

## DRIVER'S LICENSE PACKET INSTRUCTIONS

With the forms in this packet, you may request a record of your driving infractions from the DOL. This is NOT an abstract of your complete driving record; but a summary of outstanding citations held against your ability to renew your license.

1. Fill out the form letter to the DOL on the next page and mail it to the address at the top of that page. Within 4 to 6 weeks, you should receive a printout that will contain the tickets that are holding up the renewal of your license. It will contain all the information needed to fill out the court papers, including a list of the courts, addresses, citation number(s) and dates of your infraction(s). If you do not hear back from them within 8 weeks, send in another request.
2. After receiving the summary printout from DOL, you have to fill out your court forms as needed. We have included an example to guide this process. If you are in the R-units, you must wait to mail the following until you reach your home institution (unless you are six months or less to the gate).
  - a. Write a Cover Letter explaining your circumstances and what you are trying to accomplish. We have included a sample letter with the key points you may want to include in your neatly hand-written letter. ASA cannot type this up for you.
  - b. District/Municipal Court Form: This form is a "Petition to Waive Penalty for Traffic Infraction" and, if your request is successful, you may be granted partial or complete relief from financial responsibility for the citations listed. You must fill out this form completely including your sentencing date, county and cause number for the felony you are currently incarcerated on. Don't forget to sign the form and add your return address at the bottom.
  - c. Before mailing any of these, make a copy of all pages. If you get a negative response, we recommend resubmitting in six months (or sooner if you are short). If you do not hear from a particular court in two months, resubmit your request at that time.

Many have been successful with this program. Be aware that many citations you may have could already be in collections. Once you have cleared your fines with the Department of Licensing, you may have to clear them from your credit report. You will need to contact the credit companies and supply the appropriate information. This will not be done for you automatically. It is up to you to make sure they are cleared off of your credit report.

<date>

<name of court>

<address>

<city, state, zip>

Re: Outstanding Fines

Your Honor,

I am currently serving a <##> month sentence with the Department of Corrections at <institution name> and my earned release date is <xx/xx/20xx>. I have <number of infractions> outstanding traffic/misdemeanor infractions to address in order to reinstate my driver's license when released; they are listed on the attached motion.

Unfortunately, I am not well off financially and these fines are going to present a real challenge when restarting my life from square one. Being marked with a felony conviction is a tough obstacle in society and long-term reliance on the bus system or walking to get to work are additional factors that prospective employers will not look upon favorably. It will also give me the flexibility to borrow a vehicle from family or friends in order to take care of other responsibilities like treatment or checking in. Having a valid license is an essential tool in today's society as it demonstrates a basic level of responsibility that may be the tipping point of whether or not a guy gets hired.

I understand the court has the discretion to waive penalties in certain circumstances and I ask for leniency in doing so. **<optional:** Because I am committed to being successful upon release, I am willing to serve a reasonable amount of time in your jail in exchange for waiving some or all of the penalties, should your Honor see fit>.

I thank you for your time and consideration.

Respectfully submitted,

<signature>

<print name-DOC#>

<institution name>

<address>

<City,State,ZIP>

Department of Licensing  
Driver Responsibility  
P.O. Box 9030  
Olympia, WA 98507-9030

To whom it may concern:

I have unpaid traffic citations in Washington State Courts that have led to the suspension of my driver's license. Could you please mail me a printout of any unresolved citations that still appear on my driving record? I would greatly appreciate your time and consideration regarding this matter.

Thank you,

Full Name: \_\_\_\_\_  
*First Middle Last*

DOC# \_\_\_\_\_

DOB \_\_\_\_\_

WDL # \_\_\_\_\_

Institution \_\_\_\_\_

Unit \_\_\_\_\_

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_, WA ZIP \_\_\_\_\_

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_

**IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY  
IN AND FOR THE STATE OF WASHINGTON**

In the Matter of the Traffic Infraction(s) of:

PETITION TO WAIVE PENALTY  
FOR TRAFFIC INFRACTION  
(Pursuant to RCW 46.63.120(2))

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Petitioner

NAME: \_\_\_\_\_

WDL: \_\_\_\_\_ DOB: \_\_\_\_\_

Comes now the petitioner *pro se*, pursuant to RCW 46.63.120(2), petitioning this Court to waive the prescribed penalties for his/her traffic infraction(s).

Citation No. \_\_\_\_\_ Issued on: \_\_\_\_\_

Petitioner states that on \_\_\_\_\_, 20\_\_\_\_ he was sentenced to incarceration for a felony (current conviction) in the Superior Court of \_\_\_\_\_ County; Cause No. \_\_\_\_\_

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Petitioner, Pro Se

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(Address)

PETITION TO WAIVE PENALTY  
FOR TRAFFIC INFRACTION  
PURSUANT TO RCW 46.63.120(2)