YOUR GUIDE TO THE DRIVER'S LICENSE RESTORATION PROCESS

BEFORE YOUR FIRST VISIT

Please gather the following documents:

- [ ] Request for Hearing form (completed)
- [ ] Michigan Driving Record from the Secretary of State (available for $16 at michigan.gov/SOSonline)
- [ ] Criminal History through ICHAT (available for $10 at apps.michigan.gov)
- [ ] 3–6 Community Support Letters from friends, family, or people in the community
- [ ] Evidence of Support – Sign in Sheets from AA and/or NA (if applicable)
- [ ] Letter/Certificate from Probation stating completion/graduation (if applicable)
- [ ] Documentation from all SUD treatment providers (if applicable)
- [ ] BAIRD report from Smart Start/ Interlock device within the past 30 days (if applicable)
- [ ] Prescription information form for any behavioral health medication (if applicable)
- [ ] SOS Drivers License Hearing Denial letter (if applicable)

COMMUNITY SUPPORT LETTERS

Letters may come from:

- Family
- Friends
- Employers
- Clergy
- Sponsors
- Others familiar with your sobriety

Each letter must be signed in front of a notary.

RSU provides notary services free of charge for our assessment clients.

YOUR FIRST VISIT – WALK INS WELCOME

Monday–Thursday • 9:00 AM – 5:00 PM

At your first visit, you will:

- ✓ Bring all of your documentation
- ✓ Complete the required 12-panel urine drug screen
- ✓ Complete a brief self-evaluation
- ✓ Schedule your assessment appointment

IMPORTANT INFORMATION

- Most applicants are expected to demonstrate at least one year of continuous abstinence before beginning the restoration process.
- Your assessment must be completed within 30 days of your drug screen.
- **If more than 30 days pass, another drug screen ($60) is required.**

ASSESSMENT APPOINTMENT

Approximately 2 hours.

Please arrive on time. If you arrive more than 10 minutes late, your appointment must be rescheduled.

Rescheduling Fee:	You may reschedule	There are
$50 (cash only)	**ONCE.**	**NO REFUNDS.**

AFTER YOUR ASSESSMENT

As a courtesy, RSU will:

- ✓ Scan your completed documents
- ✓ Email digital copies to you
- ✓ Return your original documents

PLEASE NOTE

Recovery Services Unlimited prepares your evaluation and provides digital copies of your completed documents.

Clients are responsible for submitting all application materials directly to the Michigan Secretary of State. Hearing decisions, scheduling, and application processing are handled exclusively by the Secretary of State.

TRUSTED BY COMMUNITY PARTNERS

Recovery Services Unlimited has been serving Southwest Michigan for over 10 years. Our experienced clinicians provide thorough, Secretary of State–compliant evaluations in a professional, respectful environment. We are committted to making the assessment process clear, organized, and supportive for both clients and referral partners.

Compassionate. Professional. Confidential. | Helping you move forward.