



Old Dominion Alcohol Safety Action Program
860 Smithfield Ave.
Winchester, VA 22601
P (540) 665-5633
F (540) 678-0730

Ignition Interlock Application Steps

****All the following must be included****

- Watch the interlock video referenced in the Ignition Interlock Agreement
 - <https://vasap.virginia.gov/awareness-videos/>
- Signed/dated VASAP Ignition Interlock Agreement
- TRENDS Enrollment Form (ALL SECTIONS MUST BE COMPLETED)
- General Consent Form signed/dated.
- Copy of current court-ordered restricted license or Application of Services if interlock is a DMV requirement.
- A fee agreement must be completed if you are not paying in full for the service. If your case is a DMV interlock only case, you will be responsible for the first payment (\$50) on the date of the application for ignition interlock.
- Copy of vehicle registration
- Consent to Install (if installing on the vehicle NOT registered to you).

Please allow **24 hours** for your application to be processed and the authorization for installation to be sent to the vendor.

DO NOT SCHEDULE AN APPOINTMENT WITH THE INTERLOCK VENDOR UNTIL THE REFERRAL HAS BEEN AUTHORIZED BY OUR OFFICE. NO AUTHORIZATION FOR INSTALL WILL BE SENT UNTIL ALL ITEMS ON THE CHECKLIST ARE RETURNED TO THIS OFFICE



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Interlock Facts Sheet

- 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 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.), depending on the court/administrative order.
- Select an Interlock company from the list provided (*see below for vendor information on page 2*). **ASAP employees shall not make referrals or suggestions for any interlock company.**
- A valid licensed driver must drive you and your vehicle to the interlock company. **Immediately after installation report to our office so we may notify DMV of the installation. Be sure to check our office locations and hours.**
- You have **sixty (60) days**, from the date your Restricted License was issued, to go to DMV to obtain a valid, hard-copy license. **Failure to have a valid license issued by DMV within the sixty (60) day period will result in your license being Revoked by the DMV.** If you do not have a valid license after 60 days, 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. ****FR44 insurance is required by the DMV.** You will need proof of insurance when you report to the DMV.
- 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, may be required to have the interlock device installed. If possible, it is suggested you wait until your Interlock device has been removed prior to registering any new vehicles.
- The ASAP is permitted to charge \$50 per month ignition interlock monitoring fee for DMV administrative cases. This \$50 monthly service fee begins the day you enroll with the ASAP as a DMV administrative participant (Interlock Lock Only File) or the date of your restricted license expiration if originally a court-ordered interlock requirement. Service fees that become 60 days overdue will result in unsuccessful closure of your case and a suspension of your driver's license through the VA DMV. A period of 30 days or more without licensure will also result in your case being closed. If this occurs, you will be required to re-start the DMV administrative interlock requirement after paying all outstanding ASAP monitoring fees.



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- Your ASAP case manager and the ignition interlock vendor will review the conditions of your probation and the terms of the interlock program. You will be required to sign a participation agreement. **Violations include positive BACs on breath tests, failing to submit to a test when required, failing to report to the vendor's service center for required appointments, tampering with the ignition interlock device, or otherwise attempting to circumvent it, and driving a vehicle not equipped with an ignition interlock.** Some of these violations may result in additional criminal charges. Remember, you must have no alcohol-related violations during your ignition interlock requirement. All violations will be reported to your ASAP case manager and may result in your return to court for noncompliance. Additionally, you will be required to restart from the date of the violation for the length of time originally ordered by the court/DMV.
- An ignition interlock is a device that is installed in a motor vehicle to prevent alcohol-impaired individuals from driving. Before starting the vehicle, you will be required to blow into the ignition interlock's mouthpiece to provide a breath sample for analysis. **If your blood alcohol concentration (BAC) is above the pre-set limit (0.02), the vehicle will not start. Once the vehicle is started, you may be required to submit additional breath samples at random times while the engine is running (re-test within 15 minutes to clear any violations).** Failing, or not submitting a breath sample for one of these "rolling retests" will cause your vehicle headlights, parking lights, or emergency lights to flash and your horn to sound. The ignition interlock contains a data log that records all vehicle activity, test results, and violations.
- For any additional questions, please visit the following link:
<https://vasap.virginia.gov/faqs/>

