

MVD Procedural Quick Update

#125

RE: DWI Gate
Effective date: December 20, 2010

Date: December 17, 2010
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.]

Effective December 20, 2010, field offices may now process drivers' license reinstatements for those customers who have satisfied the applicable DWI revocation period and ignition interlock license requirements, and may issue temporary licenses, without prior approval from the Compliance Unit.

The "DWI Gate" that was discussed at the Manager's Training is now in place. As a result, a customer whose driving privilege has been revoked for DWI, and who has now satisfied all of the requirements, may apply for reinstatement and receive a temporary license without having to wait for review by the Compliance Unit.

Here is an overview of the new field office process:

1. The customer goes to the field office to apply for reinstatement and issuance of a regular driver's license.
2. The customer **must** present a completed Affidavit for Reinstatement of Driver's License (MVD-10236 rev 12/10). Effective December 20, 2010, we will not process the reinstatement without a completed form MVD-10236.
3. Before proceeding with the transaction, the MVD agent should confirm that
 - the customer's license has been revoked for the full revocation period, and
 - the customer has had an ignition interlock license for at least six months (please be reminded that each driver's situation is unique; some drivers may have to have an ignition interlock for longer than six months).
4. The agent may then proceed to process the transaction in MVD 2.0.
5. On the License Data Entry screen, in the new "Interlock Mfg" field, the agent must now select from the drop-down menu the name (from item #8 of the completed Affidavit for Reinstatement) of the ignition interlock provider.
6. The agent will then continue through the regular license issuance process up to and including giving the customer the 45-day temporary license.
7. Finally, the agent should be careful to inform the customer that, because MVD's Compliance Unit must review and approve the reinstatement before the regular license will be issued and mailed, the customer should wait until the regular license arrives in the mail before having the ignition interlock device removed.

Here is how the new DWI Gate works:

1. All DWI reinstatement license applications will go first to the DWI Gate.
2. Until the application is released from the gate, the customer's regular license will not be produced and sent to the customer.

3. The Santa Fe Compliance Unit will review the file and confirm that the customer has in fact met all of the requirements for reinstatement. This is a daily process that includes confirmation from the ignition interlock provider (usually online) that the required interlock device has in fact been in place without tampering for the required period of time.
4. If all requirements have been met, the customer's application will be released from the DWI Gate, and the customer's regular license will arrive in the mail within the normal time frame.
5. If the requirements for reinstatement have not been fully met, the Compliance Unit will deny the application and will not allow it to go through the gate to production.
6. In that case the Compliance Unit will send a letter to the customer informing him or her of the denial and of the actions necessary by the customer to qualify for reinstatement.

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.
