



TRANSITIONING OFFENDERS PROGRAM®

31811 Pacific Highway S Ste B#472 Federal Way, WA 98003
TOPwashington.org

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 numbers and dates of your infractions. 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 the information needed to fill out your court forms. We have included an example on page 5 to guide this process.
 - 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. You are trying to personalize yourself to judge reading your papers. TOP **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 especially if you keep trying until you get a positive outcome. The judge has the choice to pull out any citations that are in collections and assign concurrent jail time to pay for them. Once you have **cleared** your fines with the Department of Licensing, you may also have to clear them from your credit report. You will need to contact the credit agencies 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.

Our goal is to help transitioning offenders obtain a place to live, reliable employment, a means of transportation, education and community support, by providing them with the resources available in their communities.

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TOP Driver's License rev 052021

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 lead 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: _____

2 IN THE DISTRICT COURT OF _____ COUNTY
3 IN AND FOR THE STATE OF WASHINGTON

4
5 In the Matter of the)
6 Traffic Infraction(s) of:) PETITION TO WAIVE PENALTY
7) FOR TRAFFIC INFRACTION
8) (Pursuant to RCW 46.63.120(2))
9)

10 _____
11 Petitioner

12 NAME: _____

13 WDL: _____ DOB: _____

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15 Comes now the petitioner *pro se*, pursuant to RCW 46.63.120(2), petitioning this
16
17 Court to waive the prescribed penalties for his/her traffic infraction(s).

18 Citation No. _____ Issued on: _____

19 Citation No. _____ Issued on: _____

20 Citation No. _____ Issued on: _____

21 Citation No. _____ Issued on: _____

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

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Petitioner, Pro Se

(Address)

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

2 IN THE MUNICIPAL COURT OF _____ CITY
IN AND FOR THE STATE OF WASHINGTON

4
6 In the Matter of the)
Traffic Infraction(s) of:) PETITION TO WAIVE PENALTY
) FOR TRAFFIC INFRACTION
8) (Pursuant to RCW 46.63.120(2))
)

10 _____
Petitioner

12 NAME: _____

14 WDL: _____ DOB: _____

16
18 Comes now the petitioner *pro se*, pursuant to RCW 46.63.120(2), petitioning this
20 Court to waive the prescribed penalties for his/her traffic infraction(s).

22 Citation No. _____ Issued on: _____

24 Citation No. _____ Issued on: _____

26 Citation No. _____ Issued on: _____

28 Citation No. _____ Issued on: _____

30
32 Petitioner states that on _____, 20____ he was sentenced
34 to incarceration for a felony (current conviction) in the Superior Court of
36 _____ County; Cause No. _____

38
40 _____
Petitioner, Pro Se

42 _____

44 _____

46 _____
(Address)



Write a cover letter stating what you are trying to accomplish (See Sample on back of this form).

You are the Petitioner. Your name goes here.

DISTRICT COURT OF _____ COUNTY
IN AND FOR THE STATE OF WASHINGTON

The County (if District Court) or City (if Municipal Court).

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

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

Your name goes here, also.

Petitioner.

NAME: _____

WDL: _____ DOB: _____

Your Washington Driver's License or State ID Number.

Your date of birth.

I, _____ the petitioner *pro se*, pursuant to RCW 46.63.120(2), petitioning this Court to waive the prescribed penalties for his/her traffic infractions.

Date the citation was issued

Citation No. _____ Issued on: _____

The citation number goes here.

Citation No. _____ Issued on: _____

The month, day and year you were sentenced on the charge that brought you to prison this time.

Citation No. _____ Issued on: _____

The County where you were sentenced to prison goes here.

that on _____, 20____ he was sentenced

to incarceration for a felony (current conviction) in the Superior Court of

_____ County; Cause No. _____

Your signature goes here

The cause number of the charge that brought you to prison this time.

Petitioner, Pro Se

Your current address goes here

(Address)



TRANSITIONING OFFENDERS PROGRAM®

31811 Pacific Highway S Ste B#472 Federal Way, WA 98003

TOPwashington.org

Honorable Judge
Anyone Municipal Court (or District Court)
1234 Courthouse Lane
Anywhere, WA 98000

Month 00, 2013

RE: Determination of outstanding misdemeanor traffic violations and penalties/fines.

Your Honor:

My name is _____, and I am currently incarcerated in a Washington Department of Corrections facility. I have been incarcerated since _____ and my DOC number is _____. I have _____ months until my Earned Release Date (ERD).

This incarceration has caused me to examine my life and the poor decisions I have been repeating all too often. I am currently involved in taking every class available to continue my education and improve myself as a person. I also attend church services and AA/NA support groups. I am committed to making a real change in my life and need your help.

I want to understand the process on settling my misdemeanor driving violations and their associated fines in order to renew my driver's license upon release from prison. To continue on my new positive path, finding and keeping a job is most important. Having a valid driver's license is a prerequisite to applying for many jobs. Having the ability to get to and from work and/or driving as part of the job is also necessary. In addition, I will have numerous DOC required meetings, church, NA/AA and family obligations to get to.

It is my understanding the Legislature has made provision to help offenders deal with the penalties or fines related to misdemeanor traffic infractions. If I have it right, I can come before the Court as a Petitioner pro se, pursuant to RCW 46.63.120(2), and petition your Court to waive the prescribed penalties for my Traffic Infraction(s). I am requesting this relief with the attached court form and now plead for the Court's leniency. I am told many courts pull these fines out of collections and assign jail time to pay for them running that time concurrently with jail time already served. If I have any other traffic infraction pending in your Court could you include it with this action?

As stated, I am really trying to turn my life around. As I am sure you can understand felons have a lot of obstacles as they reenter the community. We have to start payments on other Legal Financial Obligations, pay for Community Custody costs, find work that is usually at low pay, follow DOC rules and participate in treatment/support groups. If we do not maintain this balancing act properly we are violated back into prison. Please help me have a fighting chance to succeed.

Thank you for your time in considering this important matter.

Your Signature here

Offender Name, DOC# 007007, housing, cell
Institution name
5678 Incarceration Lane
Nowhere, WA 98000

Our goal is to help transitioning offenders obtain a place to live, reliable employment, a means of transportation, education and community support, by providing them with the resources available in their communities.

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