



WESTMINSTER MUNICIPAL COURT
3030 Turnpike Drive
Westminster, Colorado 80030
303-658-2250
Fax: 303-429-8684

TO ALL PERSONS CHARGED WITH FAILURE TO PROVIDE PROOF OF INSURANCE:

1. If the **No Proof of Insurance** is the **ONLY CHARGE** on your Summons and *your vehicle was insured at the time of the violation*, your citation may be eligible for dismissal. You will be required to show proof of valid insurance by mail, fax, or in person (to include via mobile device) at the Clerk's Office front counter.

Proof that you were insured on the date of the ticket must be shown **on or before your appearance date**. With sufficient proof, the charge will be dismissed. If this occurs prior to the appearance date, that date will be vacated and you will not need to appear

If proof is submitted by mail or fax, **it is your responsibility to contact the court in order to confirm that the charge was dismissed and that you do not need to appear as ordered on your citation.**

2. If the No Proof of Insurance is **NOT THE ONLY CHARGE** on your Summons you will be required to appear in Court on the date and time shown on the front of the ticket. In order to expedite the court appearance process it is recommended that you bring a **letter from your insurance company** which states **specifically that you were insured on the date and time of the ticket while driving the vehicle listed on your Summons.** The letter **MUST** be on insurance company letterhead and signed by an agent or representative of the company. *An example of a letter which meets all of these requirements is included below.*

Example of a letter which meets the requirements:

INSURANCE COMPANY LETTERHEAD

*This letter is to confirm that (**your name**) was insured while driving (**specific vehicle listed on the ticket**) on (**date and time of the ticket**), which is the date and time he/she received the ticket. This insurance meets the State of Colorado requirements for liability coverage.*

(Signature of Insurance Agent or Representative)

(Today's date)

If you have any questions, please contact the Clerk's Office at 303-658-2250.

Thank you,

Westminster Municipal Court