



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH & HUMAN RESOURCES**

**Earl Ray Tomblin
Governor**

**Bureau for Behavioral Health and Health Facilities
350 Capitol Street, Room 350
Charleston, West Virginia 25301
Telephone: (877) 215-2522 Fax: (304) 558-3275**

**Michael J. Lewis, M.D., Ph.D.
Cabinet Secretary**

Dear

This correspondence is written to follow up on status of your efforts to reinstate your driving privilege in the State of West Virginia which is administratively suspended for the offense of Driving Under the Influence.

Attached to this correspondence you will find a summary of requirements that must be met, resources that may be of assistance to you as you pursue reinstatement and a "checklist" outlining/summarizing requirements. If information is on file with our office we have reflected this on the enclosed checklist.

Please note that no further action will be taken on your file until ALL requirements have been satisfied as outlined.

For additional information regarding the amount of administrative fees you may wish to contact the Division at (304) 926-2506. The total amount of this fee may be submitted at any time, either by certified check, cashier's check, or money order to the following address:

Division of Motor Vehicles
Driver Services; D.U.I. Section
PO Box 17040
Charleston, West Virginia 25317

It is advised that you reference the respective file number and the West Virginia driver's license number on any future correspondence to our office. If there is a change of address, please advise the Division, as the Division will not note such changes without prior written consent from the client.

Once a program is selected, it is suggested that you bring the enclosed information with you to the first, initial assessment session. This will assist the substance abuse program professional in determining the nature and intensity of services which will be accepted as reciprocal. You are advised to seek assessment and admission to a program which will individually address your individual circumstances. Should you have further questions regarding programming in your state you may wish to contact that state's designated D.U.I./substance abuse program coordinator(s) referenced in the enclosed materials.

Please note that you have the option of pursuing reciprocal programming in your state that meets or exceeds the WV Standards **Or** you may return to the State of West Virginia to be admitted to the West Virginia D.U.I. Safety and Treatment program through any of the enclosed behavioral health care providers.

The successful completion of D.U.I./substance abuse related programming is a step to secure reinstatement of driving privileges administratively suspended as a result of D.U.I., per Chapter17C-5A-3 of the state code.

In addition to other reinstatement fees the offender owes, **\$125.00** that is required for deposit in the **Driver's Rehabilitation Fund**. It should be sent to the following address: **350 Capitol Street, Room 350, Charleston, WV 25301-3702**. If you are paying by check or money order please make it out to the; **Bureau for Behavioral Health and Health Facilities (BBHF), Drivers Rehabilitation Fund**.

A copy of this correspondence will be forwarded to the file in the Division of Motor Vehicles.

Sincerely,

DUI Program Coordinator
West Virginia D.U.I. Safety and Treatment Program

Enclosures

LEB
11/7/11