

## INFORMATION ON PREPAYABLE OFFENSES


Need help? Visit: [www.fairfaxcounty.gov/generaldistrict/prepay](http://www.fairfaxcounty.gov/generaldistrict/prepay)

### PREPAYMENT INSTRUCTIONS:

You have been given a summons accusing you of violating state or local traffic laws. If you wish to **plead guilty**, **waive your right to trial** and **pay the applicable prepayable fine(s) and fee(s) prior to trial** (thereby avoiding having to appear in court), **you must do all of the following:**

1. Examine the “Brief Description(s)” portion of the Table on the right for the description that most closely matches the description on your summons.
2. A. If your violation **is** described in the Table, calculate your total due by adding all applicable fines and fees. You must also follow all the instructions on the summons in “Pretrial Waiver and Prepayment Instructions”.  
B. If your violation **is not** described in the Table, contact the Clerk’s office for further information.  
**YOU MAY NOT PREPAY if the charge is for reckless driving or any other misdemeanor.**
3. If you prepay more than one violation arising out of the same incident, add only **one** \$67 processing fee, and then a \$16 processing fee for each additional violation from the same day.
4. To provide for timely delivery by mail, **payment should be mailed at least 10 business days before your court date.** Prepayment is effective **only** on receipt by the court, not on the date that you mail it. **An additional fee will be added if payment is received after the court date.**
5. Payment may be made using any of the following methods:
  - A. Credit Card – Please note you will be charged a **4% convenience fee.**
    - a. Go to [www.vacourts.gov](http://www.vacourts.gov), and click on “Pay Traffic Tickets and other offenses”. Online payments are accepted until 3:30 PM on the last business day before the court date. **OR**
    - b. Call 703-246-3764 until 3:30 PM on the last business day before the court date. **OR**
    - c. Complete the back of this form.
  - B. Check/Money Order payable to **Fairfax County General District Court**. Please include name & case or ticket number. Please mail to the mailing address shown below.
  - C. Payment by cash, check, money order or credit card (4% convenience fee) can be made in person at:  
4110 Chain Bridge Rd Room 106, Fairfax, VA 22030.

\*\*The Uniform Fine Schedule does not restrict the fine a judge may impose for an offense listed here or in the Uniform Fine Schedule in Rule 3B:2 in any case for which there is a court hearing\*\*

Mailing Address	Phone Contact	Comply With Law Info:
<b>Fairfax County General District Court</b> ATTN: Traffic Division, Suite 106 4110 Chain Bridge Road, Fairfax, VA 22030 Office Hours: 8AM-4PM	Office Phone: 703-246-3764 Office Phone Hours: 8AM-3:30PM	

### Comply With Law

If you are able to provide proof of compliance, your fine will be waived for the below charges – however, you will still owe the processing fee. Please contact the clerk’s office for information on acceptable proof and a full list of charges or scan the QR code.

Description of Violation	State Code
Fail to Carry License OR Fail to Carry Registration	46.2-104
Fail to Notify DMV of Address Change	46.2-324
Defective Equipment	46.2-1000; 46.2-1003
Improper Tinting	46.2-1052; 46.2-1053
No or expired inspection	A.46.2-1158
No or Expired Registration	46.2-613(1); 46.2-646

For more information about your case, visit [www.vacourts.gov](http://www.vacourts.gov).

