



ADMINISTRATIVE OFFICE OF THE COURTS

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Public Upload of Proof of Compliance Fact Sheet for Public Users

*The Online Services page at onlineservices.NCcourts.org provides a consolidated citation lookup that will determine which online services, if any, you are eligible for. These may include the ability to pay online, request a dismissal (license, registration, inspection, and insurance only), or request a reduction of speeding. For insurance-related citations, you may be eligible to upload proof of compliance, in the form of an image of the DL-123 or FS-1 form from your insurance carrier. **The remainder of this document deals exclusively with online request for dismissal of a charge of driving without insurance.***

The following information will help explain the process of using the upload feature in the online services portal to attach an image of the DL-123 or FS-1 to your request for dismissal.

- If you have been charged with driving without insurance and have obtained a DL-123 or FS-1 form from your insurance carrier, showing that you have active coverage, you may be eligible to request dismissal online.
- The latest enhancement to online services for citations will allow you to select an existing image of the appropriate form if you are using a laptop or PC, and to take a picture of the form if you are using a mobile device.
- Whether you have been cited for driving without insurance as a single offense, or the charge is paired on the citation with another offense, related to driver's license, registration, inspection, or, in some cases, speeding, you may be eligible to use the new feature, provided you are in compliance with the NCDMV.
 - For more information on requesting dismissal of driver's license, registration, and inspection charges, see the [Electronic Compliance and Dismissal Fact Sheet](#).
 - For more information on online request for reduction of speeding, see the [Online Reductions Fact Sheet](#).

After searching for and confirming your citation on the online services page (onlineservices.NCcourts.org) under "**Citations (Tickets)**," the application will evaluate your eligibility and present you with your available options.

- If you are eligible to upload proof of compliance, you will see a button labeled "**Upload Proof of Compliance**." Clicking on that button will provide instructions and options for locating and attaching an image of the approved form.
- As with other online requests for dismissal, you will only have one opportunity to submit a request, so it is important that you ensure that the DL-123 or FS-1 is complete, accurate, and signed, and that the image is legible, in focus, and aligned properly.





- It is up to the discretion of the district attorney's office whether an attached image is appropriate and sufficient proof of compliance to support a dismissal.
- All images will be subject to virus scanning at the time of upload and may be rejected if they fail the scan.
- Images must be **10 MB or less** and must be one of the following file formats:
.jpg, .jpeg, .png, .bmp, or .gif.
- Public Upload of Proof of Insurance was rolled out statewide in March 2018.
- **If you have any questions regarding your legal rights and obligations, consult a licensed attorney.**

About N.C. Administrative Office of the Courts

The N.C. Administrative Office of the Courts (NCAOC) is the administrative agency for the N.C. Judicial Branch, providing administrative services to help the North Carolina court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources. Among the many programs and services that it provides to courts statewide, NCAOC uses technology to improve the delivery of services to the public and to provide greater and more convenient access to court personnel.