

TO: ALL DEPUTY REGISTRARS
 FROM: TOM WILSON, ADMINISTRATOR, FIELD OPERATIONS
 DATE: APRIL 5, 2017
 SEQUENCE: 17-045

NEW PROCEDURES FOR IGNITION INTERLOCK

Effective Thursday, April 6, 2017, customers with OVI offences that are eligible for an ignition interlock license must provide a copy of their court order, a Certificate Affirming Installation of an Ignition Interlock Device (OTS 0026) signed by the person who installed the device, and any required acceptable documents to complete the issuance.

On the BMV 5745, handwrite (1) Location Name, (2) Name of the Installer, and (3) Serial Number from the certificate in the available space of the *BMV Use Only* box. Please see example below:

OHIO DEPARTMENT OF PUBLIC SAFETY
 SAFETY • SERVICE • PROTECTION

CERTIFICATE AFFIRMING INSTALLATION OF AN IGNITION INTERLOCK DEVICE

OFFENDER INFORMATION

OFFENDER NAME	PHONE NUMBER	DRIVER LICENSE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP

INSTALLER INFORMATION

LOCATION NAME			
STREET ADDRESS		CITY	STATE ZIP
PRINTED NAME OF INSTALLER		SIGNATURE OF INSTALLER OBO MANUFACTURER	
		X	

DEVICE INFORMATION

MANUFACTURER	TYPE OF DEVICE	SERIAL NUMBER
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VEHICLE INFORMATION (Use a separate form for each vehicle)

OWNER	MAKE	MODEL	YEAR
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Information for 1 points to OFFENDER NAME.
 Information for 2 points to LOCATION NAME.
 Information for 3 points to SERIAL NUMBER.

OHIO DEPARTMENT OF PUBLIC SAFETY
 BUREAU OF MOTOR VEHICLES

APPLICATION INFORMATION FOR OHIO DRIVER LICENSE OR ID CARD

AGENCY NUMBER
 APPLICATION NUMBER

Applicants are required to complete Column A of this form in order to apply for the following: Ohio Driver License (DL) [includes Commercial, Operator, Motorcycle Only, or Moped], Ohio Identification Card (ID) [includes Temporary or Permanent], and Ohio Temporary Instruction Permit Identification Card (TIPIC) [includes all classes]. Applicants must present acceptable documents.

BMV USE ONLY - Check the following box(es) that applies:

- Ohio DL/ID/TIPIC has never been issued or is expired over 6 months
- Ohio DL/ID/TIPIC was lost, stolen, damaged, destroyed, suspended, or confiscated (Ohio DL/ID/TIPIC is not presented)
- Converting to Ohio DL/ID/TIPIC from another state/country
- Request a change/correction to Name, Date of Birth, Social Security Number, or License Number as permitted
- All Non-U.S. Citizens must present all legal presence documentation OR an I-551
- Naturalization: Recently Naturalized

COLUMN A
 Applicants must complete all of column A.

COLUMN B (BMV USE ONLY)
 Applicants must present documents to prove the 5 elements. If applying for a duplicate or renewal, one document is acceptable, if all conditions are met.

Handwrite 1 points to LOCATION NAME.
 Handwrite 2 points to PRINTED NAME OF INSTALLER.
 Handwrite 3 points to SERIAL NUMBER.

Continue to select the second box on the BMV 5745 and fill out the appropriate fields for customers requesting a duplicate transaction when their license has been suspended or confiscated. BASS DL/ID transaction issuance procedures have not changed. Please contact the License Control help desk for assistance with questions or concerns.

A sample copy of the Certificate Affirming Installation of an Ignition Interlock Device (OTS 0026) is attached.



CERTIFICATE AFFIRMING INSTALLATION OF AN IGNITION INTERLOCK DEVICE

OFFENDER INFORMATION

OFFENDER NAME	PHONE NUMBER	DRIVER LICENSE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP

INSTALLER INFORMATION

LOCATION NAME			
STREET ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF INSTALLER	SIGNATURE OF INSTALLER OBO MANUFACTURER X		

DEVICE INFORMATION

MANUFACTURER	TYPE OF DEVICE	SERIAL NUMBER
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VEHICLE INFORMATION (Use a separate form for each vehicle)

OWNER	MAKE	MODEL	YEAR
VEHICLE IDENTIFICATION NUMBER (VIN)	LICENSE PLATE NUMBER	ODOMETER READING	CAR INSURER

COURT INFORMATION

COURT NAME	CASE NUMBER
NAME OF COURT MONITORING AGENCY	PHONE NUMBER

MONITORING

LENGTH OF IID TERM	MONITORING CHECK INTERVAL
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By signature below, the offender acknowledges that any attempt to circumvent or tamper with the device is a criminal offense. The offender has been trained and understands how to use the device, and agrees to comply with all device monitoring checks.

