



**IMPORTANT INFORMATION ABOUT AN  
APPLICATION TO REOPEN DEFAULT CONVICTION**

[www.nysdmv.com](http://www.nysdmv.com)

You have been convicted of one or more traffic infractions by default for failure to answer a summons or failure to appear at a scheduled hearing. To have this matter reopened, you must submit an **Application to Reopen Default Conviction** (form AA-3.3). Be sure to follow the instructions on the form. It must be completed in full and signed by you.

**Documentary evidence to support your reasons for not answering a summons or failing to appear at a scheduled hearing should be attached, if possible.**

In addition, to support a claim that your insurance, license or registration was valid, the following documentation must be attached:

**Operating Without Insurance**

1. An **original** letter (photocopies and faxes will not be accepted) from your insurance company (**not your broker**) on the company's letterhead stating that the vehicle was insured on the date the ticket was issued. **The letter must be signed.** The letter must contain the vehicle year, make (i.e. Ford, BMW, etc.) and the vehicle identification number (VIN), **and**
2. A copy of the vehicle registration that was valid on the date the ticket was issued or documentation from a Motor Vehicles office verifying that the vehicle in question was registered on the date the ticket was issued.

**Unlicensed Operation**

1. A copy of your driver license that was valid on the date the ticket was issued, **or**
2. Documentation from a Motor Vehicles office verifying you had valid driving privileges on the date the ticket was issued.

**Unregistered Vehicle**

1. A copy of the vehicle registration that was valid on the date the ticket was issued, **or**
2. Documentation from a Motor Vehicles office verifying that the vehicle in question was registered on the date the ticket was issued.

