

**Information concerning
INSURANCE TICKETS
(only)**

If you received a ticket for No Insurance (No Financial Responsibility), please follow this info—

- **IF YOU HAD INSURANCE . . .**

- Submit proof of insurance to the prosecutor AT LEAST one week prior to your court date and, if the insurance can be verified, your case will be dismissed at no cost. You need to e-mail CityPA@OzarksLG.com with the subject line: "Insurance Proof."
 - Email the following:
 - Your name, e-mail address, and telephone number.
 - Your ticket number.
 - Your court date.
 - A copy of the ticket, if available.
 - A copy of your insurance information FOR THE DATE AND TIME you were stopped.
 - Insurance cards or a declaration page is acceptable, as long as it shows you were (1) covered for the vehicle driven (or have a "non-owner" policy) and (2) the policy was in effect at the time of the stop.
 - If there is any question about a vehicle or person being covered, you need to obtain a statement or letter from your agent to verify coverage.
 - Paperwork must contain the issuing company, policy number, agent's/firm's name and their contact information.
 - Upon our review of the materials, we will notify you via e-mail if we have dismissed the charge. If you do not hear back, or are told that the documentation will not suffice, you must appear in court on your court day.
 - *Providing a forgery or portraying a policy to be valid, when it was not, will result in additional criminal charges.*

- **IF YOU DID NOT HAVE INSURANCE . . .**

- You must (1) return to the previous screen and follow the directions to request a disposition packet or request a review OR (2) appear on your court date.
- Each of the above packets must be requested and submitted in the time frames contained in the packets.
- If you have insurance NOW, but did not at the time of the stop, provide the new proof (it must contain the issuing company, policy number, agent's/firm's name and their contact information). Your new information will be factored in, but is not dispositive, since you had no insurance when you were stopped.