

John Tyler ASAP

ALCOHOL SAFETY ACTION PROGRAM

HENRICO OFFICE
4116 East Parham Road
Henrico, VA 23228
804-914-2181
jtasap.com



CHESTERFIELD OFFICE
9620 Iron Bridge Road #101
Chesterfield, VA 23832
804-914-2181
jtasap.com

ASAP Enrollment Form

Name: _____
Last First Middle Suffix

License #: _____ State Licensed: _____ Date of Birth: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ / _____

Email Address: _____ @ _____

Please be reminded:

- You are required to be on time for your scheduled intake appointment. If you are going to be more than 15 minutes late, you will have to reschedule your intake.
- Tardiness or failure to attend this appointment may result in your return to court and/or removal from the program.
- You will be charged a \$25 rescheduling fee for any missed class session.
- You are responsible for the \$400 ASAP enrollment fee (\$100 of that fee is for the class). Payment may be made in the form of credit (Visa, Mastercard, Discover, Apple Pay) however there is a \$2 service fee for any electronic transactions. We also accept money orders or cashier's checks made out to John Tyler ASAP.
- CASH and PERSONAL CHECKS ARE NOT ACCEPTED.
- ALL FEES PAID TO ASAP ARE NON-REFUNDABLE.
- If you have difficulty reading or writing, please bring someone with you to assist in filling out the necessary information. We will assist you as much as we can.
- By court order or voluntary enrollment, you have been placed on probation and referred to ASAP. For successful completion, your attendance to this appointment and all future appointments and classes are mandatory.

I have read and understand the above conditions: _____
Signature Date

Your intake appointment has been scheduled for _____ AM / PM on

_____, the _____ day of _____, 20____

Your appointment will be conducted in the Henrico / Chesterfield office. Please be on time and available for your appointment. Intakes typically last 30 minutes.

VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

AGREEMENT TO PARTICIPATE

Please read each statement and initial on the line following each statement.

As an ASAP participant, you are subject to the following program rules. These rules apply if you are enrolled as a court referral or if you are enrolled satisfying a DMV requirement.

I understand that I am required to meet with my ASAP case manager as deemed necessary. _____

I understand that I am responsible for keeping my case manager aware of any change of address and change of telephone numbers. _____

I understand that I am responsible for making my case manager aware of any new criminal or traffic violations. _____

I understand that I am responsible for making my case manager aware of any other changes that might affect my ASAP participation. _____

I understand that I must pay the ASAP fee in full or set up a payment plan, which I will adhere to. This applies only to court ordered participation. _____ *(Full payment is due at enrollment for DMV Administrative and Pre-Enroll cases)*

I understand that I am responsible for paying a \$25 rescheduling fee for missed ASAP appointments or class. _____

I understand that I am responsible to pay the costs of any treatment services that I may receive directly to the treatment provider. _____

I understand that I am required to engage and actively participate in ASAP education classes. _____

I understand that I am required to attend all ASAP education classes and treatment sessions, if applicable, free of alcohol or illicit drugs. _____

I understand that I am required to successfully follow the treatment plan as prescribed by the treatment provider or my case will be in a noncompliance status. _____

I understand that I am required to attend all education treatment sessions and comply with attendance policies. _____

I understand that I am required to submit to a breath test when requested by an ASAP representative. _____

I understand that if I am under a court order to remain abstinent that I am not permitted to drink alcohol at any time or use any illicit drugs and that I will be required to submit to drug and alcohol testing. _____

I understand that testing positive for alcohol, illicit drug usage, or having an ignition interlock violation will result in my case being reclassified and may result in my case being returned to court, if under the court's jurisdiction. _____

I understand that I am required to adhere to this participation agreement and that failure to comply will result in my case being returned to court for noncompliance, if under the court's jurisdiction. I further understand that if I am enrolled to satisfy a DMV requirement that my noncompliance will result in my case being closed as unsuccessful. _____

I understand that the Code of Virginia requires that I enter and successfully complete an Alcohol Safety Action Program (ASAP) in order to have my license re-instated. I understand that if I fail to complete the ASAP at this time, that I may re-enroll at a later time and will be required to pay the required enrollment fee(s) and any unpaid ASAP balances. _____

I HAVE READ THE ABOVE AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF MY PARTICIPATION IN ASAP.

