



BARBARA J. FIALA
Commissioner

STATE OF NEW YORK DEPARTMENT OF MOTOR VEHICLES

6 EMPIRE STATE PLAZA, ALBANY, NY 12228

"P" 17 (2014)

Albany, New York

September 15, 2014

TO: All Enforcement Agencies

SUBJECT: Recording a Bicycle Violation on a Summons

This is a reminder about how to note on a traffic summons that the violation was committed by the operator of a bicycle. The law enforcement officer should write a "B" in the "Veh Type" box and "bicycle" in the "Description/Narrative" box, along with the description of the violation. This applies to violations of the Vehicle and Traffic Law, the New York City Traffic Rules and the Administrative Code of New York City.

Uniformly recording this information throughout the State will help ensure that such information is correctly entered in the Department of Motor Vehicles' records. This is important because points and surcharges are not assessed for bicycle violations.

Attached is a mock-up of a summons indicating where the police officer should write the "B" and "bicycle."

Please share this information with appropriate staff. Thank you.

Barbara J.Fiala
Commissioner

Attachment

WRITE HARD - YOU ARE MAKING 6 COPIES

AAW7847221

New York State - Department of Motor Vehicles

SIMPLIFIED INFORMATION / COMPLAINT

The People of The State of New York VS.

POLICE AGENCY

LAST NAME

FIRST NAME

M.I.

LOCAL POLICE CODE

BICYCLIST

BOB

NUMBER & STREET ADDRESS

SOUTH SWAN STREET

APT. NO.

PHOTO LIC

SHOWN

CITY

STATE

ZIP CODE

OWNER IS

OPER.

LIC CLASS/ID TYPE

ALBANY

NY

12228

☒

D

I. D. NUMBER

SEX

DATE OF BIRTH (MMDDYY)

123456789M121289

STATE

LICENSE EXPIRES (MMDDYY)

VEH. TYPE

VEH. YR.

VEH. MAKE

VEH. COLOR

NY

121221

B

PLATE #

REG. STATE

REGISTRATION EXPIRES (MMDDYY)

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

TIME (24hour HHMM)

DATE OF OFFENSE (MMDDYY)

VTL

TRAFF

ADMIN

PRHPL

ECL

1030

091014

☐

☐

☐

☐

☐

IN VIOLATION OF: (SECTION AND SUBDIVISION)

TR
I
N
F

M
I
S
D

NAV

TAX

TRANS

NYCRR

TITLE

1111D1

OTHER LAW

DESCRIPTION / NARRATIVE

PASSED RED LIGHT

BICYCLE

MPH

IN MPH ZONE

CDL VEH

BUS

HAZ MAT

US DOT#

PLACE OF OCCURRENCE

E. 88th ST. AT 2ND AVE.

HWY #

LOCATION CODE

HWY TYPE

NCIC

IN THE ☒ City ☐ Town ☐ Village

OF: NY

COUNTY OF: NY

PRECINCT: 019

COMPLAINANT SIGN AND PRINT NAME/RANK Affirmed under penalty of perjury.

P.D. Smith

P.D. SMITH

RADAR OPERATOR NAME (Print)

DATE AFFIRMED

ARREST

OFFICER ID #

OFFICER'S COMMAND

THIS MATTER IS SCHEDULED TO BE HANDLED ON THE APPEARANCE DATE BELOW IN EITHER THE:

☒ TRAFF. VIOL. BUREAU IN: OR THE ☐ City ☐ Town ☐ Village ☐ Criminal ☐ District

COURT OF:

COUNTY OF:

SUMMONS PART

ADDRESS

CITY

STATE

ZIP CODE

☐ RETURN BY MAIL BEFORE, OR IN PERSON ON:

☐ MUST APPEAR IN PERSON ON: / / at : M

FOR COURT USE ONLY

COURT CODE

JUSTICE CODE

DATE ADJUDICATED

DATE SENTENCE IMPOSED

CHARGE CONVICTED OF:

☐ AS ABOVE

☐ VTL

☐ OTHER

DISPOSITION / SENTENCE

FINE

SURCHARGE

AMT BAIL FORFEITURE

DATE

☐ LIC

☐ REV

☐ SUSP

☐ MAND

☐ PERM

_____ DAYS / MONTHS / YEAR



AAW7847221

UT-60 (4/13)