

MVD Procedural Quick Update

#104

RE: Interlock License Renewals
Effective date: Immediate

Date: October 13, 2009
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

A customer renewing his or her ignition interlock driver's license must present a copy of the current contract with the ignition interlock provider and evidence of insurance showing that the individual is a covered driver of the vehicle.

This is an existing policy, not a new one. This POU is simply intended to clarify the requirements for renewing an ignition interlock license.

A receipt from the ignition interlock provider is not sufficient. A copy of the actual ignition interlock provider contract must be provided. That interlock provider contract **must**:

- be in effect and current on the date that the ignition interlock license is renewed; and
- must be complete, including both the vehicle identification number (VIN) and the signature of the interlock provider.

It is not necessary that the current contract extend through the license renewal period, only that it be current when the license is renewed.

Evidence of insurance must be in the form of an original insurance company document (not a photocopy) that clearly identifies the driver as an insured driver of the same vehicle that is covered by the ignition interlock contract.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis.