SIGNATURE OF OFFENDER X	DATE
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By signature below, the installer certifies, on behalf of the manufacturer, that the ignition interlock device has been properly installed on the vehicle, the device is in good working order, the offender has received instruction on how to properly use the device, that the device will be monitored as directed by the court monitoring agency or other law, and that **all device violations will be promptly reported to the Court and the Bureau of Motor Vehicles**. The installer shall provide the offender with this form and retain a copy for later inspection.

SIGNATURE OF INSTALLER OBO MANUFACTURER X	DATE
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IN THE _____ MUNICIPAL/COUNTY COURT
_____ COUNTY, OHIO

STATE OF OHIO

CASE # _____

CITY OF _____

NOTICE OF ALLEGED VIOLATION OF
INTERLOCK IGNITION DEVICE

Vs.

DEFENDANT _____

Ohio OL# _____

DOB _____

NOTICE IS GIVEN TO DEFENDANT THAT:

It has been alleged that you have violated the terms of usage of your Ignition Interlock Device (IID) with regard to your license suspension in this case. It is alleged that you have violated the terms of your IID by:

- _____ operating a vehicle not equipped with an IID
- _____ operating the IID vehicle beyond the scope of your privileges
- _____ tampering with the IID device
- _____ operating the IID vehicle with a positive alcohol reading preventing the vehicle from starting

IF THE ALLEGED VIOLATION IS TRUE, YOU WILL FACE ADDITIONAL SANCTIONS, INCLUDING INCREASING THE LENGTH OF YOUR LICENSE SUSPENSION, OR BEING REQUIRED TO WEAR A CONTINUOUS ALCOHOL MONITORING DEVICE. YOU HAVE THE RIGHT TO APPEAL THIS SANCTION IF YOU DISPUTE THE ALLEGED VIOLATION. AN APPEAL MUST BE FILED WITHIN FOURTEEN (14) DAYS OF THIS NOTICE, BY FILING AN APPEAL AND REQUEST FOR HEARING IN WRITING WITH THE COURT IN THIS CASE. THE JUDGE MAY GRANT A HEARING TO HEAR YOUR APPEAL. IF YOU DO NOT FILE AN APPEAL, YOU WILL BE NOTIFIED OF THE ADDITIONAL SANCTION WHICH WILL BE IMPOSED.

DATE OF NOTICE _____

Issued by

JUDGE/MAGISTRATE

IN THE _____ MUNICIPAL/COUNTY COURT
_____ COUNTY, OHIO

STATE OF OHIO

CITY OF _____

CASE# _____

Vs.

JOURNAL ENTRY ON INTERLOCK

DEFENDANT

IGNITION DEVICE (IID) VIOLATION

This matter came before the Court on the Ignition Interlock Device (IID) violation

For which Defendant was issued Notice on _____, 20____. The Court

Takes the following action:

_____ Defendant did not file an Appeal. The Court orders Sanction as listed
Below.

_____ Defendant filed a timely Appeal. The Court ___ did ___ did not conduct
Conduct a Hearing, and takes the following action:

_____ Defendant committed no violation. No Sanctions are imposed, and any
Sanction imposed from that Notice is vacated.

_____ The Court finds a violation occurred, and imposes the following
Sanction:

_____ Defendant's License Suspension is increased, and the License
Suspension in this case shall now terminate on _____.

_____ As the violation occurred within 60 days of the termination of the
Suspension, the Suspension is increased for 60 additional days.

_____ Defendant is to wear a Continuous Alcohol Monitor for a period of
_____ days, to commence by _____, 2017.

The Clerk is to send a certified copy of this Order to the BMV, Defendant, and
Defendant's Attorney, if any.

IT IS SO ORDERED

Order See Journal Vol _____ Page _____

JUDGE/MAGISTRATE

Lakewood Municipal Court
Cuyahoga County, Ohio

City of Lakewood/ State of Ohio)
)
)
v.)
)
)
_____)
Date of Birth: _____)
Soc. Sec. No. _____)

Judge Patrick Carroll
Case No. 2017 C _____

**Order for Ignition Interlock
Device and notice to Defendant**

The defendant has been convicted of operating a vehicle under the influence (OVI) and the defendant’s driver’s license has been suspended until _____. The defendant is granted limited driving privileges to drive for the following purposes:

- 1) Occupational.
- 2) Court and Probation requirements and appearances.
- 3) Medical.
- 4) Education, including driving the defendant’s children to school.
- 5) Attendance at treatment program.
- 6) _____

The defendant is ordered to have an ignition interlock device (IID) on a motor vehicle within fourteen (14) days of the date of this judgment entry. Upon installation of the ignition interlock device, the defendant is required to appear at a BMV Registrar with:

- 1) a certified copy of this judgment entry,
- 2) a Certificate of Installation from the IID provider, and
- 3) the defendant’s driver’s license, if in the defendant’s possession.

