OLD BROOKVILLE VILLAGE COURT
201 McCouns Lane
Old Brookville, New York 11545
(516) 671-4664 Ex. 107
Email: courtclerk@oldbrookville.net

Edward P. Jenks
Village Justice

Sharon C. Moses
Court Clerk

Steven G. Leventhal
Associate Village Justice

INSURANCE LETTERS

DUE TO NEW YORK STATE LAW NO INSURANCE CARDS WILL BE ACCEPTED BY ANY COURT AS PROOF OF INSURANCE.

IF YOU HAVE RECEIVED A VIOLATION FOR AN UNINSURED VEHICLE, YOU ARE REQUIRED TO PROVIDE AN ORIGINAL LETTER FROM THE HOME OFFICE OF YOUR INSURANCE COMPANY (NOT BROKER) AND IT MUST BE SIGNED BY AN AUTHORIZED PERSON. NO PHOTOCOPIES OR FAXES WILL BE ACCEPTED. PLEASE NOTE THAT INSURANCE CARDS ARE NOT CONSIDERED ACCEPTABLE PROOF OF INSURANCE.

THE LETTER MUST INCLUDE THE FOLLOWING INFORMATION:

1. Letter must be written on your Insurance Company's letterhead.

2. Letter must be typed and state the effective dates of coverage.

3. Letter must state that no lapse of coverage occurred during the effective dates. If lapse of coverage occurred; the dates of the lapses MUST be stated.

4. Letter must state that there was full coverage on date of violation.

5. Letter must include: vehicle, year, make, model, color, license plate and vehicle identification number.

Once you receive the original insurance letter, please email it back along with your ticket to the above address.

IMPORTANT: The date you received the ticket MUST be in the letter!