**CITY OFHAMILTON** **INSTRUCTION PAGE (SPEED)**

1. **Reason You Received This Notice:**
   A vehicle registered in your name was photographed because it was determined by radar sensors to be operated at a speed over the posted limit 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 Hamilton City Code Chapter 343 (Photo Traffic Enforcement System).

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 on this Notice, we have no choice but to hold you responsible for paying this fine by [*insert respond-by date]*. No points will be assessed to your driving record and no record of this violation will be sent to your insurance company or the Bureau of Motor Vehicles. Of course, 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 "City of Hamilton Focus on Safety 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 (Enter city code: HMLTOH**)
      - A $25.00 administrative fee will be assessed for rejected or declined payments.

   B. **Affidavit: Identify another Driver, Vehicle Sold or Stolen**. It is sufficient evidence of the City of Hamilton Codified Ordinance Chapter 343, 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 of the mail-in coupon on page 2) is completed and returned within the enclosed envelope by [insert respond-by date]. You may mail or fax the Affidavit of Non-Responsibility **in the enclosed envelope** to the Hamilton Photo Enforcement Program, P.O. Box 42034, Phoenix, AZ 85080. Fax # 623-207-2050

      - If the vehicle was sold prior to the date of violation, please 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, please 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 Bureau of Motor Vehicles.

   C. **Right to a Hearing.** To schedule a hearing and have the matter reviewed by a Hearing Officer you must follow the instructions for Options 1 and 2 below:

      1. Complete Option C (Request for Hearing Coupon on page 2) and mail to the Hamilton Police Department 331 S. Front St Hamilton, Ohio 45011 by [insert respond-by date]. Please include your phone number. You will be notified of a date and time to appear.
      2. Hearings are held at the Hamilton Law Department 345 High Street, Hamilton, OH 45011.
      3. IF YOUR HEARING REQUEST IS NOT RECEIVED BY [insert the respond-by date], YOU WILL FORFEIT YOUR RIGHT TO A HEARING.

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 (Enter City Code: HMLTOH)**
   - 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.

**For questions regarding payment, contact the City of Hamilton Focus on Safety Photo Enforcement Program Customer Service Call Center toll free at 1-800-752-4874 between 7:00am and 5:00pm (MST).**