



## POLICY AND PROCEDURE STATEMENT INT – 1.3.0 APPLICATION FOR IGNITION INTERLOCK HISTORY

Purpose: This policy and procedure applies to BOT staff regarding interlock history applications received from interlock customers. The policy applies to all Oklahoma required ignition interlock participants regardless of location under the monitoring authority of the Oklahoma Department of Public Safety.

Effective Date: February 1, 2021

Superseded Policy: September 1, 2020 1.2.0

References: 47 O.S. §759; 47 O.S. §6-201:6-212.6

40 O.A.C 50:1-1.1, 40 O.A.C. 50:1-3.1, 40:50-1-3.2, 40:50-1-5

Related Forms: DPS Document - LGL-IHR-0001 Version 1.0

Approved By: Joshua Smith

*The Oklahoma Board of Tests has no knowledge of program length and therefore will only provide a Declaration of Ignition Interlock History to the Oklahoma Department of Public Safety (ODPS). This form nor any response to this application relieves any Oklahoma ignition interlock required participant from any imposed license restriction(s) or program requirements with ODPS.*

### 1. Application Submissions

- i. Applicants must acquire the application from ODPS Driver Compliance. BOT staff are not authorized to furnish the application without consent from ODPS. Applicants may submit the “Application for Ignition Interlock History” via

#### **MAIL**

- a. Board of Tests  
Attn: Interlock Review  
P.O. Box 36307  
Oklahoma City, OK 73136

#### **FAX**

- b. Fax number: 405-425-2490

#### **ELECTRONIC**

- c. E-mail : [bot@bot.ok.gov](mailto:bot@bot.ok.gov) (Returned application must be a completed fillable PDF or scanned document. No photos will be accepted.)

### 2. Screening submitted applications

- i. Interlock history reports will be processed as received. BOT staff will make all efforts to process the report, deliver the report to ODPS Driver Compliance Division, and notify applicants within 5 business days after receipt.
  - ii. BOT staff will review the submitted application for discrepancies and any conflicting or missing information. ODPS has notified the Board that the “Latest Interlock Service” must be on or after the Program Completion Date. In addition to this requirement, any other issues or conflicts with the application will need to be reported to the applicant.
    - a) Incomplete, ineligible, or illegible applications will be returned for resubmission. No incomplete applications shall be retained at the BOT administrative offices and the applicant must submit a new application if there are conflicts with the information on the document. *If there are any informational errors on the form related to the ignition interlock device, BOT staff are authorized to write the correction onto the application as a courtesy to the applicant.*
    - b) In the event an application fails to meet the ODPS requirement stated above, a BOT staff member will contact the applicant and inform them i.e., “Our records show that your last service was on [DATE]. The “Latest Interlock Service” needs to be on or after the Program Completion Date. Please schedule another interlock service and submit a new application. If you have any questions or concerns, please contact the Department of Public Safety at 405-425-2059, option 2.”
3. Processing submitted applications
- i. BOT staff will complete Section 2 of the “Application for Ignition Interlock History” submitted by the applicant, also known as the “Declaration of Ignition Interlock History.”
  - ii. BOT staff processing submitted applications shall review the participant’s ignition interlock download history and report the most recent recorded violation according to BOT rules and ODPS program rules within the program period and calculate the days from the Program Completion Date. A notarized affidavit will be created for the reportable violation and submitted to the ODPS violations email address.
  - iii. In the event no violations occurred during the applicant’s program period, the BOT staff will report such information on the “Application for Ignition Interlock History.”
  - iv. BOT staff will sign, print, and date the “Application for Ignition Interlock History” and deliver a copy to the Oklahoma Department of Public Safety (ODPS). BOT Staff will notify the applicant via phone call or e-mail that the application has been processed and delivered to ODPS and they may now reach out to ODPS for further instruction.
  - v. If the applicant or their attorney requests a copy of the report submitted to ODPS, BOT staff are authorized to submit a copy to said person.
4. ODPS Hearings
- i. ODPS may request an affidavit for use in a hearing regarding the identified violation/s reported to the ODPS violations email. Affidavits will be submitted on agency letterhead. Affidavits shall contain the name of the affiant, name of the ignition interlock participant, their interlock provider, their driver license number and/or date of

birth, the violation date, and the violation according to BOT rules. An example of the affidavit is provided.



**STATE OF OKLAHOMA  
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Josh Smith  
State Director

**INTERLOCK VIOLATION AFFIDAVIT**

Date:

1. Your affiant, \_\_\_\_\_, is employed by the Oklahoma Board of Tests for Alcohol and Drug Influence and trained to clearly identify violations of Board rules and read ignition interlock device data.
2. Your affiant verified that an Application for Ignition Interlock History was processed and submitted to the Oklahoma Department of Public Safety on: Date: \_\_\_\_\_.
3. Your affiant reports the applicant information affiliated with the Application for Ignition Interlock History submitted was:  
  
Name:  
DOB:  
DL #:
4. Your affiant reviewed the ignition interlock download data affiliated with the Application for Ignition Interlock History report that was submitted to Oklahoma Department of Public Safety.
5. Your affiant verified that the device manufacturer of the applicant is \_\_\_\_\_ and that the device and manufacturer are approved by the Board.
6. Your affiant identified that a violation of the Oklahoma Administrative Code Title 40:50-1-3.2 occurred on the date of \_\_\_\_\_ and the violation was \_\_\_\_\_.

\_\_\_\_\_  
Affiant Signature