

## CHECKLIST FOR SECRETARY OF STATE SUBSTANCE ABUSE EVALUATION

1. Obtain Master Driving Record from Secretary of State Office.
2. Complete the Request for a Hearing Form completely and accurately. This can be found on J & A's website.
3. Get letters of community support and have the letter writers get them notarized. List of things that must be included in the letters can be found on J & A's website.
4. Include any other documentation that is relevant to your abstinence. (Program completion certificates, AA/NA signature sheets, probation/parole discharges.
5. If you have a breathalyzer installed in your vehicle, please obtain a recent BAID report from the breathalyzer company.
6. If you are taking medications for pain or a mental health condition, you must have your doctor complete a Physicians statement and include it with your packet. This can be found on J & A's website.
7. When all of the paperwork listed has been completed you can then come to J & A Counseling at 2603 W. Wackerly Rd. in Midland between the hours of 9a.m. and 3 p.m. and complete a urine screen, pay for the evaluation and your appointment will be scheduled. All appointments are completed over the phone. You will be contacted by the evaluator on the day and time of your appointment.