

Date: March 27, 2020
Bulletin to: Ignition Interlock Vendors
From: Rhonda Witt, Division Manager Driver Wellness and Safety

First, we want to thank you for working with us during the COVID-19 crisis. We are confident that the strong relationships we have developed with all vendors will enable us to more fully serve our customers during this critical time. While the health and safety of our drivers and staff is paramount, we recognize that we must adapt to our current situation and move forward with processing installations.

Effective **March 27, 2020** MDOT MVA is requesting that all new Interlock Installations be handled in the following manner:

- Vendors will advise installation sites that upon completion of the installation, the installer must:
 - Forward the installation paperwork to MVA Ignition Interlock Department by fax **410-582-4939** or INTERLOCKEMAIL@mdot.maryland.gov . **The required documents consist of:**
 - ❖ AJ-013 installation document, completed in its entirety to include either the raised seal or ink stamp; and
 - ❖ Per Se (DR-15A) This is the order of suspension that the customer receives when they were stopped for the DUI
NOTE: These documents are required for MDOT MVA to remove any imposed or pending suspensions. Without these documents, the suspension will remain on the record.
 - Credit in the program will be given according to the date of installation regardless of issuance of restricted license until MVA resumes normal business operations.
 - Also, credit will be given to installations that we may have received from 03/16/2020 forward to allow customers to receive credit when they were unable to acquire a restricted license due to limited MDOT MVA operations.
 - Will advise the customer on the current process for obtaining a corrected driver license.

This information needs to be immediately distributed to your installation sites.

Thank you for allowing us to provide guidance to you on this important matter. If you have any questions, please feel free to address your concerns with Rhonda Witt at rwitt@mdot.maryland.gov, Christa Marcotte at cmarcotte@mdot.maryland.gov, or Stephen McCoy, at smccoy@mdot.maryland.gov