

TRAFFIC COURT OFFICE ASSESSMENT REQUEST

ref. MCIPAC-MCBBO 11240.1, USFJ HQ INST 31-205

Privacy Act Statement

AUTHORITY: MCIPAC-MCBBO 5560.1B; MCIPAC-MCBBO 5560.2B; 10 U.S.C. 5013, Secretary of the Navy; and 10 U.S.C. 5014, Headquarters, Marine Corps authorizes the collection of this information. **PRINCIPLE PURPOSE(S):** PMO Traffic Court section will use this information to track and prosecute offenses, counsel victims, and other administrative actions; to support insurance claims and civil litigation; to revoke base, station, or activity driving privileges. **ROUTINE USES:** To individuals involved in base incidents, their insurance companies, and/or their attorneys for the purpose of adjudicating a claim, such as personal injury, traffic accident, or other damage to property. The release of personal information is limited to that required to adjudicate a claim. The information will also be used by PMO administrators and disclosed to law enforcement personnel to assist in activities related to traffic moving violations. The traffic Court section may share the information with other law enforcement agencies and the MCIPAC-MCBB Magistrate's office as necessary to keep an accurate database of violator's driving record. **DISCLOSURE(S):** Disclosure of the requested information is voluntary; however, failure to provide this information will require our section to attempt to obtain this information through other means. Additionally, failure to provide all of the requested information will result in a delay in processing time and/or the ability to fulfill the request.

1. IDENTITY INFORMATION

a. Last Name	b. First Name	c. Middle Initial	d. Suffix
e. DODID	f. EDIPI Number	g. SOFA License Number	
h. Unit	i. E-mail Address		j. Phone Number

2. TYPE OF REQUEST

<input type="checkbox"/> a. Point Assessment	<input type="checkbox"/> b. Citation Assessment				
<p>The Traffic Court Office assigned to MCIPAC-MCB Camp Butler utilizes a point system for substantiated violations. Offenders are subjected to a license suspension or revocation once 12 points or more have been accumulated with a 12-month period, or 18 points or more within a 24-month period. Points assessed will remain in effect for 24 consecutive months after the date of the point assessment per violation. This is done in accordance to MCIPAC-MCBBO 5560.2B. A complete chart of the traffic violations can also be located in the aforementioned order. If an offender is unsure of the number of points on their record, an assessment may be conducted with the submission of this form by a traffic court administrator.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>(1) REQUESTED FOR SELF</u></p> <p><u>(2) REQUESTED FOR DEPENDENT</u></p> <p>Name:</p> <p>License Number:</p> <p>E-mail:</p> <p>Phone Number:</p> <p>Additional Remarks:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Citations are issued for motor vehicle moving or non-moving violations by Military Police or Japanese Police in accordance with MCIPAC-MCBBO 5560.2B. An assessment may be conducted to determine the outcome of the citation and to inform the offender if they will be required to appear in court. When a request for citation assessment is made a traffic court administrator will review your driving record. The traffic court administrator will subsequently make contact to notify the requestor of the results from the citation.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>(1) CITATION INFORMATION:</u></p> <p>Citation Number:</p> <p>Date Issued:</p> <p>Location (Base):</p> <p><u>(2) OFFICER INFORMATION:</u></p> <p>Rank:</p> <p>Last Name:</p> <p>Badge Number:</p> <p>Work Extension:</p> <p><u>(3) CURRENT VEHICLE INFORMATION</u></p> <p>Make:</p> <p>Model:</p> <p>Plate Number:</p> <p>Year:</p> <p>Color:</p> </td> <td></td> </tr> </table>	<p><u>(1) REQUESTED FOR SELF</u></p> <p><u>(2) REQUESTED FOR DEPENDENT</u></p> <p>Name:</p> <p>License Number:</p> <p>E-mail:</p> <p>Phone Number:</p> <p>Additional Remarks:</p>	<p>Citations are issued for motor vehicle moving or non-moving violations by Military Police or Japanese Police in accordance with MCIPAC-MCBBO 5560.2B. An assessment may be conducted to determine the outcome of the citation and to inform the offender if they will be required to appear in court. When a request for citation assessment is made a traffic court administrator will review your driving record. The traffic court administrator will subsequently make contact to notify the requestor of the results from the citation.</p>	<p><u>(1) CITATION INFORMATION:</u></p> <p>Citation Number:</p> <p>Date Issued:</p> <p>Location (Base):</p> <p><u>(2) OFFICER INFORMATION:</u></p> <p>Rank:</p> <p>Last Name:</p> <p>Badge Number:</p> <p>Work Extension:</p> <p><u>(3) CURRENT VEHICLE INFORMATION</u></p> <p>Make:</p> <p>Model:</p> <p>Plate Number:</p> <p>Year:</p> <p>Color:</p>	
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3. REQUESTOR'S ENDORSEMENT

a. Requestor's Signature	b. Date	c. Requestor Phone Number
d. Sponsor Name (Last, First, M.I.)	e. Unit	
f. Sponsor Signature	g. Date	h. Sponsor Phone Number