

Old Dominion Alcohol Safety Action Program

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INTERLOCK

This is provided as a guide to start the Interlock process. If you have any questions please ask your case manager.

You must have a court order or DMV Compliance Summary to proceed with Interlock.

If you have been ordered by the Court to have an Ignition Interlock Device installed in your vehicle, you will not be able to drive until the device has been installed. You have 30 days from your conviction date to have the device installed.

If you have been ordered by the DMV (not satisfying a court order) to have an Ignition Interlock Device installed in your vehicle you will not be able to drive until the device has been installed. Once the case officer contacts the Interlock agency of your choice, you have 30 days to have it installed, **during this period you cannot operate a vehicle.**

If your name is not on the registration card, you must get permission from the registered owner in the form of a notarized letter that includes the owner's full name and the vehicle information needed (year, make, and model and VIN #). You may obtain all necessary forms from ASAP.

If you have more than one vehicle registered/titled in your name you may be required to have the Interlock Device installed on every vehicle (even if it is not tagged, operable, junked, etc).

Select an Interlock company from the list provided. **ASAP employees shall not make referrals or suggestion for any particular interlock company.**

Bring registration to all the vehicles you own or you have cosigned to ASAP. **You may be required to have interlock installed on all vehicles in your name.**

Sign all required paperwork and ASAP will send your information to Interlock company of your choice.

Your case officer will give you a telephone number to call and set up an appointment with the Interlock Company that you have selected. Don't just show up expecting immediate hook-up.

A valid licensed driver must drive you and your vehicle to the interlock company. **Immediately after hook-up you must report to our office so we may contact DMV.** Any clients that are usually seen in the **Front Royal, Woodstock or Luray Offices** who have their interlock

installed in Winchester should report to the Winchester office with paperwork from the Interlock company.

Do not go to DMV before coming to the ASAP Office. Once the interlock is installed the client is allowed to operate the vehicle providing he/she has all restricted license orders in his/her possession.

You have sixty (60) days, from the date your Restricted License was issued, to go to DMV to obtain a Picture ID. Failure to have a Picture ID issued by DMV within the sixty (60) day period will result in your license being Revoked. If you do not have a valid license we cannot give you credit for having Ignition Interlock. You should go to the DMV between 30 and 60 days to obtain your picture ID.

FR 44 insurance is required by DMV. You will need proof of insurance when you report to DMV.

If you transfer the interlock device from one vehicle to another you must report to the ASAP office immediately with the paperwork from the interlock company.

Once interlock has been installed, any new vehicles, including motorcycles that are titled, registered or co-owned by the individual, even for a brief period of time, may be required to have the interlock device installed. If at all possible it is suggested you wait until your Interlock device has been removed prior to registering any new vehicles.

When you have the device removed you must report to the ASAP office before going to the DMV.