

## 1. Reason You Received This Notice:

A vehicle registered in your name was photographed running a red light or the registered owner of the vehicle depicted on this Notice has submitted an Affidavit naming you as the driver of the vehicle at the time of the violation. This is a violation of the City of University Park Ordinance No. 07/30

Please read the instructions below regarding how to take care of this Notice. For all other questions and/or information, contact the University Park Red Light Photo Enforcement Program Customer Service Center at 972-422-7900 or toll free at 1-866-527-9470, Monday-Friday between 8:00am and 5:00pm (Central Time).

## 2. You Must Select One of the Following Options. Complete the coupon on the Options Page for the option you select and return the coupon in the enclosed envelope. Make sure the mailing address on the reverse side of the coupon appears in the window of the enclosed envelope.

**A. Payment Methods.** As the registered owner or nominated driver of the vehicle described in this Notice, we have no choice but to hold you responsible for paying this civil penalty by 07/07/2017. No record of this violation will be sent to your insurance company or the Department of Public Safety Division of Motor Vehicles. If you were not the driver at the time of the violation, you may choose to complete the Affidavit on Option B of the mail-in coupon on Page 2 of this Notice and indicate who was driving.

- Please do not send cash.
- Make Check or Money Order payable to "University Park Red Light Photo Enforcement Program".
- Payments by Personal Check, Money Order, or Visa/MasterCard are accepted. Please mail in the enclosed envelope along with the payment coupon found on Option A of page 2.
- **Credit Card payments can also be made online at: [www.photonotice.com](http://www.photonotice.com) (Enter city code: UNIVPK) for a \$2.95 fee.**
- A \$25.00 administrative fee will be assessed for rejected or declined payments.
- **Walk-in payments** are accepted at the local Customer Service Center, Monday - Friday, 8:00am - 5:00pm, located at 1200 Commerce Dr. Suite 117, Plano, TX 75093. Payment by money order, check, or credit card only. Cash is not accepted at the Customer Service Center.
- Failure to pay the civil penalty may result in the reporting to a collection agency and/or the county assessor-collector of the Texas Department of Transportation who may refuse to register a motor vehicle alleged to have been involved in the violation.

**B. Affidavit: Identify another Driver, only if you are a rental/leasing agency or if the vehicle was test driven, sold or stolen.** It is sufficient evidence the City of University Park Ordinance No. 07/30 that the person registered as the owner of the vehicle was operating the vehicle at the time of the violation. However, liability of the owner may be removed if the Affidavit of Non-Responsibility (Option B coupon on page 2) is completed and returned by 07/07/2017. You may mail the Affidavit of Non-Responsibility in the enclosed envelope to the Customer Service Center, P.O. Box 42034 Phoenix, AZ 85080 or fax it to 623-207-2050.

- If the vehicle was sold prior to the date of violation, you must include a copy of the transfer of sale along with the Affidavit of Non-Responsibility.
- If the vehicle or license plate was reported stolen at the time of the violation, you must submit a copy of the police report along with the Affidavit of Non-Responsibility.
- No record of this violation will be sent to your insurance company or to the Department of Public Safety Division of Motor Vehicles.

**C. Right to a Hearing.** You have the right to contest the imposition of the civil penalty in an administrative adjudication hearing: To schedule a hearing and have the matter reviewed by a Hearing Officer, You MUST do one of the following:

- Mail the Request for Hearing Coupon (Option C on page 2) in the enclosed envelope to the Customer Service Center, 1200 Commerce Dr. Suite 117, Plano, TX 75093 or fax it to the Customer Service Center at 972-422-7917, Please include your phone number. You will be notified of a date and time to appear. **OR,**
- Contact the Customer Service Representative by phone at 972-422-7900 or toll free at 1-866-527-9470 by 07/07/2017 (Monday-Friday, 8:00am-5:00pm Central Time).
- Hearings are held in the City Hall Court Room, 3800 University Blvd., University Park, TX 75205 by appointment only.
- Please ensure that your hearing request is submitted prior to 07/07/2017.
- Failure to pay the civil penalty or to contest liability in a timely manner will constitute an admission of liability and waiver of your right to contest the imposition of the civil penalty.
- If found liable at the hearing, the civil penalty is due within 31 days of the finding.
- Failure to appear at the hearing, after having requested a hearing, will result in being found liable.

## 3. View Violation on the Internet

- The violation has been captured on video and is available to be viewed on the Internet at: [www.photonotice.com](http://www.photonotice.com) (Enter City Code: UNIVPK). The video is available online for 60 days from the date of violation. If you do not have access to a computer, computers are available online for 60 days from the date of violation. If you do not have access to a computer, computers are available at the Public Libraries. Please refer to your phone book for the library most convenient to you.
- You may also view the video at the Customer Service Center located at 1200 Commerce Dr. Suite 117, Plano, TX 75093 by appointment only. Call 972-422-7900 or toll free at 1-866-527-9470 to schedule an appointment (Monday-Friday, 8:00am-5:00pm Central Time).