State of Alaska – Department of public safety
Citation Identification Format

1. All tickets printed by DPS and used by APSIN will be in the following format:

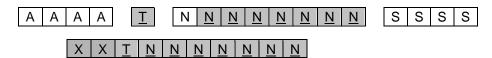| A	A	A	A		T		N	N	N	N	N	N	N	N		S	S	S	S

Where AAAA = 4 characters (alphanumeric) for existing DPS agency ID
        T = 1 character Type (E=Electronic, P=Paper, L = Legacy Citations)
NNNNNNNN = 8 characters (alphanumeric) for the serial number
      SSSS = 4 characters (alphanumeric) sequence number (Electronic only)

2. The agency will always be printed as a 4 characters. For those agencies that are currently only three characters, the trailing space will be replaced with a 'Z'. Upon entering the APSIN system, the 'Z' will be replaced with a blank.

3. It is recommended that the characters "I" and "O" not be used in the serial number or the sequence number.

4. Each citation issued in the state must have a unique 17 character citation identification if it is to be entered into the APSIN system.

5. All Systems in the State will be modified (if necessary) to handle the 17 character citation identification with the exception of the legacy court system (RUG).

6. The law enforcement agencies whose courts are still using the RUG system will be required to conform to the above format with the following exceptions:
   a. The first byte of the serial number must be zero
   b. The sequence number cannot be used (car can be incorporated into the serial number)
   c. The last two bytes of the serial number must be numeric

7. At the time the Courts enters the citation into the RUG system, the number will be manually converted to 10 characters as follows:
   a. The Agency (AAAA) will be converted to a 2 character agency ID (XX) with a table provided by the Courts/DPS
   b. The type will be a P or a E
   c. The last 7 bytes of the citation serial number will be used
   d. The Sequence number will not be loaded (always blank)

A	A	A	A		T		N	N	N	N	N	N	N	N		S	S	S	S

X	X	T	N	N	N	N	N	N	N

8. When the RUG system data is loaded into CourtView, the data will be converted to the 17 byte format using the reverse logic.

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9. For those law enforcement agencies whose courts are still using the RUG system, it is recommended that the two character agency id also be printed on the citation.

10. The citation data that is currently loaded into APSIN will appear in the following format:
    a. The agency Id will be the Arresting Agency Id currently in the system
    b. The Type will be 'L' (Legacy Citation)
    c. The Serial Number will be the citation number on the citation
    d. The sequence number will be blank

11. Citations that are in the old format can be entered and maintained as described above.

12. Each Agency will be required to assure that their citation numbers are unique if they do not use the preprinted forms provided by DPS.

13. DPS will no longer issue citation numbers for printing citations