



POLICY AND PROCEDURE STATEMENT INT – 4.2.0 APPLICATION FOR FOREIGN INSTALLATION VERIFICATION

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

Effective Date: May 6, 2021

Superseded Policy: 4.1.0 Application for Foreign Installation Verification

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, 40:50-1-4.1, 40:50-1-5

Related Forms: Application for Foreign Installation Verification rev. 12/2019

Approved By: Joshua Smith

1. Application Submissions

- i. Applicants may acquire the application from BOT. BOT staff are authorized to furnish the application to the customer by email, website reference, fax or mail. Applicants must submit the “Application for Foreign Installation Verification” with a cashier’s check or money order via mail. Alternatively, the form and payment may be delivered in person.

MAIL

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

2. Screening submitted applications

- i. Applications will be processed as received. BOT staff will make all efforts to process the application, deliver the approved form to ODPS Driver Compliance Division, and notify applicants within five (5) business days after receipt.
- ii. BOT staff will review the submitted application for discrepancies and any conflicting or missing information. In addition to this requirement, any other issues or conflicts with the application will need to be reported to the applicant.
 - a) If no response is received from the applicant after two (2) attempts, the BOT staff member will create a letter and place a copy in file explaining the issue and

return the application and payment by mail five (5) business days after receiving the application. No incomplete applications or payments shall be retained at the BOT administrative offices beyond five (5) business days. *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. BOT staff are authorized to receive a replacement application via email if an applicant fails to sign the application. BOT staff are authorized to receive written approval by email in place of the signature, if necessary, but such signatures or confirmations must be received within five (5) business days after receipt of the original application and shall be attached to the approved application submitted to DPS.*

3. Processing submitted applications

- i. BOT staff will complete the "For Office Use Only" section of the application.
- ii. BOT staff processing submitted applications will review the application's Section 1 and Section 2. The BOT staff shall verify the application is signed or electronically confirmed and the interlock information, vehicle information, and other information matches the vendor's database.
- iii. BOT staff will approve or deny, date, and record the payment information and apply a "Board of Tests" Decal, and record the information on the Decal Log. BOT staff will deliver an approved copy of the FIVF to the Oklahoma Department of Public Safety (ODPS) Driver Compliance Division and any other necessary documentation. BOT Staff will notify the applicant via phone call or email that the application has been processed and delivered to ODPS.
- iv. Payments received must be money order or business check until the agency can take payment by other means. BOT staff will submit received payments to the Business Manager or their designee.
- v. If the applicant or their attorney requests a copy of the approved application submitted to ODPS, BOT staff are authorized to submit a copy to said person.

END OF POLICY