



June xx, 2023

Registered owner
Street address
City, MN, xxxx

Greetings,

I am writing you because one of our police officers observed a minor equipment violation on a vehicle that registers to you. Though our officer didn't pull the vehicle over, we wanted to let you know and give you an opportunity to repair or eliminate the violation. Here are the details:

On x/xx/2023, Roseville Officer xxx observed a vehicle with license plate xxx, in the area of Snelling Ave N, in the City of Roseville. The officer observed this vehicle had the following violation(s): Brake Light Out.

In partnership with Lights On! (<https://www.lightsonus.org/>) we are able to provide a voucher for repair of your headlight, taillight, brake light, license plate light, or turn signal light for free. Simply stop by the Roseville Police Department during regular business hours to pick up a voucher. Our front lobby is open Monday through Friday, from 8 am to 4:30 pm and is located at 2660 Civic Center Drive in Roseville. Bring the voucher to any participating auto repair center. You may visit the Lights On website for a list of locations throughout the metro area and in Saint Paul.

You can renew your vehicle tabs (registration) online at: <https://onlineservices.dps.mn.gov>; or in person at the Roseville License Center at 2737 Lexington Avenue in Roseville. (Other License Center locations can be found here: <https://onlineservices.dps.mn.gov>). If you are unable to afford renewing your vehicle tabs, or have other problems renewing them, you may call Diversion Solutions at 651-385-4347, select option 1 for assistance.

This is not a ticket or a warning. There will be no further action taken by the police department regarding this incident. We hope this letter provides an opportunity to correct this equipment violation. If you have any questions, please contact us at 651-792-7008, email us by going to our website (www.cityofroseville.com), or scan the QR Code below to learn more about this program.

Sincerely,

Erika Scheider
Chief of Police

