

DRIVER'S LICENSE RESTORATION CHECKLIST

Completed Request for Administrative Review (enclosed SOS-257 form)

Substance Use Evaluation (enclosed): If you have *ever* been arrested for an alcohol or controlled-substance related offense, you must submit this form. We will need you to bring the completed evaluation with you to your appointment.

A laboratory report from a 10-Panel Urinalysis Drug Screen – This report must include at least two integrity variables such as specific gravity, urine creatinine or pH level.

Documentation of sobriety – Your sobriety must be confirmed by friends, family and co-workers, who are in a position to know, observe and personally attest to your habits regarding the use of alcohol or controlled substances. You must obtain three to six notarized testimonial letters of witnesses who will testify as to your sobriety. The letters must be signed, dated and notarized with a complete mailing address and telephone number where the writer can be reached between 8 a.m. – 5 p.m. Eastern time.

The letters must contain the following information about you:

1. The person's relationship to you
2. How often the person sees you
3. How long the person has known you
4. The last time the person saw or had knowledge of you drinking or using controlled substances
5. The amount of alcohol or controlled substance the person knows you consumed on the last occasion
6. What social activities you participate in involving alcohol or controlled substances
7. The person's knowledge of your past or current involvement in treatment or a support group

Additional Evidence of support (as applicable) – Alcoholics Anonymous (AA) sign-in sheets, letters or other evidence that shows you are attending a structured support group. If you have a sponsor, you should also include a notarized letter from that person.

An ignition interlock report – If you have a restricted driver's license and are required to use an ignition interlock device, you must submit a report from the interlock vendor. The report must state that the ignition interlock device has been properly installed for at least the minimum required time as specified by law and whether any alcohol readings or other violations have registered. The report must be no more than 30 days old when it is submitted with your hearing request.