver Compliance Division
PO Box 11415
Oklahoma City, OK 73136-0415
(Address if mailing suspension/withdrawal)

Suspension/Withdrawal (FTA/FTP) Help Desk Email: dpsbailbonds@dps.ok.gov

Cynthia Gunter-Administrative Programs Officer I
Suspension/Withdrawal (FTA/FTP)
(405) 425-2350
(405) 425-2321 Fax
Cynthia.Gunter@dps.ok.gov

Randy Balthazar-Administrative Tech III
Failure to Pay Fine & Cost
Failure to Satisfy Court Sentence
(405) 425-2190
(405) 425-2321 Fax
Randolph.Balthazar@dps.ok.gov

Contact Information (cont.)

Unless Otherwise Stated These Numbers Are Not For Public Use

Other Contact Information

DPS Website (Court Clerk Page)

<https://oklahoma.gov/dps/search.html?q=court+clerks#:~:text=https%3A//oklahoma.gov/dps/oklahoma-court-clerks.html>

Online Court Reporting System (this is for Municipal Courts only)

(Call 405-425-2194 or 405-425-2145 or email: ocrshelp@dps.ok.gov to secure a log-in)

www.ok.gov/dps/courts

Public Phone Numbers & Links

Hearing Officers (Information on reinstatements)

(405) 425-2424

Commercial Driver License Help Desk

(405) 425-2424

Accident Records Requests and/or MVR (motor vehicle report, driving record)

DPS cannot provide information over the phone. The public may request in person or go to the

[DPS Website Main Page](#) or click here for [Record Request](#) instructions, request forms, and fees.

Any motor license agent (tag agent) can issue a driving record/MVR.

Records Management

Department of Public Safety

RECORDS MANAGEMENT

PO BOX 11415

Oklahoma City, OK 73136-0415

(Address if mailing abstracts/amendments)

Citation/Ticket/Violation Complaint & Court Abstract

The following is based upon the Department of Public Safety (DPS) citation for use by the Oklahoma Highway Patrol (OHP). There is no uniform citation for the state; however, most, if not all, police departments appear to copy the DPS/OHP citation model.

Citation/Ticket/Violation Complaint Arrangement

Copy 1: Complaint Information – this is the court copy for the court record or file copy.

Copy 2: Abstract of Court Record – on the back of this copy of the citation, all information concerning the case is recorded by the court clerk (i.e., date of conviction, amount of fine, plea information, whether bond forfeiture or conviction etc.). This copy is then signed by the court clerk or judge and forwarded to the Records Management Division of DPS after the final disposition.

Copy 3: Officer/Audit Copy – this copy is maintained by the officer or the officer's agency.

Copy 4: Parent Guardian Copy – This copy is for **juvenile cases only** and is forwarded by the issuing officer to the parent or guardian within three days of the arrest.

Copy 5: Summons – This copy is given to the offender at the time of the violation, and serves as a receipt for bond or signed personal recognizance.

Abstract of Court Record

The Abstract of Court Record is Copy 2 of the citation in the paper version. If you report convictions by paper, the back of this copy of the citation should be filled out and mailed to DPS. If you use the [Online Court Reporting System](#) (OCRS) you will go to "Abstract of Court Record Add", fill out the entry screen, and submit an electronic abstract.

Amendment – Changes to an Abstract

The Amendment is a paper form (formerly called a Facsimile) and is used:

- for correcting demographic information on convictions
- for amending convictions
- as a substitute for lost original abstracts
- for removing convictions from driving records

The form has been updated and is now called the [Amendment Form](#). If you use the OCRS system you will go to "Abstract of Court Record Amendment" DPS has added fields that will help DPS better understand the reason for the amended abstract and better assist court clerks.

Beginning November 23, 2009, please discard all "Facsimile" forms and use the new "Amendment" form. You can print a copy of the Amendment form from the DPS website under Court Clerk Information.

Amended Abstracts of Conviction - Wrong Person

DPS cannot amend a name on a previously reported conviction when the court determines that the wrong person has been reported on the conviction.

To remove a conviction from the wrong person's record, DPS will need an amendment with all the original (wrong) information filled in. Check the disposition as "Dismissal without Fine and Cost" and note in the "Charge Amended/Correction" field or the "Comment and/or Explanation" section that the conviction was reported to DPS for the wrong person's driving record and should be removed.