Offender Name (*print*)

Offender Name (*signature*)

Date

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Orientation Video Agreement

I, _____, certify that I have viewed the VASAP orientation video at: jtasap.com.

Client Signature: _____

Date: _____

John Tyler ASAP

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Abstinence Agreement

This agreement serves as notice that participants referred to the ASAP program from the General District Courts of Henrico, Powhatan, and Nottoway are under a court order of abstinence from alcohol and any drug not prescribed. Participants transferred from other ASAP programs are responsible for complying with ANY order of abstinence or other conditions of probation with that court.

From the date of my court referral, until I have been released by ASAP, I understand that I will not consume any alcoholic beverages or products/medications that contain alcohol. I will not take any medications or use any mind-altering chemicals in which I do not have a valid prescription.

I understand that if I fail to comply with this agreement, receive another alcohol or drug related charge, test positive for alcohol or drugs, or appear at any ASAP function or facility under the influence of alcohol or drugs, my case may be returned to court for a violation or may result in more intense levels of participation.

I understand there is an additional fee for the urine/drug screen, and I am responsible for the cost of that service. I understand that my refusal to submit to a requested breath test or drug screen will be considered a positive alcohol/drug screen and may result in a violation.

Client Signature

Date

Virginia Alcohol Safety Action Program

Intake Questionnaire

Full

Name: _____
(First) (Middle) (Last)

Mailing

Address: _____
(Street) (City) (State) (Zip Code)

Primary Phone Number: _____ - _____ - _____ Secondary Phone Number: _____ - _____ - _____

Driver's License Number: _____

Date of Birth: _____

Medical History

Medical

Conditions: _____

Prescribed

Medications: _____

Have you ever been told by a medical professional not to use alcohol or drugs? ☐ Yes ☐ No

Previous detoxification or medical attention due to substance use disorder? ☐ Yes ☐ No

Do you have any medical conditions directly related to your use of alcohol or drugs? ☐ Yes ☐ No

If yes, list the conditions:

Legal History Have you had any...

Previous Arrest or Convictions for: (Do not include your present conviction)

DUI ☐ Yes ☐ No How many? _____ Public Intoxication ☐ Yes ☐ No How many? _____

Underage Possession of Alcohol ☐ Yes ☐ No How many? _____

Drug Offenses ☐ Yes ☐ No. How many? _____

Other criminal traffic convictions (such as Reckless Driving) ☐ Yes ☐ No ☐ If yes, how many?

List Charges

Do you have any pending charges? ☐ Yes ☐ No

List pending charges, if applicable

Are you currently on probation with any other agency? ☐ Yes ☐ No

Name of probation agency _____

Name of probation officer _____

About your Current Referral

What was your original charge/offense ?

Date of original
charge/offense: _____

For what offense were you convicted? _____

Court of Conviction _____

Date of conviction:

What alcohol beverages and/or what drugs were you using on the day of your arrest?

How much did you drink/use that day? _____

Did you have a crash that day? ☐ Yes ☐ No Were there any injuries? ☐ Yes ☐ No

What was your BAC at the time of arrest? _____ Did you feel impaired? ☐ Yes ☐ No

Alcohol and Drug History

How many days per week do you consume alcohol? _____ How much alcohol do you consume on those occasions?

When did you last consume any
alcohol? _____

How much did you consume? _____

Which drugs have you used within the last six months:

☐ Marijuana (for DUID cases and Young Offender cases charged with Marijuana)

☐ Cocaine ☐ Heroin ☐ Amphetamines

Do you have a substance use disorder? ☐ Yes ☐ No

Have you ever tried to quit?

