

**CALIFORNIA HIGHWAY PATROL**

**GENERAL ORDER 100.62**

**REVISED JUNE 2025**

**VERBAL NOTICE OF DEPARTMENT OF MOTOR VEHICLES  
ACTION BY PEACE OFFICER**

1. **POLICY**. To aid in the prosecution of drivers violating Sections 14601 through 14601.5 of the California Vehicle Code (CVC), officers who determine that the Department of Motor Vehicles (DMV) has suspended or revoked a person's driving privilege, and the person has not been notified of such action, may verbally notify the person of the DMV action and complete a DL 310, Verbal Notice by Peace Officer, DMV or Court Employee, at the scene.
  
2. **PROCEDURES**. If an officer contacts a driver who is in violation of Section 12951(a) CVC, the officer should proceed as follows:
  - a. Query the California Law Enforcement Telecommunications System (CLETS) or National Law Enforcement Telecommunications System (NLETS) to obtain the driver's record and determine if their driving privilege has been suspended or revoked.
  
  - b. If the driver's CLETS or NLETS record indicates their driving privilege is suspended or revoked, and the record indicates that the driver has been notified (refer to DMV Service Orders contained in the CHP 291, Redi-Ref), the appropriate enforcement action shall be taken in accordance with departmental policy contained in Highway Patrol Manual (HPM) 100.68, Traffic Enforcement Policy Manual, Chapter 2, Arrest Policies. Vehicles may be impounded in accordance with departmental policy contained in HPM 81.2, Vehicle Procedures Manual, Chapter 2, Storage/Impound and Release Procedures.
  
  - c. If the driver's history record indicates that the driver has not been notified, the officer should use sound professional judgement and:
    - (1) Complete the DL 310 following the instructions provided on the reverse of the form (refer to Annex A). The officer should attempt to obtain the signature of the driver on the DL 310; however, refusal to sign this form will not invalidate the notification process.

(2) Verbally notify the driver of the suspension order and advise the driver continued operation of a vehicle is unlawful.

(3) Issue the driver a CHP 215, Notice to Appear, for violation of Section 12951(a) CVC and the pink copy of the DL 310 and release the driver, if appropriate; or

(4) Issue the driver a CHP 215 for violation of Section 12500(a) CVC and the pink copy of the DL 310 and release the driver, if appropriate.

d. Officers shall not issue a CHP 281, Notice to Correct Violation, to a driver with a CLETS record which shows a current suspension or revocation status, regardless of notification or service order.

e. Officers shall seize a California driver's license, per Section 4460(a) CVC, when a revocation or suspension order has been confirmed through CLETS. Officers shall not seize a driver's license issued by any other state or foreign country based on an out-of-state revocation or suspension order confirmed through NLETS. Officers shall not seize identification cards.

f. The completed white copy of the DL 310 should be attached to the CHP 215 and turned in at the end of the shift. The canary copy should be retained with the officer's green copy of the CHP 215 in accordance with departmental policy contained in HPM 100.9, Enforcement Documents Manual, Chapter 1, CHP 215, Notice to Appear.

g. The Area commander shall ensure the completed white copy of the DL 310 and the seized California driver license, if applicable, is forwarded as soon as practicable to:

Department of Motor Vehicles  
P.O. Box 942890  
Sacramento, CA 94290-0001

h. The DL 310 forms may be obtained from Supply Services Unit through normal requisition procedures. The most current revision available should be used.

