

**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 Code Section 90-164.

Please read the instructions below regarding how to take care of this Notice. For all other questions and/or information, contact the City of Haltom City Photo Red Light Enforcement Program Customer Service Center at 817-595-5760 or toll free at 1-877-245-2422. Hours of operation: Monday thru Friday 8:00am - 5:00pm (Central Time).

**2. You Must Select One of the Following Options (A, B, C) 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 (you need to call for your due date). No record of this violation will be sent to your insurance company or the Department of Public Safety Division of Motor Vehicles.

- Please do not send cash.
- Make Check or Money Order payable to "Haltom City Photo Red Light 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: HLTMTX).**
- A **\$25.00** administrative fee will be assessed for rejected or declined payments.
- Failure to pay the civil penalty may result in the reporting to a collection agency and/or the county assessor-collector or the Texas Department of Transportation who may refuse to register a motor vehicle alleged to have been involved in the violation.
- Failure to timely pay this civil penalty will not result in the issuance of an arrest warrant or the recording of the violation on your driver's record.

**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 of the City Code Section 90-164 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 one of the conditions below applies and the Affidavit of Non-Responsibility (Option B coupon on page 2) is completed and returned by (you need to call for your due date) . You may mail the Affidavit of Non-Responsibility **in the enclosed envelope** to the Customer Service Center, 7018 Baker Blvd, Richlandhills, TX 76118 or fax it to 817-595-5761.

- 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 an Administrative Hearing.** If you do not wish to pay the civil penalty, 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, 7018 Baker Blvd, Richland Hills, TX 76118 or fax it to 817-595-5761. 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 817-595-5760 or toll free at 1-877-245-2422 by (you need to call for your due date) Monday - Friday 8:00am – 5:00pm (Central Time).
- Hearings are held at: 4839 Broadway Ave, Haltom City, TX. 76117.
- Please ensure that your hearing request is submitted prior to (you need to call for your due date)
- 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 and the administrative adjudication hearing fee are due within 31 days of the finding.
- Failure to appear at the hearing, after having requested a hearing, will result in being found liable and a \$25.00 administrative adjudication hearing fee will be assessed.

**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: HLTMTX). 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 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 7018 Baker Blvd, Richland Hills, TX 76118 by appointment only. Call 817-595-5760 or toll free at 1-877-245-2422 to schedule an appointment (Monday-Friday, 8:00am-5:00pm Central Time).

Si tiene alguna pregunta referente al pago, contacte al Centro de Servicio al Cliente del Programa "City of Haltom City Photo Red Light Enforcement Program" al numero gratuito 1-877-245-2422 de Lunes a Viernes de 8:00am – 5:00pm (Hora de Central).