

What to do if you receive a Notice of Infraction

Why did I receive this Notice of Infraction?

Based upon images captured by the automated system, your vehicle was determined to have committed a red-light violation. As the vehicle owner, the Notice of Infraction is mailed to you.

How much is the fine?

The fine is \$125 for the first offense, \$250 for the second and \$500 for each subsequent offense.

How much time do I have to pay my Notice of Infraction?

You must pay the civil penalty on or before the due date on your Notice of Infraction. The due date for payment is located on the top and bottom right of your Notice of Infraction.

What are my options?

1. Pay the fine.

- Pay **Online**. Logon to www.ViolationInfo.com by entering your Notice number and PIN number shown in the red box on the front right of your Notice. Click the Pay button. There is a convenience fee of \$4.00 that will be assessed at the time of payment.
- Pay by **Mail**. Mail your check or money order, payable to _____, in the enclosed envelope along with the coupon printed at the bottom of the notice. Write the Notice number and the license plate number on your check or money order. Do not mail cash. The mailing address is:

Village of Royal Palm Beach
Traffic Safety Camera Program
PO Box 742503
Cincinnati, OH 45274-2503

- Pay by **Credit Card**. Call toll free 1-866-790-4111 between the hours of 8:00 a.m. to 5:00 p.m., Monday-Friday. There is a convenience fee of \$4.00 that will be assessed at the time of payment.
- Pay **in Person**. You may drop off your payment in person, Monday through Friday, 8:00 a.m. to 5:00 p.m. at:

Royal Palm Beach Village Hall
1050 Royal Palm Beach Blvd
Royal Palm Beach, FL 33411

2. Request a hearing.

You may request a hearing in writing. A Hearing Request Form will be included with the Notice of Infraction. The form can be found at www.ViolationInfo.com. Complete the form and mail it to the Violation Processing Center, P.O. Box 59995, Phoenix, AZ 85076-9995. Hearing options include a mitigation hearing in person or a mitigation hearing by mail to explain the circumstances or a contested hearing in person to contest the infraction.

3. Submit an Affidavit of Non-Responsibility.

You may submit an Affidavit of Non-Responsibility. Submit it if your vehicle was sold or stolen. If the vehicle was in the care, custody or control of another person, the Affidavit must be notarized. You may obtain an Affidavit of Non-Responsibility by visiting www.ViolationInfo.com or at the Violation Processing Center, P.O. Box 59995, Phoenix, AZ 85076-9995. This Affidavit must be filled out accurately and in its entirety and presented to the court at the time of your hearing.

Visit www.ViolationInfo.com to view information about your Notice of Infraction. You will be asked to enter your Notice number and PIN number, found on the front of your Warning or Notice of Infraction in the upper right corner, inside the red box. By clicking on the graphic at left you will leave the Village of Royal Palm Beach site.

What if I was not the driver/owner of the vehicle at the time of the violation?

Per the Village of Royal Palm Beach, you may request a hearing and submit an Affidavit of Non-Responsibility by mail. The Affidavit must be filled out accurately and in its entirety. You may obtain this form either by downloading and printing the form from www.ViolationInfo.com or visiting the Court in person. Bring the completed form to the Court in person on your hearing date.

What happens if I ignore the Notice of Infraction?

Failure to pay the civil penalty or to contest liability prior to the due date on the Notice is an admission of liability, and failure to appear at an administrative adjudication hearing after having requested a hearing is an admission of liability and constitutes a waiver of the right to appeal. Failure to pay the civil penalty by the due date on the Notice of Infraction shall result in the imposition of a late-payment fee of \$25. If the second notice remains unpaid, collections and entry of a judgment against you may proceed.

Will I receive any points on my driving record for this Infraction?

No. This is a civil infraction that is not reported to the Florida Department of Motor Vehicles.

Will my insurance rates be affected?

No. This is a civil infraction and is not reported to any insurance agencies.

Will the red-light cameras take a picture of the driver of the vehicle?

No. A violation of the Village Ordinance is a civil violation assessed against the owner of the vehicle; it is not a criminal violation. Similar to a parking ticket, there is no need to identify the driver and therefore, no need to capture an image of the driver.

What if I was issued a citation from an officer for the same offense?

The citation issued by a police officer takes precedence over the Notice of Infraction. You must request an adjudication hearing and bring both the citation and the Notice of Infraction with you to the hearing. The adjudication hearing officer will take the appropriate actions.

I have received multiple Notices of Infraction; do I have to send in a separate payment for each?