Drinking? ☐ Yes ☐ No If yes, how long did you abstain? _____

Using Drugs? ☐ Yes ☐ No If yes, how long did you abstain? _____

Have you ever taken a prescription drug that was not prescribed to you? ☐ Yes ☐ No

If yes, what medication did you take? _____ When? _____

Have you had any...

Previous Alcohol/Drug Education? ☐ Yes ☐ No If yes, where _____

When: _____

Previous Alcohol/Drug Treatment? ☐ Yes ☐ No If yes, where _____

When?: _____

Previous ASAP Participation? ☐ Yes ☐ No If yes, where?: _____

When? _____

I certify this information is accurate to the best of my knowledge.

Print Name: _____

Signature: _____

Date: _____

Ignition Interlock Request for Installation Form

NAME: _____
 LAST FIRST MIDDLE

LICENSE NUMBER: _____ STATE LICENSED: _____

GENDER: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ ZIP: _____

PHONE: _____ / _____

EMAIL ADDRESS: _____ @ _____

Alcohol Determination Method: Blood Breath Refused Drugs BAC: _____%

Reason for Stop: Accident Checkpoint Citizen Alert Erratic Driving Texting
Speeding No Headlights Expired Inspection/Registration Failure to Obey Sign
Disabled Vehicle/Welfare Check Domestic Disturbance Other: _____

VENDOR CHOICE: LIFESAFER ROADGUARD SMARTSTART

Vehicle Information:

VIN _____ Make _____

Model _____ Year _____ Tag/Plate _____

Hybrid? Yes / No Push Start? Yes / No Is registered owner same as client? Yes / No

If no (Owner's Written Consent Required by Vendor)

Owner's First Name _____ Middle Name _____ Last Name _____

Ignition Interlock Participation Agreement

www.vasap.virginia.gov

Participant Information**Driver's License Number****State of Issue**

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First Name: _____

Middle Name: _____

Last Name: _____

Address: _____

City / Zip _____

Phone Number: _____

Date of birth: _____

Email address: _____

Agreement

By signing below, I acknowledge that I have reviewed and agree to abide by the terms of the VASAP Ignition Interlock Participation Agreement and all laws related to the Virginia Interlock program published in the Virginia Code.

All VASAP ignition interlock participants are required to abide by the following conditions:

1. ASAP clients convicted of a DUI 1st offense must install an ignition interlock on any vehicle they operate, unless otherwise ordered by the court. ASAP clients convicted of a DUI 2nd or subsequent offense must install an ignition interlock on any vehicle they operate, and any vehicle registered or titled to them, in whole or in part. _____
2. Both court-ordered and DMV administrative interlock clients are required to complete enrollment with a local ASAP to open a case for ASAP interlock monitoring services. _____
3. For DMV administrative interlock cases, the ASAP interlock monitoring fee is \$50 per month. The ASAP will not successfully satisfy any interlock requirement with the DMV in which the ASAP fee balance is not paid in full. Clients who have an ASAP fee balance 60-days or more in arrears are subject to having their interlock monitoring services terminated by the ASAP. _____
4. Clients under any ignition interlock requirement must notify the ASAP immediately if they register or title a new vehicle. The new vehicle must have an ASAP approved interlock device installed within 10 calendar days of registering or titling the vehicle, if related to a DUI 2nd or subsequent conviction, a DUI 1st where the court required interlock installed on all vehicles, or a DUI 1st conviction where the client intends to operate the vehicle. Failure to install ignition interlock on all required vehicles may result in a DMV license suspension, an interruption in client eligibility to earn installed interlock credit, or the loss and reset of all previously accrued installed interlock credit. The client will not be eligible to begin earning installed interlock credit until an interlock is installed on all required vehicles and the client is once again in a compliant status with Virginia DMV ("Licensed" for Virginia drivers, "Not Licensed-No Fees Owed" for out of state license holders). _____
5. Court-ordered ASAP clients seeking an exemption to drive an employer's vehicle without an interlock installed must have the employer petition the court. The client must not be in control or ownership of the business in whole or in part. If an employer exemption is granted within a restricted license issued by the Court, the client is still required to install an interlock in a personal vehicle, achieve proper licensure with Virginia DMV, and achieve compliance with their home state of licensure to satisfy the requirement. If approved by the court, ASAP clients, and their employer, must complete the VASAP Ignition Interlock Program Employment Exemption Application in full and promptly return it to their servicing ASAP. _____
6. The Court-ordered interlock device must be installed within 30 days of the effective date on the DC-266 Ignition Interlock Order Form. The interlock device must be calibrated at least every 30 days per Virginia Code 18.2-270.1. _____
7. ASAP clients installing interlock in a vehicle they do not own must submit a completed "VASAP Ignition Interlock Consent to Install Form" to the interlock technician at installation. The document must be notarized unless the owner of the vehicle will be present at the installation appointment. _____
8. ASAP clients are not permitted to change interlock vendors after device installation unless approved by the Commission on VASAP. _____

