Checklist of Documents for DWI-specific SA Assessments

☐ 1. Blood Alcohol Content Verification or documentation noting attempts to obtain BAC for arrest.

☐ 2. Citation (if available).

☐ 3. Client Contract informing the client of the following:
   a. requirements for reinstatement of driving privileges
   b. client choice
   c. assessment policy
   d. rights/grievance policy
   e. signature of client (copy to client, and referral source)

☐ 4. Clinical interview signed and dated by the licensed or certified assessor.

☐ 5. DMV Motor Vehicle Record – MVR (Complete driving history).

☐ 6. E-508 assessment form with status “Sent to State Office” signed by licensed or certified assessor within two weeks of the assessment. Exceptions must be documented.

☐ 7. Release of Information form(s) signed.

☐ 8. Standardized test completed by client (state approved).

☐ 9. Urine Drug Screen results, when applicable.