


Updated Ignition Interlock Process (2 Pages)
During the COVID-19 Health Emergency (EFFECTIVE 3/23/2020)

<u>Steps</u>	<i>DISCLAIMER: If Ignition Interlock is installed before conviction, upon conviction you will be suspended and owe the \$40.00 reinstatement fee.</i>
Step 1	<p>COURT will fax, email or mail Ignition Interlock Order to KYTC.</p> <p style="text-align: center;">**IGNITION INTERLOCK ORDERS MUST BE FROM A DISTRICT COURT & SIGNED BY A DISTRICT JUDGE.**</p>
Step 2	<p>****5 Business Days After Court Hearing/Order Signed****</p> <p>Call KYTC (502-564-1257) to verify your order has been received.</p>
Step 3	<p>Customer will provide the following to a D.O.T. REGIONAL FIELD OFFICE via fax or email. Please visit http://go.usa.gov/xnxVy to find a Regional Field Office's phone number for you to call.</p> <div style="text-align: right;">  </div> <p>Customer will provide the following;</p> <ol style="list-style-type: none"> 1. Completed Application 2. Proof of valid <i>KY vehicle registration</i> 3. Proof of <i>KY insurance</i> 4. Application fee of \$105.00 (Non-Refundable) (Credit/debit card by phone or certified/cashier's check or money order by mail) 5. If SUSPENDED, a \$40.00 reinstatement fee is required. (Can be paid by phone at Regional Field Office or online at drive.ky.gov.) <p>Customer will be provided a Letter of Approval via fax or email.</p>
Step 4	<p>Customer will take his/her Letter of Approval & Court Order to a VENDOR/Ignition Interlock Provider of your choice to set up an appointment with a Service Center.</p> <p>List of Kentucky approved vendors are located at drive.ky.gov or call KYTC at (502) 564-1257.</p>
Step 5	<p>Service Center will provide customer with a Certificate of Installation after the device has been installed.</p>
Step 6	<p>Email to (KYTCIgnitionInterlock@ky.gov) or Faxed (844-535-7209) your Certificate of Installation to KYTC.</p> <ol style="list-style-type: none"> 1. Customer will have to come back in for license to be issued after State of Emergency/COVID-19 expires. 2. Customer must carry, Court Order, Approval Letter, Certificate of Installation and DHR - Driving History Record (DHR can be obtained at drive.ky.gov) while operating the vehicle equipped with the Ignition Interlock, this will provide proof of driving status for other agencies involved, such as law enforcement, etc... <p style="text-align: center;">This is due to license with Ignition Interlock NOT being issued.</p>

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	<p>DISCLAIMER:</p> <ul style="list-style-type: none"> • Drivers suspended for more than a year, will need to take the written and vision test. (<i>Note: KSP is not testing at this time.</i>) Therefore, remaining Suspended or Suspended/Test Authorized. • Drivers without a license for 5 or more year must start with a permit. (<i>Note: KSP is not testing at this time.</i>) Therefore, remaining Suspended or Non-Licensed Record. • Drivers that are expired will remain expired.
Step 7	<p>KYTC will mail a Letter of Removal, 21 days before IID expiration, so that you can contact the Vendor to proceed with the removal process.</p> <p>Service Center will provide you with a Certificate of Removal/De-Installation.</p>
Step 8	<p>Email to (KYTCIgnitionInterlock@ky.gov) or Faxed (844-535-7209) your Certificate of Removal to KYTC.</p> <ol style="list-style-type: none"> 1. Customer will have to come back in for license to be issued after State of Emergency/COVID-19 expires. 2. Customer must to carry, Removal Letter, Certificate of Removal and DHR -Driving History Record (DHR can be obtained at drive.ky.gov) while operating the vehicle without the Ignition Interlock, this will provide proof of driving status for other agencies involved, such as law enforcement, etc... <p>This is due to license with Ignition Interlock NOT being issued.</p>

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Device providers may charge applicants of commodities and services at rates up to, but <u>NOT TO EXCEED</u> , the following: <i>(Per Kentucky Ignition Interlock RFQ, Section 7)</i>	
Fees	Description
\$100.00	Ignition Interlock Installation – <i>Standard</i>
\$130.00	Ignition Interlock Installation – <i>Alternative fuel motor vehicle or a motor vehicle with push button starter.</i>
\$100.00	Per month plus any applicable taxes covering: <ul style="list-style-type: none"> • Device rental; • Scheduled calibrations and monitoring; • Required insurance in case of theft, loss or damage to the device and its components.
\$30.00	Device Removal
\$50.00	Plus mileage calculated at the Commonwealth of Kentucky mileage rate in effect at the time, not to exceed 100 miles, for service calls
\$50.00	Violation resets, when the violation is determined to be due to the fault of the applicant.
\$35.00	Missed Appointments
\$50.00	Per hour, not to exceed four total hours, for repairs and reinstallation of the ignition interlock when it is determined by the KYTC that the applicant illegally tampered with the device.
	Amount of returned checks.
	IF PRICES ARE NOT CONSISTENT, PLEASE CONTACT YOUR VENDOR.