OFFICE OF THE COMMISSIONER

ANNEX A

OPI: 062

GO 100.62

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# ANNEX A

## DL 310, VERBAL NOTICE BY PEACE OFFICER, DMV OR COURT EMPLOYEE

 <b>VERBAL NOTICE BY PEACE OFFICER, DMV OR COURT EMPLOYEE</b>		<b>310</b>
<i>(SEE OVER FOR INSTRUCTIONS)</i>		
1. NAME (PRINT LAST, FIRST, MIDDLE INITIAL)		2. DRIVER LICENSE NUMBER
3. ADDRESS		IF NEW ADDRESS PLEASE CHECK HERE <input type="checkbox"/>
CITY	STATE	ZIP CODE
		4. DATE OF BIRTH (MO., DAY, YR.)
5. ACTION TAKEN	6. EFFECTIVE DATE MO. DAY YR.	7. VEHICLE CODE AUTHORITY SECTION
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /	
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /	
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /	
The above named person was advised by:		
8. SIGNED	<b>SAMPLE</b>	TITLE OR BADGE NO.
<b>X</b>		DATE
AGENCY		STATE
CITY		ZIP CODE
<p>that the above action was taken against his/her driving privilege under the authority of the Section of the California Vehicle Code indicated. That person understands that driving a motor vehicle is not permitted until official notification of reinstatement is received from the Department of Motor Vehicles. La persona entiende que no se le permite manejar vehículos motorizados hasta que reciba del Departament de Vehiculos Motorizados notificación oficial de reinstalación de la licencia.</p>		
9. SIGNATURE OF PERSON SERVED		
<b>X</b>		
<b>IMPORTANT:</b>		
Please obtain any suspended or revoked driver license and forward to the Department of Motor Vehicles pursuant to the authority set forth in Sections 4460 and 13550, California Vehicle Code.		
10. WAS UNEXPIRED LICENSE CONFISCATED?		
<input type="checkbox"/> Yes, please enclose the license		
<input type="checkbox"/> No, please explain: _____		
<b>Mail to: Department of Motor Vehicles P.O. Box 942890 Sacramento, CA 94290-0001</b>		
<b>11. FOR OPEN COURT USE ONLY</b>		
DOCKET NO.	SECTION VIOLATED	
WITNESS		
DATE	COURT CODE	
<b>DISTRIBUTION: White—DMV    Canary—Peace Officer/Court Employee    Pink—Driver</b>		
DL 310 (REV. 1/2008)		

**ANNEX A**

**DL 310, VERBAL NOTICE BY PEACE OFFICER, DMV OR COURT EMPLOYEE  
(continued)**

**INSTRUCTIONS FOR COMPLETING DL 310  
(Verbal Notice Form)**

<b>STEP</b>	<b>PROCEDURE</b>								
1.	Enter complete first, middle and last name (list additional names in Section #10).								
2.	<table border="1"> <thead> <tr> <th><b>IF license is . . .</b></th> <th><b>THEN enter . . .</b></th> </tr> </thead> <tbody> <tr> <td>from California</td> <td>number</td> </tr> <tr> <td>from out-of-state</td> <td>number and name of state</td> </tr> <tr> <td>not available</td> <td>"X" prefix file number or none</td> </tr> </tbody> </table>	<b>IF license is . . .</b>	<b>THEN enter . . .</b>	from California	number	from out-of-state	number and name of state	not available	"X" prefix file number or none
<b>IF license is . . .</b>	<b>THEN enter . . .</b>								
from California	number								
from out-of-state	number and name of state								
not available	"X" prefix file number or none								
3.	List current mailing address. If P.O. Box, also list current residence address in Section #10. If new address, please check box.								
4.	Enter month, day and year.								
5.*	Check appropriate box. If more than three, complete second form and staple together.								
6.*	Write in the date that the suspension or revocation became (or will become) effective.								
7.*	List authority section that is the basis for the action.								
8.	Please sign and complete this information. Your testimony may be needed in the future. Be sure to include the date the driver was advised of the suspension or revocation.								
9.	Have the person sign the form or write an explanation (e.g., "refused to sign"). The service is still valid without signature.								
10.	Check appropriate box (if yes, enclose the license with the form). Write a brief explanation if the license is not being sent in with the form (e.g., license lost, etc.).								
11.	Judges and court personnel <b>only</b> complete these boxes when giving verbal service of a suspension or revocation resulting from the case being adjudicated (this form is <b>NOT</b> used for a court suspension).								

\*Information needed to complete Items 5, 6 and 7 can be found in the Department History of Actions section of the driver record (if suspension or revocation is already in effect).

DL 310 (REV. 1/2008)