Brief Descriptions	Code Section	Fine
No/Expired Registration	46.2-646	25.00
No/Expired Inspection	A.46.2-1158	30.00
Expired Rejection Sticker or Fail to Correct Defects	46.2-1158	50.00
Improper Passing on the Right	46.2-841	30.00
Fail to display license plates	46.2-715	25.00
Following too closely	46.2-816	30.00
Improper lane change	46.2-804(2)	100.00
Failure to yield right of way	46.2-820	30.00
Fail to obey highway/stop sign	46.2-830	30.00
Fail to obey highway sign - sleeping	46.2-830.1	20.00
Improper U-turn	46.2-845	30.00
Fail to obey traffic light	46.2-833	100.00
Evasion of traffic control device	46.2-833.1	50.00
Improper Passing	46.2-838	30.00
Failure to give proper signal	46.2-849	30.00
Defective equipment violation	46.2-1003	30.00
Illegal radar detector	46.2-1079	40.00
Seatbelt - 18 & over	46.2-1094	25.00 <i>(Pay fine only)</i>
Child restraint under 18-1 <sup>st</sup> offense	A.46.2-1095	50.00 <i>(Pay fine only)</i>
Improper use of earphones	46.2-1078	25.00
Fail to pay full time & attention	82-4-24; 9-7; or 42-8	30.00 <i>(Not payable online)</i>
Fail to maintain proper control	82-4-25; or 42-9	30.00 <i>(Not payable online)</i>
HOV Violation - 1 <sup>st</sup> offense	33.2-501	125.00
HOV Violation – 2 <sup>nd</sup> offense	33.2-501	250.00
HOV Violation – 3 <sup>rd</sup> offense	33.2-501	500.00
HOV Violation – 4 <sup>th</sup> offense	33.2-501	1000.00
Operate Veh. While Hold Phone – 1 <sup>st</sup> offense	46.2-818.2(C)	125.00
SPEEDING (except as provided below) <i>Note: 80-85 in 65 MPH: +\$100</i>	46.2-870; 46.2-874; 46.2-875; 46.2-878	\$6.00 per MPH over speed limit
Speeding in school or work zone, §46.2-873, §46.2-878.1	46.2-873; 46.2-78.1	\$7.00 per MPH over speed limit
Speeding in enhanced residence zone §46.2-878.2	46.2-878.2	\$200 <i>plus</i> \$8.00 per MPH over speed limit
Highway Safety Corridor moving violation	If this box is checked on your summons, <b>double the prepayable fine.</b>	
<b>Total Fines:</b>		
<b>Add Processing Fee (for 1<sup>st</sup> Charge):</b>		<b>\$67</b>
<b>For Each ADDITIONAL Charge, Add \$16:</b>		
<b>Total Prepayment Amount:</b>		

This Form is VOID after July 01, 2025

**UPDATES REGARDING YOUR COURT DATE:**

**Please make sure the court has your current address.** This will ensure that the Court is able to send you prompt notice of any changes in your court date. For more information, including how to sign up for automatic notifications sent to your email or cell phone, visit the website to the right: <http://eapps.courts.state.va.us/ocis/index.html>



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**CREDIT/DEBIT CARD AUTHORIZATION:**

**Complete this form and mail to the address on the front of this form.**

The offender elects to pay his/her fines and costs using the following credit or debit card:

Type of card (Circle One):    MasterCard    VISA    Discover    American Express

Name as appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: (MM/YY)                      Card Security Code: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_ Court Date: \_\_\_\_\_

**\*You will also be charged a 4% convenience fee**

The offender and cardholder understand that in order for this payment to be accepted, the cardholder must possess the valid credit or debit card recorded above. The offender and cardholder have accurately recorded the correct card number and understand that:

1. a. The provision of incomplete or inaccurate data by the offender and cardholder, or the failure to sign in the space below, may result in delays in processing.  
b. If an error has been made in calculating the total fines and costs, the clerk will correct the error and charge the appropriate amount to the credit or debit card.
2. If delays occur, and if the offender does not appear on the court date or pay the fines and costs prior to the court date, the court will proceed to try the offender in his or her absence and, upon conviction, the judge may impose a fine that is different from the amounts shown on the front of this form. Also pursuant to Virginia code Section 16.1-69.48:1, an additional penalty will be assessed.
3. If your credit card or debit card is returned by your bank an additional fee will be charged.

\_\_\_\_\_  
SIGNATURE OF OFFENDER    DATE

\_\_\_\_\_  
PRINTED NAME OF OFFENDER, AS SHOWN ON TRAFFIC SUMMONS

\_\_\_\_\_  
SIGNATURE OF CARDHOLDER (IF CARDHOLDER IS NOT OFFENDER)    DATE

\_\_\_\_\_  
DAYTIME PHONE NO. OF CARDHOLDER

**Please attach your copy of the Uniform Traffic Summons to this form.**

To request reasonable ADA accommodations, call the Traffic Division at 703-246-3764
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