If the correct person is known, and the conviction should be put on that person's record, the conviction will need to be submitted by the court to DPS as an original conviction on a separate Amendment form (checking "Facsimile (in lieu of original)" at the top) for the correct person. Unfortunately, DPS cannot do anything with a conviction when the name is listed as "unknown" – the court must maintain possession of the abstract until the person is identified or the abstract is otherwise disposed of by the court.

When to submit Abstracts to DPS

District courts must submit the following abstracts:

- All OHP abstracts, no matter the offense and disposition ([Title 22 OS, Section 1114.3A](#))
- For non-OHP (sheriff's offices and police departments) abstracts:
 - When the offender is a CDL holder or a CMV operator for all dispositions except acquittal and dismissed without fines and costs
 - All other traffic convictions except: parking and standing [Certain other violations are not reported on MVRs, but are used for statistical data by DPS.]
 - Drug conviction *only* if the offense occurred "while using a motor vehicle"
 - Transporting open container convictions

Municipal courts must submit the following abstracts:

- When the offender is a CDL holder or a CMV operator for all dispositions except acquittal and dismissed without fines and costs
- All other traffic convictions except: parking and standing [Certain other violations are not reported on MVRs, but are used for statistical data by DPS.]
- Drug conviction *only* if the offense occurred "while using a motor vehicle"
- Transporting open container convictions

A conviction is based upon:

- Bond Forfeiture
- Plea of Nolo Contendere
- Plea of Guilty
- Court (Jury) Conviction
- Dismissed with Fines and Costs (for CDL holders or CMV operators only: this is a conviction pursuant to [Title 47 OS, Section 6-205.2](#), and [Title 47 OS, Section 18-101](#)) [See memo regarding "[Commercial Driver's Licenses – Reporting of Traffic Offenses/Convictions](#)" date May 1, 2009.]

Unless the conviction is for an **OHP citation** or for a **CDL holder or a CMV operator**, do not submit adjudications for any of the following dispositions:

- Declined
- Dismissed with Fines and Costs
- Dismissed without Fines and Costs
- Pending
- Deferred

Please do not report convictions for out-of-state drivers to the licensing state. Please report these convictions only to DPS, and DPS will report them to the licensing state. There are specific formats, codes, and methods of submission that are required which can only come from DPS.

Does a court have to submit abstracts?

Yes ([Title 47 OS, Section 18-101](#))

How long does a court have to submit them to DPS?

State law ([Title 47 OS, Section 18-101](#)) mandates that courts must submit convictions, as described above, to DPS within 5 days of conviction.

Deferrals~ ([Title 22 OS, Section 991c](#))

DPS receives a number of Amendments changing a conviction to a deferred sentence. This creates extra work for both the court and DPS.

Please carefully review the court's decision before submitting an original abstract to DPS. No abstract should be sent to DPS when the decision of the court is a deferral, unless it is for a CDL holder or CMV operator. In that case, both the disposition being deferred and the "Deferred to Date" must be indicated on the abstract.

At the end of the period of deferral and when the final adjudication has been made by the court, the court must determine whether to submit the Abstract to DPS based upon the final ruling of the court (see "**A conviction is based upon**" above). For CDL holders or CMV operators, the deferred disposition can only be removed by a final disposition of not guilty or dismissed without fine and costs.

DPS received the following email from a court about deferrals:

“Unfortunately, (for us, anyway) there are times that a person enters a plea and pays a fine, then consults with an attorney and days, or even weeks later, the attorney files a motion to withdraw that plea, they go to court and the judge orders a deferred sentence. On the original plea and conviction, we only have 5 days to report that conviction to DPS. I don't know of any other way to get that conviction off their record but still leave the option for a conviction if the terms of the deferred sentence are violated. Is there a different way we should handle this other than an amended abstract? This is how we were told to do it by DPS personnel.”

The situation above is an example of a true Amendment. Except for CDL holders or CMV operators, this Amendment removes the conviction from the driving record - it is as if nothing has been reported by the court to DPS. Should the person be convicted prior to or at the end of the deferral period, another amendment must be sent to DPS.

CMV Deferrals

Click here for [memo](#) and [addendum](#) sent to Municipal Judges and Court Clerks.

FINES and COSTS

Fines and costs are established in state law or by municipal ordinance. DPS does not offer advice or recommendations to courts regarding business procedures relating to fines and costs.

Speeding Tickets

Whenever an abstract is sent in for speeding you must provide the posted and actual speed.

