



BROOMFIELD MUNICIPAL COURT

17 DesCombes Drive Broomfield, CO 80020 • 720-887-2100 • website: www.broomfield.org/municourt

TO ALL PERSONS CHARGED WITH FAILURE TO PROVIDE PROOF OF INSURANCE

If you were insured on the date and time you received your ticket, and this is the only charge on your ticket, your ticket **may be dismissed**.

We are **not** able to accept a copy of your insurance card, policy, statement or bill. You **MUST** obtain a letter.

You will need to provide a **letter from your insurance company which states specifically that you were insured on the date and time of the ticket while driving the vehicle you were operating when you were ticketed. The letter MUST be on insurance company letterhead and signed by an agent or representative of the company.**

Example of a letter which meets the requirements is:

INSURANCE COMPANY LETTERHEAD

This letter is to confirm that (your name) was insured while driving (specific vehicle listed on the ticket) on (date and time of the ticket), which is the date and time you received the ticket. This insurance met the State of Colorado requirements for liability coverage.

(Signature of Insurance Agent or Representative) (Today's date)

You may email this letter to the court at: courtaccess@broomfield.org or you may appear in court on the date and time listed on your ticket.