Vendor Information

RoadGuard
roadguardinterlock.com/
(800) 332 – 6858

LifeSafer
www.lifesafef.com/
(866) 202 – 3381

SmartStart
www.smartstartinc.com/
(800) 880 – 3394

Ignition Interlock Participation Agreement

www.vasap.virginia.gov

Participant Information

Driver's License Number

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State of Issue

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First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City / Zip _____

Phone Number: _____ Date of birth: _____ Email address: _____

Agreement

By signing below, I acknowledge that I have reviewed and agree to abide by the terms of the VASAP Ignition Interlock Participation Agreement and all laws related to the Virginia Interlock program published in the Virginia Code.

All VASAP ignition interlock participants are required to abide by the following conditions:

1. ASAP clients convicted of a DUI 1st offense must install an ignition interlock on any vehicle they operate, unless otherwise ordered by the court. ASAP clients convicted of a DUI 2nd or subsequent offense must install an ignition interlock on any vehicle they operate, and any vehicle registered or titled to them, in whole or in part. _____
2. Both court-ordered and DMV administrative interlock clients are required to complete enrollment with a local ASAP to open a case for ASAP interlock monitoring services. _____
3. For DMV administrative interlock cases, the ASAP interlock monitoring fee is \$50 per month. The ASAP will not successfully satisfy any interlock requirement with the DMV in which the ASAP fee balance is not paid in full. Clients who have an ASAP fee balance 60-days or more in arrears are subject to having their interlock monitoring services terminated by the ASAP. _____
4. Clients under any ignition interlock requirement must notify the ASAP immediately if they register or title a new vehicle. The new vehicle must have an ASAP approved interlock device installed within 10 calendar days of registering or titling the vehicle, if related to a DUI 2nd or subsequent conviction, a DUI 1st where the court required interlock installed on all vehicles, or a DUI 1st conviction where the client intends to operate the vehicle. Failure to install ignition interlock on all required vehicles may result in a DMV license suspension, an interruption in client eligibility to earn installed interlock credit, or the loss and reset of all previously accrued installed interlock credit. The client will not be eligible to begin earning installed interlock credit until an interlock is installed on all required vehicles and the client is once again in a compliant status with Virginia DMV ("Licensed" for Virginia drivers, "Not Licensed-No Fees Owed" for out of state license holders). _____
5. Court-ordered ASAP clients seeking an exemption to drive an employer's vehicle without an interlock installed must have the employer petition the court. The client must not be in control or ownership of the business in whole or in part. If an employer exemption is granted within a restricted license issued by the Court, the client is still required to install an interlock in a personal vehicle, achieve proper licensure with Virginia DMV, and achieve compliance with their home state of licensure to satisfy the requirement. If approved by the court, ASAP clients, and their employer, must complete the VASAP Ignition Interlock Program Employment Exemption Application in full and promptly return it to their servicing ASAP. _____
6. The Court-ordered interlock device must be installed within 30 days of the effective date on the DC-266 Ignition Interlock Order Form. The interlock device must be calibrated at least every 30 days per Virginia Code 18.2-270.1. _____
7. ASAP clients installing interlock in a vehicle they do not own must submit a completed "VASAP Ignition Interlock Consent to Install Form" to the interlock technician at installation. The document must be notarized unless the owner of the vehicle will be present at the installation appointment. _____
8. ASAP clients are not permitted to change interlock vendors after device installation unless approved by the Commission on VASAP. _____

