

PLEASE INITIAL EACH LINE BELOW STATING YOU HAVE READ AND UNDERSTAND THE FOLLOWING POLICIES:

_____ \$225 PAYMENT: Acceptable forms of payment are: Personal Check and Credit/Debit Card (with valid photo ID). If no ID can be provided, please bring a Money Order. WE DO NOT ACCEPT CASH. Payment for a SOS Update MUST be paid in full at the time of the appointment.

***Please note: Credit/Debit cards will be charged a \$5 processing fee.*

_____ 24- HOUR CANCELLATION POLICY: You MUST give a 24hr notice of cancellation or you will be charged a \$50 Penalty Fee that must be paid before re-scheduling.

_____ \$50 PENALTY FEE: A penalty fee will be charged for failing to show up to a scheduled appointment, cancelling with less than a 24hr notice, arriving under the influence of drugs or alcohol, failing to bring an interpreter if necessary, or not having full payment for a SOS Update. The DUI Evaluation Unit reserves the right to cancel your appointment at their discretion for any of the above or related occurrences.

_____ ALCOHOL/DRUG FREE POLICY: You are not to arrive under the influence of any drugs or alcohol. If you are suspected to be under the influence, the DUI Evaluation Unit reserves the right to terminate your appointment at the cost of a \$50 Penalty Fee.

_____ INDIGENT REQUIREMENTS: Refer to the back of the yellow information sheet to see what documents are required to apply for a reduced fee amount. Applying for a reduced fee does not guarantee you will be approved. Reduced fees will not be approved without sufficient documentation.

_____ TEXT MESSAGE REMINDER: I authorize and understand that I will be given a text message reminder of my DUI evaluation appointment at least 48 hours in advance.

_____ CONFIRMATION OF APPOINTMENT DATE AND TIME

_____ INTERPRETER REQUIREMENT (if necessary): The DUI Evaluation Unit will provide you a court appointed interpreter at no cost. You may not bring your own personal or professional interpreters.

FOR SOS UPDATES ONLY:

_____ CORROBORATOR REQUIREMENT: You must bring a friend or family member to the evaluation with you to be interviewed on your behalf. This portion usually takes about 10-15 minutes.

_____ ALL TREATMENT VERIFICATION: You must bring any/all treatment verification or completion documents for your SOS Update. Without required documentation, the SOS Update cannot be completed, and you are subject to a \$50 Penalty Fee for rescheduling.

DATE: _____