9. Installed ignition interlock credit for court-ordered interlock clients cannot be earned if a client has a suspended, revoked, or not eligible status with Virginia DMV or their home state of licensure. ASAP clients under a court-ordered interlock requirement must comply with all terms of the court-issued restricted license order (DC265) and all licensing requirements of the DMV to earn installed interlock credit. ____
10. The court-issued restricted license order (DC265) document shall expire 60 days from the effective date on the originally issued order unless accompanied by a valid hard copy license from Virginia DMV. Driver's licensed in another state at the time of the Virginia DUI conviction must also meet the 60-day compliance requirements with Virginia DMV by achieving a "Not Licensed-No Fees Owed" status with the Virginia DMV and by obtaining a valid hard-copy picture driver's license from their home state of licensure. ____
11. Installed ignition interlock credit for DMV administrative clients cannot be earned if a client has a suspended, revoked, or not eligible status with Virginia DMV or their home state of licensure. In addition, ASAP clients under a DMV interlock requirement, cannot begin to earn installed interlock credit until the date they obtain a valid, hard copy picture driver's license from the Virginia DMV. Clients licensed another state must comply with all requirements of the Virginia DMV for out-of-state drivers, by achieving a "Not Licensed-No Fees Owed", status with the Virginia DMV and obtaining a valid hard-copy picture driver's license from their home state of licensure before they can begin earning installed interlock credit. ____
12. For all installed ignition interlock clients, failure to maintain compliance with DMV requirements in Virginia, and in your home state of licensure, can result in a suspension of license and an interruption of earned installed ignition interlock credit. Clients will begin earning installed ignition interlock credit once they have complied with all outstanding requirements of the DMV in Virginia and their home state of licensure. The days of ineligibility to earn installed ignition interlock credit will be tolled upon the end of the initial required term of ignition interlock. ____
13. ASAP clients, while in proximity of the ignition interlock, are required to avoid substances which may contain alcohols and avoid using any substances, whatsoever, other than water, within 15 minutes prior to providing a breath test into the interlock device. In addition, all smoking substances should be avoided while using the ignition interlock to prevent potential damage to the fuel cell. ____
14. Breath test readings above the fail point of 0.02%, and skipped rolling re-tests, are considered violations. Clients are required to provide a second breath sample within 15 minutes of any failed or skipped test. The second breath sample provides the ASAP with additional information to determine if the failed, or skipped, breath test was due to consumed alcohol. ____
15. ASAP clients are solely responsible for all activity on the interlock device. The photos collected by the camera installed in the vehicle may be used to prove otherwise. All situations in which the person providing a breath sample on the device, or the device itself, are not clearly visible and identifiable in the photos captured by the interlock camera will be considered interlock violations. ASAP clients who permit another person to supply a breath test on the interlock device, in an attempt to start the vehicle on behalf of the client or an attempt to clear a violation breath sample given by the client, violate Virginia Code 18.2-270.1. The client and any involved parties may be charged with a Class 1 misdemeanor. ____
16. If requested, ASAP clients are required to submit formal documentation from any vehicle maintenance or repair facility to the ASAP documenting the type of service performed along with the vehicle's dates and times in and out of the repair facility. ____
17. Pursuant to Va. Code § 17.1-612, ASAP clients who directly, or indirectly, subpoena staff members of the VASAP state office for testimony at any court hearing may be subject to payment of the witness's daily mileage and toll expenses. ____
18. ASAP clients agree that ASAP is the custodian of record of ignition interlock reports generated from the interlock device data contained in the interlock provider's server, which is made at or near the time of the occurrence of the event(s) set forth therein, and that such reports and records are kept in the ordinary course of regularly conducted business activity of monitoring ASAP interlock clients, and that such records are made by ASAP caseworkers as a regular practice in monitoring a client's compliance with the interlock. ____
19. ASAP clients are required to complete their final calibration on or after their interlock compliance end date. No interlock device shall be removed without ASAP authorization. ____
20. These conditions and terms will remain in effect until successful completion of all court and/or DMV ignition interlock requirements. By signing below, I acknowledge that I have received a copy of and understand all conditions and information contained in this Ignition Interlock Participation Agreement. ____
21. If you have pre-enrolled for ignition interlock services, the ASAP will send a letter to the court on the date of your DUI hearing providing the court with the date of your ASAP pre-enrollment, the date of your interlock installation, and any interlock violations if incurred. ____