9. Installed ignition interlock credit for court-ordered interlock clients cannot be earned if a client has a suspended, revoked, or not eligible status with Virginia DMV or their home state of licensure. ASAP clients under a court-ordered interlock requirement must comply with all terms of the court-issued restricted license order (DC265) and all licensing requirements of the DMV to earn installed interlock credit. _____
10. The court-issued restricted license order (DC265) document shall expire 60 days from the effective date on the originally issued order unless accompanied by a valid hard copy license from Virginia DMV. Driver's licensed in another state at the time of the Virginia DUI conviction must also meet the 60-day compliance requirements with Virginia DMV by achieving a "Not Licensed-No Fees Owed" status with the Virginia DMV and by obtaining a valid hard-copy picture driver's license from their home state of licensure. _____
11. Installed ignition interlock credit for DMV administrative clients cannot be earned if a client has a suspended, revoked, or not eligible status with Virginia DMV or their home state of licensure. In addition, ASAP clients under a DMV interlock requirement, cannot begin to earn installed interlock credit until the date they obtain a valid, hard copy picture driver's license from the Virginia DMV. Clients licensed another state must comply with all requirements of the Virginia DMV for out-of-state drivers, by achieving a "Not Licensed-No Fees Owed", status with the Virginia DMV and obtaining a valid hard-copy picture driver's license from their home state of licensure before they can begin earning installed interlock credit. _____
12. For all installed ignition interlock clients, failure to maintain compliance with DMV requirements in Virginia, and in your home state of licensure, can result in a suspension of license and an interruption of earned installed ignition interlock credit. Clients will begin earning installed ignition interlock credit once they have complied with all outstanding requirements of the DMV in Virginia and their home state of licensure. The days of ineligibility to earn installed ignition interlock credit will be tolled upon the end of the initial required term of ignition interlock. _____
13. ASAP clients, while in proximity of the ignition interlock, are required to avoid substances which may contain alcohols and avoid using any substances, whatsoever, other than water, within 15 minutes prior to providing a breath test into the interlock device. In addition, all smoking substances should be avoided while using the ignition interlock to prevent potential damage to the fuel cell. _____
14. Breath test readings above the fail point of 0.02%, and skipped rolling re-tests, are considered violations. Clients are required to provide a second breath sample within 15 minutes of any failed or skipped test. The second breath sample provides the ASAP with additional information to determine if the failed, or skipped, breath test was due to consumed alcohol. _____
15. ASAP clients are solely responsible for all activity on the interlock device. The photos collected by the camera installed in the vehicle may be used to prove otherwise. All situations in which the person providing a breath sample on the device, or the device itself, are not clearly visible and identifiable in the photos captured by the interlock camera will be considered interlock violations. ASAP clients who permit another person to supply a breath test on the interlock device, in an attempt to start the vehicle on behalf of the client or an attempt to clear a violation breath sample given by the client, violate Virginia Code 18.2-270.1. The client and any involved parties may be charged with a Class 1 misdemeanor. _____
16. If requested, ASAP clients are required to submit formal documentation from any vehicle maintenance or repair facility to the ASAP documenting the type of service performed along with the vehicle's dates and times in and out of the repair facility. _____
17. Pursuant to Va. Code § 17.1-612, ASAP clients who directly, or indirectly, subpoena staff members of the VASAP state office for testimony at any court hearing may be subject to payment of the witness's daily mileage and toll expenses. _____
18. ASAP clients agree that ASAP is the custodian of record of ignition interlock reports generated from the interlock device data contained in the interlock provider's server, which is made at or near the time of the occurrence of the event(s) set forth therein, and that such reports and records are kept in the ordinary course of regularly conducted business activity of monitoring ASAP interlock clients, and that such records are made by ASAP caseworkers as a regular practice in monitoring a client's compliance with the interlock. _____
19. ASAP clients are required to complete their final calibration on or after their interlock compliance end date. No interlock device shall be removed without ASAP authorization. _____
20. These conditions and terms will remain in effect until successful completion of all court and/or DMV ignition interlock requirements. By signing below, I acknowledge that I have received a copy of and understand all conditions and information contained in this Ignition Interlock Participation Agreement. _____

Notice

The Virginia Alcohol Safety Action Program (VASAP) collects the information on this form for identification purposes, to enroll you in the Virginia Alcohol Safety Action Program. You are not legally required to complete this form. You can refuse; however, VASAP cannot enroll you in the Ignition Interlock program. Program participants are subject to the terms and conditions set forth in this form. For Program enrollees, violations of the conditions outlined in the Program Guidelines may result in consequences including, but not limited to, an extension of time on the program, a return to court non-compliant, a referral for a treatment assessment, and/or termination from the program. VASAP will not share this form with other entities; however, through the program, VASAP collects driver's information that may be released to the following: state and federal enforcement agencies; licensing boards and agencies; state and federal courts; law enforcement agencies and prosecutorial authorities; persons and entities named pursuant to a court order; and any other person or entity authorized by state or federal law.