Withdrawal Box Located Next to DL # on Citation

If a person is driving under suspension, revocation, cancellation, denial or disqualification, or the person has not been granted driving privileges by Oklahoma or any other state, then the fine and fees of any citation-other than driving under suspension (etc.) charge itself-are required to be doubled if written under Title 47 using the related state bail bond schedule (see [47 O.S., Section 17-101, subsection E](#)). If written under municipal code, then the bail bond cannot be doubled unless the municipal code also allows for that. The withdrawal box on the citation should be marked “Yes” by the officer which signifies that the person is not driving legally for the doubling of fine and fees to occur.

**OKLAHOMA HIGHWAY PATROL
OKLAHOMA UNIFORM VIOLATIONS COMPLAINT**

Case No. _____ Docket No. _____ Page No. _____
 State of Oklahoma In The District Court
 County of _____ } -25-
DPS

ABSTRACT OF COURT RECORD
 The undersigned, being duly sworn, does depose and say upon oath that:

On or about (date) _____ at (24-hour time) _____ at or near (location) _____

County Number _____ East _____ North _____
 Center _____ West _____
 at the location within the county aforesaid:

Name (last, first, middle) _____ Phone Number _____
 Address _____
 City _____ State _____ Zip Code _____

Birthdate (mo., day, yr.) _____ Height _____ Weight _____ Race _____ Sex _____ Class _____ Embossments _____

Driver License Number _____ Withdrawal Y N _____ Month/year _____ State _____

Employer _____ Did Operate Part
 Unlawfully

Vehicle Make _____ Year _____ Body Style/Color _____ Tag Number _____ Year _____ State _____

CMV Y N CCL Y N HazMat Placard Present or Required ACCIDENT: PD PI FATALITY

Did then and there commit the following offense:

SPR/FLY/C _____ MPH III _____ MPH Zone Pace Radar Flare Other
 Other Violation _____

Contrary to Title _____ O.S., Section _____
 I, the undersigned arresting officer, hereby certify and swear that I have read the foregoing information and know the facts and contents thereof and that the facts supporting the criminal charge stated herein are true.

Signature of Officer _____ Date _____ Badge No. _____ Troop _____
 Sworn to and subscribed before me this _____ day of _____, 20____
 Name and Title _____ My Commission Expires _____
 Court Appearance on or before _____ day of _____, 20____ at _____ M _____
 Address of Court _____

NOTICE: Release upon personal recognizance based upon a signed written promise to appear for arraignment is conditional, and failure to timely appear for arraignment may result in suspension of the arrested person's driver license in Oklahoma or in the nonresident's home state pursuant to the Nonresident Violator Compact.

WITHOUT ADMITTING GUILT, I promise to appear in said court at said time and place.


X Signature _____
 (Check One Box Only)

<input type="checkbox"/> Signed Personal Recognizance	<input type="checkbox"/> Bond Attached <input type="checkbox"/> \$ _____	<input type="checkbox"/> Magistrate	<input type="checkbox"/> Jail	<input type="checkbox"/> Other
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Juvenile Name of Parent or Guardian _____
 Address _____

Officer's Remarks: _____

AREA business industrial school residential rural
 Highway Type 1 lane 2 lane 3 lane 4 or more other ramp

 **Please do not write or stamp in the box marked (DPS USE)**

Abstract of Court Record (front):

To enter the conviction on the driving record, the Department of Public Safety must have the following information (this information is the officer's responsibility to obtain).

- Date of Arrest
- Name (as it appears on driver license)
- Date of birth, height, weight, height, race, and sex
- Driver license number and driver license class
- Vehicle description: year, make, model, and tag number
- Violation
- Signature of Officer
- Court Date
- Address of Court
- Violators Signature

❖ Commercial Motor Vehicle: Any self propelled or towed vehicle used on the public highways in commerce to transport passengers or property when:

A) the vehicle has a gross vehicle weight or gross combinations weight rating of 10,001 or more pounds (26,0001 or more pounds when operated solely with the State of Oklahoma); or

B) the vehicle is designed to carry more than 15 passengers including the driver; or

C) the vehicle is used in the transportation of hazardous materials in a quantity requiring placarding

ABSTRACT OF COURT RECORD

FORWARD TO: RECORDS MANAGEMENT DIVISION, DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 11419, OKLAHOMA CITY, OK 73116-0019

Case No. _____ Docket No. _____ Page No. _____
Assignment Continued to: _____

ENTRY OF APPEARANCE AND PLEA

I, the undersigned, do hereby enter my appearance on the complaint of the offense charged on the other side of this summons. I have been informed of my right to trial as provided by law.

