



# CHARLESTON, TN POLICE DEPARTMENT AFFIDAVIT

Notice of Violation Number: (Full Number)	License Plate Number:	License Plate State:
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If the registered owner of a vehicle receives a civil penalty notice for speeding but was not operating the vehicle at the time of the violation, the owner may transfer the citation and penalty to the individual who was driving the vehicle at the time of the offense. An affidavit must be filed within 30 days after receipt of the ticket.

Please write clearly and make sure you record the information accurately. **The information of the person who was operating the vehicle at the time of the alleged violation must be provided below and the form must be notarized.**

**All fields are required unless otherwise stated. Incomplete forms may be denied.**

Registered Owner's Information				Driver's Information	
Printed Name:				Printed Name:	
Street#:	Street Name:	Apt/Unit/Lot#	Street #:	Street Name:	
City:		State:	Zip:	Apt/Unit/Lot#:	
Registered Owner's Signature			Date:	City:	
Phone #:			State:	Zip Code:	

I received the Notice of Violation and at the time of the violation,

Another party leased, rented, or otherwise had care, custody or control of the motor vehicle at the time of the violation. The name and address of the designated party who may be held liable for the violation is provided above.

Vehicle or license plate/tag was stolen and was operated by a person other than the registered owner (**including a certified copy of the police report**)

Commercial motor vehicle and the ticket is issued to a corporate entity

State of:	County of:
SUBSCRIBED AND SWORN before me on this _____ day of _____, 20____.	
Notary Public	

**Mail, Fax, or Email This Form To:**

Charleston, TN Police Department  
 C/O Court Hearing Department  
 P.O. Box 19207  
 Chattanooga, TN 37416  
 Fax: (423) 803-1500  
 Email: [transfers@violationpayment.net](mailto:transfers@violationpayment.net)

For any questions, Contact us:  
 By Phone: 1-855-252-0086  
 By Email: [transfers@violationpayment.net](mailto:transfers@violationpayment.net)

**\* I declare under penalty of perjury that the information provided in this declaration is true and correct to the best of my knowledge. \***