



STATE OF MISSISSIPPI  
HALEY BARBOUR, GOVERNOR  
DEPARTMENT OF PUBLIC SAFETY  
STEPHEN B. SIMPSON, COMMISSIONER

**December 16, 2009**

**Dear Clerks:**

**There has been questions raised concerning the signature on the bottom of traffic citations sent (Affidavit) to Driver Records.**

**Some Affidavits have a statement on the back that states, I certify this a true and correct copy of the document on file with this county, and a place for the clerk to sign and date. If this is available, we would request that you sign it.**

**Concerning BAC Cards:**

- 1. Cards must be signed by officer and clerk and have the court seal.**
- 2. Cards must be mailed within 24 hours.**
- 3. If the cards are not received within 30 days they cannot be entered on the computer.**

**Use these guidelines on all FTA and FTP:**

- 1. On a FTA or a FTP do not staple the Affidavit to the Failure to Pay fines, or Failure to Appear fines. Use paper clips.**
- 2. On defendant information, note the class of the License (A,B,C,D,R).**

**Thank you for your assistance,**

A handwritten signature in black ink, appearing to read "Prentiss Parker".

**Prentiss Parker, Lt  
Deputy Director of Driver Services**