Notice

The Virginia Alcohol Safety Action Program (VASAP) collects the information on this form for identification purposes, to enroll you in the Virginia Alcohol Safety Action Program. You are not legally required to complete this form. You can refuse; however, VASAP cannot enroll you in the Ignition Interlock program. Program participants are subject to the terms and conditions set forth in this form. For Program enrollees, violations of the conditions outlined in the Program Guidelines may result in consequences including, but not limited to, an extension of time on the program, a return to court non-compliant, a referral for a treatment assessment, and/or termination from the program. VASAP will not share this form with other entities; however, through the program, VASAP collects driver's information that may be released to the following: state and federal enforcement agencies; licensing boards and agencies; state and federal courts; law enforcement agencies and prosecutorial authorities; persons and entities named pursuant to a court order; and any other person or entity authorized by state or federal law.

Signature

Date

John Tyler ASAP

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DMV REQUIREMENTS INFORMATIONAL SHEET

If you have been placed in the ASAP program by a court and are granted a **restricted license**, you must do the following within 60 days of your court date so that DMV will not suspend your restricted license:

1. You must surrender your license to the clerk or judge on the day of your conviction (unless you have a license from another state).
2. You must (if ordered) install the ignition interlock device within 30 days of your order. If you are ordered to install on all vehicles titled in whole or in part, you must comply with that additional requirement.
3. You must file FR44 insurance (if required).
4. You must pay DMV a reinstatement fee.
5. You must get a card license from DMV within 60 days of your order.

If you are convicted of a DUI 1st and had a valid license at conviction, you can drive with your paper license **ONLY** after you have enrolled with ASAP, installed the interlock device, and got both parts of your paper license signed.

If your license was suspended or revoked at conviction **OR** you are convicted of a DUI 2nd, you cannot drive until you become licensed with DMV. This often requires taking the written, vision, and road tests in addition to the other requirements listed above.

If you need to change any information on your restricted license, you must go to the clerk of your court to have this done. ASAP does not have the authority to make any changes to your restricted license. If you receive a new restricted license, you must bring it to ASAP so that we can sign and seal it.

