



HEARING REQUIREMENTS

The rules of the Secretary of State Department of Administrative Hearings require that certain documentation be presented at the time of a hearing to be considered for driving relief (Restricted Driving Permit (RDP) and/or Reinstatement). **These documents are required regardless of when the DUI(s) occurred.**

This form may be used as a guide to help you prepare for your upcoming hearing. It is important to be fully prepared for your hearing, as a continuance will not be granted if you do not have the proper documentation. **Also note that you must have NO TRAFFIC TICKETS pending at the time of your hearing,** unless the pending ticket also is the only cause of the current loss of driving privileges.

GENERAL DOCUMENTATION REQUIREMENTS

You must submit an Alcohol/Drug Evaluation Uniform Report, completed subsequent to your most recent DUI arrest by an agency licensed by the Division of Alcoholism and Substance Abuse (DASA). **THIS REPORT MUST INCLUDE A RECITATION OF YOUR COMPLETE ALCOHOL/DRUG USE HISTORY, FROM FIRST USE TO PRESENT USE.** The uniform report evaluation will place you at a specific classification level. Depending on the classification level, you must comply with additional requirements as explained below. Completion of the DUI Risk Education Course must occur after the last DUI arrest date. The requirement of the Risk Education Course cannot be waived.

PLEASE REFER TO YOUR CLASSIFICATION LEVEL BELOW FOR COMPLETE REQUIREMENTS.

Minimal Risk

- If your Uniform Report evaluation or the last updated evaluation is more than six months old at the time of your hearing, you also must submit a current updated evaluation. An updated evaluation must be completed by the agency that completed your Uniform Report evaluation.
- Must document successful completion of a DUI Risk Education Course.

Moderate Risk

- If your Uniform Report evaluation or the last updated evaluation is more than six months old at the time of your hearing, you also must submit a current updated evaluation. An updated evaluation must be completed by the agency that completed your Uniform Report evaluation or by the agency that completed your early intervention program.
- Must document successful completion of a DUI Risk Education Course.
- Must document successful completion of an Early Intervention Program on the providing agency's letterhead indicating the number of hours completed, dates of involvement, a summary of what was explored/addressed and the outcome of your involvement.
- Must document successful completion of any substance abuse treatment recommended by a licensed evaluator or treatment provider.

Significant Risk

- If your Uniform Report evaluation or the last updated evaluation is more than six months old at the time of your hearing, you also must submit a current updated evaluation. An updated evaluation must be completed by the agency that completed your Uniform Report evaluation or by the agency that completed your treatment.
- Must document successful completion of a DUI Risk Education Course.

(Continued on reverse)



- Must document successful completion of any substance abuse treatment recommended by a licensed evaluator or treatment provider, including:
 - Copy of the **Individualized Treatment Plan**.
 - Copy of **Discharge Summary**.
 - Copy of **Continuing Care Plan**.
 - Original **Continuing Care Status Report**.
 - If no treatment provided, must submit a treatment waiver.
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High Risk — Dependent

- If your Uniform Report evaluation or the last updated evaluation is more than six months old at the time of your hearing, you also must submit a current updated evaluation. An updated evaluation must be completed by the agency that completed your Uniform Report evaluation or by the agency that completed your treatment.
 - Must document on an original Secretary of State treatment verification form, successful completion of any substance abuse treatment recommended by a licensed evaluator or treatment provider, including:
 - Copy of **Individualized Treatment Plan**.
 - Copy of **Discharge Summary**.
 - Copy of **Continuing Care Plan**.
 - Original **Continuing Care Status Report**.
 - If no treatment provided, must submit a treatment waiver.
 - Must document the establishment of a support/recovery program (Alcoholics Anonymous, church, etc.) and abstinence, by submitting: (In all of the following situations witness testimony is acceptable instead of letters.)
 - At least three original letters, signed and dated within 45 days prior to your hearing, from fellow members/participants, verifying your active involvement in your support program.
 - If you have a support/recovery program sponsor, an original letter from your sponsor documenting your active involvement in your support program, signed and dated within 45 days prior to your hearing.
 - At least three original letters, signed and dated within 45 days prior to your hearing, from individuals (friends, family, etc.) who can verify your abstinence from alcohol/drugs for at least 12 months if seeking reinstatement, but no less than six months for a Restricted Driving Permit.
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High Risk — Non-Dependent

- If your Uniform Report evaluation or the last updated evaluation is more than six months old at the time of your hearing, you also must submit a current updated evaluation. An updated evaluation must be completed by the agency that completed your Uniform Report evaluation or by the agency that completed your treatment.
- Must document on an original Secretary of State treatment verification form, successful completion of any substance abuse treatment recommended by a licensed evaluator or treatment provider, including:
 - Copy of **Individualized Treatment Plan**.
 - Copy of **Discharge Summary**.
 - Copy of **Continuing Care Plan**.
 - Original **Continuing Care Status Report**.
- If no treatment provided, must submit a treatment waiver.
- Must submit at least three original letters, signed and dated within 45 days prior to the hearing, from individuals (friends, family, etc.) who can verify either your alcohol/drug use pattern or abstinence for at least the last 12 months if seeking reinstatement, but no less than six months for a Restricted Driving Permit. (Witness testimony is acceptable instead of letters.)
- Must submit an additional report from the treatment provider explaining why dependency was ruled out and the cause of your behavior that resulted in three or more DUI dispositions. **This requirement cannot be waived.**

Any questions regarding these requirements should be directed to a hearing officer at a Secretary of State Driver Services facility, or call 217-782-7065. Information also is available at www.cyberdriveillinois.com.

