




# INSTRUCTIONS

**TO THE REGISTERED OWNER:** This Violation Notice was issued to you as the Registered Owner of a vehicle which traveled through a Delaware roadway toll lane without paying the toll due. See reverse side of this page for the vehicle image and violation information. **YOU HAVE TWO OPTIONS:**

1. **PAY THE BALANCE DUE:** You may avoid further collection action or court adjudication by remitting the Balance Due by the Due Date. Please make the check or money order payable to Delaware Department of Transportation or provide your credit card information, complete, sign and return with the Remittance Form (found on the reverse) in the enclosed envelope.
2. **IF YOU WISH TO APPEAL THIS VIOLATION NOTICE,** complete and sign the Appeal/Affidavit Form below, and mail it in the enclosed envelope. **SUPPORTING DOCUMENTATION MUST BE PROVIDED AS FOLLOWS:**
  - A) If you are an E-ZPass Customer in good standing and you had a valid E-ZPass transponder in the vehicle at the time of the alleged violation, check and complete Section A below. **For this certification to be considered, you must return the completed form and include a copy of your E-ZPass account statement.** Do not include payment. The Toll Due will be deducted from your E-ZPass account. Be sure to update your E-ZPass account information by calling your E-ZPass Customer Service Center. For Delaware, call 1-888-EZPassDE or visit [www.EZPassDE.com](http://www.EZPassDE.com). Delaware E-ZPass Customers may appeal by phone or via the web.
  - B) If the vehicle depicted in this Violation Notice was stolen, sold, or leased/rented on the date and time of the violation shown on the reverse side, check and complete Section B below. **For this certification to be considered, you must return the completed form and include a copy of the police report, proof of a bonafide sale, or a copy of the lease/rental agreement.** For sold or leased/rented vehicles, provide the owner's/lessee's/renter's name and mailing address.
  - C) If you took every reasonable action to pay the toll but were prevented from doing so by a circumstance beyond your control, check and complete Section C below. Please explain in detail the circumstance which prevented you from paying the toll. Use additional sheets if necessary. **For this certification to be considered, you must return the completed form, along with your check or money order for the Toll Due.** The following explanations are not valid reasons for an inadvertent toll violation:
    - Failing to have the coinage, currency or other authorized means necessary to pay the required toll
    - Entering a dedicated E-ZPass lane with a vehicle that is not equipped for the electronic toll collection system
    - Failing to adequately deposit the full amount of the toll in a toll collection basket

*Detach below and retain the above portion for your records*

License Plate: DELDOT	State: DE	Appeal/Affidavit Form	 VPSN0000106204										
Issued to: JOHN DOE 123 MAIN ST DOVER, DE 11111		Violation Number: 0000106204-1	Due Date: 10/02/2006										
<b>APPEAL/AFFIDAVIT FORM</b> Check only one category below, complete the relevant section, and sign this form. Return your completed form, along with your supporting documentation as defined above, using the enclosed envelope.													
A) <input type="checkbox"/> I certify that I am an E-ZPass customer in good standing and had a valid E-ZPass transponder in the vehicle at the time of the alleged violation. If you are a Delaware E-ZPass customer, you may appeal this online at <a href="http://www.EZPassDE.com">www.EZPassDE.com</a> .													
E-ZPass Transponder Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>													
E-ZPass Account Holder Name (print): _____													
B) <input type="checkbox"/> I certify that on the date and time of the violation, the vehicle depicted in this Notice was: <input type="checkbox"/> Stolen <input type="checkbox"/> Sold <input type="checkbox"/> Leased or Rented; Provide name and mailing address of new owner or lessee:  _____  _____													
C) <input type="checkbox"/> I certify that I took every reasonable action to pay the toll but was prevented from doing so by the following circumstance beyond my control ( <u>Be sure to include your check or money order for the Toll Due only. Explain in detail using additional sheets if necessary.</u> ):  _____  _____													

*I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I may be subject to criminal prosecution.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_