Upon providing these items to the Registrar, the Registrar shall issue to the defendant a Restricted Driver’s License with Ignition Interlock Restriction, as required by R.C. 4510.022(D). The defendant shall notify the court of the issuance of the Restricted Driver’s License. After receipt of notice, the court may reduce the period of suspension and permit the defendant to drive for unlimited purpose with a motor vehicle equipped with the ignition interlock device.

All driving privileges are conditioned upon the defendant’s compliance with all terms of community control supervision/probation.

The defendant is advised that any of the following will result in a violation of driving privileges and require a hearing:

- 1) Operating a vehicle not equipped with IID.
- 2) Tampering with IID.
- 3) Positive alcohol test that prevents the vehicle from starting.

If a violation is found, additional sanctions may be imposed, including increased length of suspension, wearing alcohol monitoring device, and community control violation.

Date

Judge

In the _____ Municipal/County Court
_____ County, Ohio

STATE OF OHIO

CITY OF _____

CASE# _____

Vs.

JUDGE _____

**JOURNAL ENTRY FOR IGNITION
INTERLOCK DEVICE AND NOTICE TO
DEFENDANT**

Defendant _____

Ohio OL# _____

DOB _____

_____ Defendant has been sentenced for an OVI violation in this case. Defendant's license has been suspended by separate Entry. Defendant is granted Limited Driving Privileges, without Interlock, to commence with the date of this Entry, which will expire on _____, 20__.

_____ Defendant is ordered to have installed, and operate only a vehicle equipped with an Ignition Interlock Device (IID), Said device will be installed by Defendant on a selected vehicle by _____, 20__. Defendant is to appear at a BMV Registrar with a certified copy of this Entry, and a Certificate of Installation from the IID provider, and Defendant's license, if in his or her possession. The Registrar will then issue to Defendant a Restricted License as set forth in O.R.C.4510.022 (D).

_____ Upon issuance of the Restricted License, Defendant is granted Unlimited Driving Privileges as set forth in O.R.C. 4510.022 (C). Upon completion of same, the Court orders with this Entry that Defendant's suspension shall now terminate on _____, 20__.

_____ Defendant is granted Limited Driving Privileges, as set forth by separate Entry. Defendant is to have in Defendant's possession a copy of the separate Entry issued by this Court specifying the Limited Driving Privileges.

NOTICE AND WARNING TO DEFENDANT: DEFENDANT HAS BEEN ADVISED THAT IN THE EVENT OF AN IID VIOLATION, INCLUDING OPERATING A VEHICLE NOT EQUIPPED WITH AN IID, TAMPERING WITH AN IID, OPERATING BEYOND THE SCOPE OF GRANTED PRIVILEGES, OR HAVING A POSITIVE ALCOHOL TEST ON THE IID VEHICLE PROHIBITING ITS STARTING, THAT DEFENDANT MAY FACE ADDITIONAL SANCTIONS, INCLUDING INCREASING THE LENGTH OF THE SUSPENSION, OR WEARING AN ALCOHOL MONITORING DEVICE.

IT IS SO ORDERED.

JUDGE

DEFENDANT

Order See Journal VOL _____ PAGE _____

**Unlimited driving/Ignition interlock procedures for Lakewood Court.
Effective for “first time” OVI offenses committed on or after April 6,
2017.**

1) Upon conviction, defendant may apply for limited driving privileges (minimum one (1) year) or limited privileges with conversion to unlimited driving privileges (shortened to 6 months) with the ignition interlock device.

2) If unlimited privileges are requested with the ignition interlock device, the defendant will be given limited driving privileges for a period of 14 days to obtain:

- A) Installation of ignition interlock device on defendant’s vehicle,
- B) Submit the ignition interlock certificate from the installer and court order to the BMV to obtain restricted driver’s license with ignition interlock restriction.

3) If the restricted license with ignition interlock is not obtained within 14 days, the defendant must reapply to the court, which may permit additional time to obtain the restricted license.

4) Once the ignition interlock restricted license is obtained by the BMV, the defendant shall notify the court in writing that the restricted license has been obtained. The clerk of court shall verify the restricted license has been issued and provide the case to the judge to review may shorten the period of suspension.

Note: The restricted driver’s license may be obtained from the BMV office in Parma, or any Ohio License Bureau. There will be a fee charged for the restricted interlock driver’s license by the BMV (with additional \$10.00 fee if the defendant goes to the Ohio License Bureau instead of the BMV).

No additional fee will be charged to convert the license suspension to 6 months with ignition interlock device after receipt of notice and verification of restricted license being issued.

Written notice may be submitted to the Lakewood Court by fax. (216) 529-7687.