I do hereby waive my rights to a hearing by court or jury and PLEAD GUILTY to said offense as charged. I further agree to pay the penalty prescribed for my offense.

I do hereby waive my rights to a hearing by court or jury and PLEAD NOLO CONTENDERE (No Contest) to said offense as charged. I further agree to pay the penalty prescribed for my offense.

I do hereby PLEAD NOT GUILTY to said offense as charged, posting amount designated below as my bond for appearance in court on _____

Signature of Defendant: _____
Amount \$ _____ Date _____

PROSECUTOR'S ENDORSEMENT

The written complaint has been examined and there is probable cause for filing the same. Complaint filed.

Signature (Prosecuting Attorney, D.A., A.D.A.) Date _____

COURT ORDERS

Charge Amended to: _____
Statute No. _____ Date _____
Disposition

<input type="checkbox"/> Plea of Guilty	<input type="checkbox"/> Court (Jury) Acquittal
<input type="checkbox"/> Declined	<input type="checkbox"/> Expunged
<input type="checkbox"/> Amended	<input type="checkbox"/> Bond Forfeiture
<input type="checkbox"/> Dismissal with Fine(s) and Cost(s)	<input type="checkbox"/> Nolo Contendere
<input type="checkbox"/> Dismissal without Fine(s) and Cost(s)	<input type="checkbox"/> Court (Jury) Conviction

Other Court Action
 Deferred to Date: _____ Date of Order _____

The Court, therefore, enters the following order:
Fines \$ _____ Costs \$ _____
Jailed _____ days in _____
School _____ days, Probation _____ days. Defendant notified of his rights _____
Appeal Bond of \$ _____ filed _____
Appeal to _____ Court _____

I Certify This To Be A True And Correct Abstract Of Court Record.

Signature of:

Judge Clerk Deputy Clerk

Abstract of Court Record (back):

Data is required to Process Abstract (this information is the court's responsibility to provide).

- Case number
- Violation or charge amended to
- Disposition
- Conviction date
- Court order (amount of fine)
- **Signature of Judge, Clerk, or Deputy**
- Abstract is to be sent to DPS **within 5 days** from the conviction date
- Non-conviction based upon
- All drug cases require a count number

***Please Do Not:**

*Write Failure to Appear on abstract. This cannot be used to suspend or withdraw driving privileges. This is to report a conviction,

or

*Staple insurance information to tickets.

State Abbreviations & Class of License for other States

Abbr.	State	CDL Class of License	Abbr.	State	CDL Class of License
AL	Alabama	A B C	MT	Montana	A B C Type1 Type2
AK	Alaska	A B C	NE	Nebraska	A B C
AZ	Arizona	A B C	NV	Nevada	A B C
AR	Arkansas	A B C	NH	New Hampshire	A AM1 AM2 B BM1 BM2 C CM1 CM2
CA	California	A B C they can also be non CDL	NJ	New Jersey	A B C
CO	Colorado	A B C	NM	New Mexico	A B C
CT	Connecticut	A B C	NY	New York	A B C
DE	Delaware	CA CB CC	NC	North Carolina	A B C they can also be non CDL
DC	District of Columbia	A B C	ND	North Dakota	A B C
FL	Florida	A B C	OH	Ohio	A B C
GA	Georgia	A B C they can also be non CDL	OK	Oklahoma	A B C
HI	Hawaii	A B C	OR	Oregon	A B C PCDL C can be non CDL
ID	Idaho	A B C NA NB NC	PA	Pennsylvania	A B C they can also be non CDL
IL	Illinois	A B C C(1) C(2) C(3) R-CDL	RI	Rhode Island	A B C
IN	Indiana	A B C	SC	South Carolina	A B C
IA	Iowa	A B C	SD	South Dakota	A B C A3 B3 C3
KS	Kansas	A B C they can also be non CDL	TN	Tennessee	A B C
KY	Kentucky	A B C	TX	Texas	A B C they can also be non CDL
LA	Louisiana	A B C	UT	Utah	A B C
ME	Maine	A B C C can also be non CDL	VT	Vermont	A B C
MD	Maryland	A B C they can also be non CDL	VA	Virginia	A B
MA	Massachusetts	A B C	WA	Washington	A B C
MI	Michigan	A B C	WV	West Virginia	A B C
MN	Minnesota	A B C	WI	Wisconsin	A B C
MS	Mississippi	A B C D	WY	Wyoming	A B C they can also be non CDL
MO	Missouri	A B C			