No. You may send one check in one envelope – but you must include payment coupons for each Notice of Infraction you received. If you received three violation notices, you may send in one check and three coupons with each Notice number written on your check.

What if my check bounces?

You will be responsible for a returned check fee of \$25.00 – in addition to any late fees and the original fine amount. You will receive a letter from the Village detailing the new amount due.

What is the refund policy?

A refund check may be issued under the following circumstances:

- Duplicate and/or overpayment of a Notice of Infraction; or
- Overpayment of the Notice of Infraction as a result of a hearing.

If you are entitled to a refund, please submit your request on the Red-Light Refund Form and send to the address specified at the top of the form.

Can I make payments in installments or set up a payment plan?

No. Payment plans are not available.

My payment has already been sent; will I still be charged late fees?

Late fees will NOT be assessed if your payment is postmarked on or before the due date located on the front of your Notice of Infraction.

I paid the violation; why did I receive another Notice?

The Notice you just received could be for additional violations or it could be a second notice which is now a Delinquent Notice. If it is a Delinquent Notice, chances are that your payment and the Notice crossed in the mail. It can take as many as 10 business days to show in the system once it has reached our office. Call 1-866-790-4111 to confirm that your payment was received.

My payment has already been sent; will I still be charged late fees?

Late fees will NOT be assessed if your payment is postmarked on or before the due date located on the front of your Notice of Infraction.

Do I have to pay my fine the day of the hearing?

You must pay the full fine amount within 60 days of a liable judgment.

What happens if I do not pay the Notice of Infraction?

The Village of Royal Palm Beach will begin collections of the civil penalty through a collections agency.

I do not believe I ran a red light. Where can I go to view my images and video?

To view video and images, logon to www.ViolationInfo.com and enter the Notice Number and the PIN Number located at the top right of your Notice of Infraction. If you do not have Internet access, you may visit any public library for Internet access to view your images.

I do not believe I ran a red light and want to discuss my case with someone.

You must request a hearing in writing on or before the due date listed on the top and bottom right of your notice in order to request a review of your Notice of Infraction before a hearing officer as detailed in the Village Ordinance.

How do I schedule a hearing?

To request a hearing, you must fill out the coupon which is on the Notice of Infraction. The hearing options include the following:

A mitigation hearing in person. By requesting a mitigation hearing in person, you agree to appear at your scheduled hearing and will be deemed to have committed the infraction. You may not subpoena witnesses for this hearing. You would request a mitigation hearing if you agree that you have committed the infraction but believe the circumstances may be such that the court could reduce or waive the penalty.

A mitigation hearing by mail. You will not be required to appear in court. Instead, you must write a Defendant's Statement and Declaration and mail it with the coupon to the address shown on the coupon. The court will review your declaration, the photos/video of the incident and the police officer's sworn statement and render a decision.

A hearing to contest the infraction. At a contested hearing the City has the burden of proving by a preponderance of evidence that the infraction was committed. You may subpoena witnesses including the officer who issued the Notice of Infraction.

I am Handicapped and unable to appear in court for my hearing. What do I do?

You must respond to your Notice of Infraction on or before your due date. If you wish to contest the Notice of Infraction, you do not need to appear before a hearing officer. However you must submit in writing, on or before your due date, a copy of your disabled placard and a written explanation of your actions or concerns. This written explanation will be reviewed and a decision will be issued by mail.

Can I make a hearing request over the phone?

No, all requests must be in writing.

Can someone other than me attend the hearing?

Only you may appear at an adjudication hearing.

Is there more than one place that I can attend my hearing?

No, there is only one location. Hearings are held at:

Royal Palm Beach Village Hall
1050 Royal Palm Beach Blvd.
Royal Palm Beach, FL 33411

Can I bring a lawyer to the hearing with me?

Yes.

How do I know that these violations are valid?

Images of your vehicle were captured and recorded by an Automated Intersection Safety System. You can review your images and video of the actual occurrence online. The images and video were reviewed by several qualified technicians and finally by the CITY Police Department before the alleged civil infraction was affirmed and mailed to you as the registered owner or identified driver. You have the option of contesting the Notice of Infraction by requesting a hearing in writing.

What company provides the red-light camera program in Royal Palm Beach?

The Village of Royal Palm Beach has contracted with American Traffic Solutions Inc. (ATS) which provides red-light and speed camera enforcement programs for more than 150 communities across North America. More information about ATS is available at www.atsol.com or www.RedLightCamera.com.

For information about American Traffic Solutions, contact:

Josh Weiss, Director of Communications and Public Affairs, American Traffic Solutions
480-596-4613 josh.weiss@atsol.com