



**MINNESOTA
JUDICIAL BRANCH**
FIFTH JUDICIAL DISTRICT

Ignition Interlock Program Checklist

(Use this checklist if your license has been cancelled)

Please note: All office appointments with the 5th Judicial District Program Coordinator need to be scheduled in advance.

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| Am I eligible to apply for the Ignition Interlock Program? | |
| <input type="checkbox"/> | Age 18 and eligible for Class D license (no other license classes are eligible to install ignition interlock) |
| <input type="checkbox"/> | Own or able to drive a vehicle – not a moped or motorcycle |
| <input type="checkbox"/> | My vehicle is insured |
| <input type="checkbox"/> | I am not subject to Vanessa’s Law because of a DWI before age 18 |
| <input type="checkbox"/> | I have no other withdrawals on my license (ex. lost license due to failure to pay child support) |
| I have gone to my local DVS office to do the following: <i>Go to www.mndrive.info to find a local DVS office</i> | |
| <input type="checkbox"/> | Purchased new plates (if your plates were impounded) |
| <input type="checkbox"/> | Paid the \$680 reinstatement fee – the Partial Payment Program may assist with the cost |
| <input type="checkbox"/> | Completed application for a new Class D license and kept my receipt |
| <i>Once you’ve completed all of the above you are ready to apply to install ignition interlock.</i> | |
| <i>Read the Minnesota Ignition Interlock Device Program Guidelines available online at www.dps.mn.gov</i> | |
| Send the following forms to the Ignition Interlock Unit (fax paperwork to #651-797-1299 except treatment paperwork) or upload the forms : | |
| <input type="checkbox"/> | Signed and date the Ignition Interlock Participation Agreement |
| <input type="checkbox"/> | Sign and notarize or have a DPS representative sign the Last Use Statement |
| <input type="checkbox"/> | Complete chemical use assessment. Treatment provider must fax (fax #651-797-1738) assessment and proof of enrollment, if applicable, to DVS. Include your driver’s license number or date of birth. |
| <input type="checkbox"/> | Submit insurance for the vehicle to be equipped with the device. Proof of insurance is needed for an offense on or after 7/1/21 if there is no insurance conviction on record. An SR-22 insurance certificate is required for anyone with a prior conviction for no insurance. The VIN (Vehicle Identification Number) of the vehicle with the device must match the VIN on the Certificate of Insurance. |
| <input type="checkbox"/> | Submit the Reduced Fee Application to DVS |
| IF you are not eligible for the Reduced Fee Program through DVS, send the following forms to the Fifth Judicial District’s Ignition Interlock Coordinator: | |
| <input type="checkbox"/> | Denial letter from Reduced Fee Program through DVS |
| <input type="checkbox"/> | Signed and dated Application and Acknowledgment form for Ignition Interlock |
| When you get a letter from Driver & Vehicle Services that your ignition interlock application has been approved: | |
| <input type="checkbox"/> | Contact the 5 th Judicial District Ignition Interlock Program Coordinator to set up funding (Jackie Murray : (507)338-2181/Jacqueline.Murray@courts.state.mn.us) |
| <input type="checkbox"/> | Schedule ignition interlock installation with Intoxalock (833) 210-8428 – tell them you are in the “5 th Judicial District Ignition Interlock Program” |
| DO NOT DRIVE YET! | |
| Do not drive until you confirm you are valid to drive. Check your driver’s license status at www.dps.mn.gov . | |