Signature

Date

Virginia Alcohol Safety Action Program

TREDS Ignition Interlock New Case Referral Form

Client Information

Driver's License Number: _____

First Name: _____ Middle Name: _____ Last Name: _____

Date Of Birth: _____

Street Address: _____ Apt/Suite/Other: _____

State: _____ City/County/Town: _____ Zip Code: _____

Best Contact Number: _____ Additional Phone Number: _____

Referral Information

Referral Type: Court DMV If court ordered, Court Order Date: _____

Interlock Vendor Name (*selected by client*): Drager LifeSafer Smart Start

Offense Type: DUI, 1st DUI, 2nd Reckless Driving License Restoration Under Advisement Other

Offense Date: _____ Conviction Date: _____

Court Name: _____ General District Court Circuit Court Out of State

Alcohol Determination Method: Blood Breath Refused DUID Stricken

BAC Value: _____

Reason for Stop: **PLEASE CHECK ONE**

accident	checkpoint	citizen alert	disabled vehicle/welfare check
domestic disturbance	erratic driving	equipment violation	expired inspection/registration
failure to obey sign	no headlights	speeding	texting
other offense			

Vehicle Information

VIN: _____ Make: _____ Model: _____

Year: _____ Tag: _____ Hybrid: Yes No Push Start: Yes No

VIN: _____ Make: _____ Model: _____

Year: _____ Tag: _____ Hybrid: Yes No Push Start: Yes No

If you are *not* the registered owner of the vehicle(s) listed above, the owner is required to complete the "Ignition Interlock Consent to Install Form". If the owner will not be present at the interlock installation appointment, the form must be notarized and presented to the interlock service provider. If you are not the registered owner of the vehicle(s) listed above, please complete the following:

Owner's First Name: _____ Middle Initial: _____ Last Name: _____

VASAP CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION - GENERAL

Probationer: _____ **Date of Birth:** _____

I hereby grant the Virginia Alcohol Safety Action Program (VASAP) consent to exchange information with:

- the court of record/referral
- the Commonwealth Attorney's office
- attorney(s) of record
- local, state and federal law enforcement agencies
- other criminal justice entities
- the Virginia Department of Motor Vehicles
- applicable VASAP ignition interlock service providers
- other (specify) _____

for the purpose of facilitating, supervising, verifying, and reporting my participation in, and compliance with ASAP requirements.

I understand that if I am being referred to the Alcohol Safety Action Program **by a court**, information concerning my participation will be reported to the court, and my consent for that purpose will terminate upon successful completion of my ASAP probation. In the event of noncompliance, this Consent for Release of Confidential Information will not expire until the referring court formally terminates the Alcohol Safety Action Program's oversight of the case.

I understand that if I am enrolling in the Alcohol Safety Action Program to complete a **DMV requirement**, this Consent for the Release of Confidential Information shall expire automatically upon termination of my ASAP participation.

I understand that my records are protected under Federal Confidentiality Regulations (42CFR Part 2) and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I further understand that all treatment information is protected under HIPAA and cannot be released by the ASAP without my consent; however, should I elect to transfer to another ASAP, all records to include treatment records will be sent to the supervising ASAP in order to effectively administer my case. A copy of this Consent for Release of Confidential Information form shall be considered to be valid as the original.

Executed this _____ **day of** _____, **20**_____

Participant's Signature: _____

Parent/Guardian Signature (required if under the age of 18): _____

To revoke consent for release of information, complete this section.

Date Revoked: _____

Participant's Signature: _____

Parent/Guardian Signature (if required): _____

PROHIBITION ON RE-DISCLOSURE: This information has been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose.

[Updated 8/23/19]



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Old Dominion ASAP **Payment Instructions**

- Type in: NRADC.COM and the website will be pulled up for the Northwestern Regional Adult Detention Center.
- At the top of this page, you will click: **About us.**
- Then you will choose: **Old Dominion Court Services/Alcohol Safety Action Program**
- Scroll down to **Payment Details** and click.
- You will then see in the paragraph in middle of screen: **to make an online payment** and select click here.
- You will need a case number when you reach the payment page which is: **V01-001.**

The following link can be used as well:

<https://www.nradc.com/about-us/old-dominion-court-services/alcohol-safety-action-program-asap-/news-general-information>