

## **Requirements for Out-of-State Residents Regarding a DUI Conviction**

*PLEASE BRING THIS ENTIRE PACKET WITH YOU TO ENSURE THE APPROPRIATE INFORMATION IS SUBMITTED TO THE STATE OF NEW JERSEY.*

***ALL OFFENDERS must fulfill the TWO requirements below:***

- 1) CONTACT YOUR HOME STATE OFFICE IDENTIFIED ON THE CONTACT REFERENCE PAGE to determine your state's certified educational program for DUI offenders. Attendance and completion is mandatory.**

Documentation of completion must be mailed by your certified educational program directly to the State of New Jersey. Notice of completion must be on certified education program letterhead and include the following information:

- Client full name and date of birth
- Client address, if different from the cover letter
- Date of Enrollment and Date of Completion
- Number of hours attended
- Program contact person and contact information

**- AND -**

- 2) CONTACT A CLINICIAN/COUNSELOR LICENSED OR CERTIFIED IN YOUR STATE TO PROVIDE CLINICAL DRUG AND ALCOHOL ASSESSMENTS. All offenders must schedule and participate in a comprehensive drug and alcohol assessment conducted by a clinician/counselor licensed or certified in your state and complete all treatment requirements.**

Referrals to the appropriately licensed or certified clinician/counselor may be available by contacting your state agency indicated on the contact reference page. If treatment is recommended, compliance will not be met until treatment completion is reported.

- \* **If treatment is indicated**, length of stay shall be a **minimum of sixteen (16) weeks**, minimum one session per week and each session shall be a minimum of one hour.
- \* If a counselor identifies that treatment is not indicated, supporting documentation is required to substantiate that treatment is not indicated. This option applies only to individuals with one or two life-time alcohol or drug related motor vehicle or vessel convictions.
- \* **Individuals with three or more life-time alcohol or drug related motor vehicle or vessel convictions must participate in a treatment program. NJ law regulations require a minimum of sixteen weeks length of stay in the determined American Society of Addiction Medicine (ASAM) level of care.**

**In all cases**, the clinician/counselor must mail the appropriate documentation to support the above to the state of New Jersey. Documentation in the form of a discharge summary must be on agency letterhead and include the following:

- Client full name and date of birth.
- Client current address.
- Provide recommendations using ASAM Patient Placement criteria indicating the appropriate

level of care. If client has completed treatment, provide level of care upon admission and discharge.

- Date of Assessment, Treatment start date and completion date.
- Number of sessions attended.
- Discharge status (treatment complete, refused, no treatment indicated, referral to next level of care, etc.)
- If a counselor identifies that treatment is not indicated, supporting documentation is required to substantiate that treatment is not indicated. This option applies only to individuals with one or two life-time alcohol or drug related motor vehicle or vessel convictions. Multiple offenders must attend a minimum of sixteen weeks treatment.
- Counselor signature, credentials and contact information.

**Note that Section One and Section Two can be done concurrently.** However, they cannot be combined into one program. If the requirements are not completed within six months of the date of your letter, non-compliance will be issued. Partial compliance is not reviewed by this office.

This office does not accept faxed copies of documentation. Only mailed originals will be accepted and reviewed. Case review of documentation submitted occurs only after **all** requirements are completed and reported to this office.

Confirmation of mail delivery is not provided via client request. If you require confirmation of delivery for letters sent to our office, please ensure mail is sent via **USPS CERTIFIED** postage.

## **INTOXICATED DRIVING PROGRAM** **CONTACT REFERENCES**

Please send all program correspondences to:

New Jersey Division of Addiction Services  
Intoxicated Driving Program  
Out of State Unit  
PO BOX 365  
Trenton, NJ 08625-0365

To schedule attendance at an alcohol and drug education program in your state, please see the attached directory.

For information on clinicians/counselors licensed or certified in your state to provide clinical drug and alcohol assessments, please contact either your home state's authority or visit the website Substance Abuse Treatment Facility Locator <http://findtreatment.samhsa.gov/>

Questions related to driver's license restoration can be directed to NJ Motor Vehicle Commission: 609-292-7500

To obtain a copy of your life-time New Jersey driving history, please call 609-292-7500 or visit <http://www.state.nj.us/mvc/Licenses/DriverHistory.htm>

For copies of court orders, summons, etc., contact your court of conviction. See <http://www.judiciary.state.nj.us/directory/munctadr.pdf>

For additional questions or concerns call the NJ DUI HOTLINE: 609-588-7354 or <http://www.state.nj.us/humanservices/das/treatment/idp/>