

VIOLATION TICKET PAYMENT AND DISPUTE INSTRUCTIONS

HOW TO PAY THE TICKET

REDUCE TICKETED AMOUNT(S) BY PAYING EARLY

Ticketed amounts over \$58 for alleged offences under the *Motor Vehicle Act* or the Motor Vehicle Act Regulations are reduced by \$25 if you pay in full on or before the 30th day from the date of service of the ticket.

PAY ONLINE

pay.gov.bc.ca

This option may not be available for all tickets. See website for details.

PAY BY MAIL

Mail your payment by cheque or money order in **Canadian funds** payable to the Insurance Corporation of British Columbia at the following address: Ticket Payment Processing, BAG #3505 Victoria BC V8W 3N9. Do not send cash. A receipt will not be mailed.

Your payment must be accompanied by a copy of the ticket or a note that contains the following as shown on the ticket:

- The ticket number
- Your name, address, date of birth and driver's licence number
- The violation date and the name of the Act or regulation and section contravened for each alleged offence to which the payment relates

If you do not provide these details or a copy of your ticket, it may not be possible to process your payment. If this occurs, the ticketed amount for each alleged offence to which the payment relates will be unpaid.

PAY IN PERSON

Present your ticket and payment at any driver licensing office, Service BC office or Provincial Court registry during regular business hours.

WHAT HAPPENS IF YOU PAY A TICKETED AMOUNT IN FULL?

If you pay the ticketed amount in full, you are deemed to have pleaded guilty to the alleged offence and the offence will be added as a conviction to the records kept by the Insurance Corporation of British Columbia.

WHAT HAPPENS IF YOU PAY A PORTION OF A TICKETED AMOUNT OR DO NOT PAY AT ALL?

If, within 30 days of the date of service of the ticket, you pay a portion of the ticketed amount for an alleged offence, or do not pay the ticketed amount for the alleged offence and do not dispute the alleged offence, you are deemed to have pleaded guilty to the offence. This will have the following consequences: you will be subject to collection activity; the offence will be added as a conviction to the records kept by the Insurance Corporation of British Columbia; in the case of certain offences, you may be refused a licence or a permit under the Act that you have contravened or whose regulations you have contravened or under another enactment.

HOW TO DISPUTE THE TICKET

You can dispute an alleged offence set out in the non-shaded areas of the ticket or a fine or both by providing a notice of dispute in accordance with the instructions below. Your notice of dispute must be mailed or provided within 30 days of the date of service of the ticket. If you dispute an alleged offence, you or your agent will have to appear at a Provincial Court hearing. If you do not want to dispute an alleged offence but want to request a reduction in a fine or additional time to pay, you can complete and submit a Violation Ticket Statement and Written Reasons form with your notice of dispute (unless filed previously) or you or your agent can appear at a Provincial Court hearing to make the request. For information about the deadline for making the request and other details, you can visit tickets.gov.bc.ca.

DISPUTE ONLINE

DISPUTE IN PERSON

tickets.gov.bc.ca

This option may not be available for all tickets. See website for details.

You may deliver your notice of dispute in person to the location indicated on the ticket or to any driver licensing office, Service BC office or Provincial Court registry. You will need to bring the ticket and you may be required to fill out a Notice of Dispute form as provided at that location.

DISPUTE BY MAIL

You may mail a letter to Ticket Dispute Processing, BAG #3510, Victoria BC V8W 3P7 saying that you want to dispute the ticket. The letter must identify any alleged offence or fine for any alleged offence that you are disputing and set out the address to which the Provincial Court will send your notice of hearing. You must include a copy of the ticket with your letter, or your letter must contain the following as shown on the ticket:

- The ticket number
- Your name, address, date of birth and driver's licence number
- The violation date and the name of the Act or regulation and section contravened for each alleged offence that you are disputing

If you do not provide these details in the letter or a copy of the ticket, it may not be possible to process your dispute. If this occurs, you will be deemed to have pleaded guilty to the offence(s).

WHAT HAPPENS AFTER YOUR NOTICE OF DISPUTE HAS BEEN RECEIVED?

If you dispute an alleged offence or submit a request for a reduction in a fine for an alleged offence or additional time to pay without including a completed Violation Ticket Statement and Written Reasons form, a Notice of Hearing will be sent to you in the mail or electronically. The notice will tell you the date, time and location for your Provincial Court hearing.

If you or your agent does not appear at the Provincial Court hearing at the indicated date and time, the alleged offence is deemed not to be disputed and you are deemed to have pleaded guilty to the offence. This will have the following consequences: the ticketed amount is immediately payable to the government; the offence will be added as a conviction to the records kept by the Insurance Corporation of British Columbia; in the case of certain offences, you may be refused a licence or a permit under the Act that you have contravened or whose regulations you have contravened or under another enactment.

If you submit a request for a reduction in a fine or additional time to pay and a completed Violation Ticket Statement and Written Reasons form, an order of a justice setting out the Court's decision will be sent to you in the mail or electronically.