

**Wakulla County Clerk of Court
Traffic Division**

Request for Partial Payment of Civil Infraction

Citation(s): _____

In order to participate in the Partial Payment Program for the above citations, you must:

1. Submit this completed form, along with a \$25.00 administrative fee, per case, within 30 days from the date you received your citation(s).
2. If you are eligible to attend driver improvement school, you must also include a notarized Election Affidavit. You may print the election affidavit from our website. You will have 90 days from the issuance date on your citation to submit the certificate of completion from your driver improvement course, if you elected to attend school.
3. Upon receipt of your application fee and this completed form, your balance due will be divided into 3 monthly installments. You will be mailed a completed Civil Infraction Partial Payment Agreement at the address you have listed below.
4. Failure to pay your payments on time and/or failure to submit your school completion by the date given will result in additional penalties and suspension of your driver's license.

Name: _____
(Print)

Mailing Address: _____
(Print)

Phone number(s) _____

Signature: _____