If you have any questions about FR44, documents required for licensure, or fees, you must contact DMV and/or your insurance agent.

Signature: _____

Date: _____

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DMV ADMINISTRATIVE ENROLLMENT AND INTERLOCK MONITORING FEES

Clients are required to enroll with a local ASAP in order to begin interlock monitoring services for DMV. The enrollment requirement applies even in cases where a client is transitioning from a court ordered interlock requirement to a DMV administrative interlock requirement (at the expiration of the restricted license order). Enrollment requires that a client sign additional forms and provide an updated DMV Compliance Summary.

The ASAP is permitted to charge \$50 per month for ignition interlock monitoring. This \$50 per month fee begins the day you enroll with ASAP as a DMV administrative case or the date your restricted license expires. Service fees that become 60 days overdue will result in unsuccessful closure of your case and a suspension of your driver's license. If this occurs, you will be required to restart the DMV administrative interlock requirement after paying all outstanding ASAP monitoring fees.

By signing below, I acknowledge that I understand and agree to abide by all requirements.

Signature: _____

Date: _____

VASAP CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION – GENERAL

Probationer: _____

Date of Birth: _____

(Your Name)

I hereby grant the Virginia Alcohol Safety Action Program (VASAP) consent to exchange information with:

- the court of record/referral
- the Commonwealth Attorney's office
- attorney(s) of record
- local, state, and federal law enforcement agencies
- other criminal justice entities
- the Virginia Department of Motor Vehicles
- applicable VASAP ignition interlock service providers and remote alcohol service providers

For the purpose of facilitating, supervising, verifying, and reporting my participation in, and compliance with ASAP requirements.

I understand that I am being referred to the Alcohol Safety Action Program **by a court**. Information concerning my participation will be reported to the court, and my consent for that purpose will terminate upon successful completion of my ASAP probation. In the event of noncompliance, this Consent for Release of Confidential Information will not expire until the referring court formally terminates the Alcohol Safety Action Program's oversight of the case.

I understand that I am enrolling in the Alcohol Safety Action Program to complete a **DMV requirement**. This Consent for the Release of Confidential Information shall expire automatically upon termination of my ASAP participation.

I understand that my records are protected under the Federal Confidentiality Regulations (42 CFR Part 2) and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I further understand that all **treatment** information is protected under HIPAA and cannot be released by the ASAP without my consent; however, should I elect to transfer to another ASAP, all records to include treatment records will be sent to the supervising ASAP in order to effectively administer my case. A copy of this Consent for Release of Confidential Information form shall be considered to be valid as the original.

Executed this _____ day of _____, 20_____

Participant's Signature: _____

Parent/Guardian Signature: *(required if under the age of 18):* _____

To revoke consent for release of information, complete this section.

Date Revoked: _____

Participate Signature: _____

Parent/Guardian Signature *(if required):* _____

PROHIBITION ON RE-DISCLOSURE: This information has been disclosed to you from records protected by Federal Confidentiality rules (42 CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical information is not sufficient for this purpose.

Virginia Alcohol Safety Action Program

Electronic Communication Authorization Consent Form

I understand that due to the risk of electronic messages being misdirected, hacked or intercepted by unintended parties, the Virginia Alcohol Safety Action Program (VASAP) cannot guarantee that confidential messages sent over the internet will not be subject to unintended disclosure or other privacy breaches.

I understand that electronic communications sent to/from VASAP may contain personal information that is protected by federal confidentiality guidelines.

I further understand that electronic communications sent to/from work devices may be subject to review by my employer.

I consent to the use of electronic devices such as but not limited to mobile phones, tablets, laptops, etc.

Acknowledging the above, I hereby authorize the Virginia Alcohol Safety Action Program to communicate with me via electronic communications regarding my case until such time as my ASAP case is closed, or this authorization is rescinded by me.

Signature: _____

Printed Name: _____

Date: _____