

**Using This Revisable PDF Form**

1. Copies
  - a. Original – to court
  - b. Copy – retained by defendant.
2. Prepared by defendant requesting the waiver of interest on fines and costs during a period of incarceration, except for Data Element Nos. 9 – 11.
3. Attachments
  - a. Form DC-366, CERTIFICATE OF INCARCERATION.
  - b. Stamped, self-addressed envelope if requesting the return to the defendant of the original form, DC-366, CERTIFICATE OF INCARCERATION.
4. Preparation details – none.

**REQUEST FOR WAIVER OF INTEREST  
ON FINES AND COSTS**

Commonwealth of Virginia VA. CODE § 19.2-353.5

Case No(s). (if known) **1**  
.....  
.....

**2**  
.....  
CITY OR COUNTY

General District Court  Circuit Court  
 Juvenile and Domestic Relations District Court

**3**  
.....  
NAME OF DEFENDANT

**4**  
.....  
DATE OF BIRTH

**5**  
.....  
LAST FOUR DIGITS OF SOCIAL SECURITY NO.

**6**  
.....  
DRIVER'S LICENSE NO.

To the Clerk of the above-named court:

I owe fines and costs to the above-named court.

I hereby request that the court waive any interest on those fines and costs that accrued during the period that I was incarcerated, as set forth on the attached district court form DC-366, CERTIFICATION OF INCARCERATION PERIOD.

**7**  
.....  
DATE

**8**  
.....  
SIGNATURE

(COURT'S USE ONLY)

- 9** {  There are no outstanding fines and costs owed to this court.  
 No interest accrued on the fines and costs owed to this court during the period of incarceration set forth on DC-366, CERTIFICATION OF INCARCERATION PERIOD.  
 Interest accrued during the period of incarceration on fines and costs owed to this court has been waived. The period of incarceration is set forth on DC-366, CERTIFICATION OF INCARCERATION PERIOD.

**10**  
.....  
DATE

**11**  
.....  
 CLERK  DEPUTY CLERK  JUDGE

---

**Data Elements**

1. Case numbers, if known.
2. Court name. Check the box for the type of court.
3. Name of defendant asking for the waiver of interest on fines and costs during a period of incarceration.
4. Date of birth of defendant.
5. Last four digits of defendant's social security number.
6. Defendant's driver's license number.
7. Date signed by defendant.
8. Signature of defendant.

Court's use only:

9. Check appropriate box.
10. Date signed.
11. Signature of clerk, deputy clerk or judge. Check appropriate box.