

Return by: _____

Date: _____

Dear Out of County Applicant,

Thank you for inquiring about the Center for Justice's re-licensing program. As you will see, the program involves a lot of effort and motivation on your part. The following documents will determine your eligibility. We will not review your application until we have the information we require.

1. **Copy of DRIVING ABSTRACT** (ask for a complete abstract) which can be obtained from the Department of Motor Vehicles/Dept of Licensing (cost is \$13 dollars). You can also go to the Department of Licensing web site and download your abstract in most cases, if you are suspended in the 3rd degree for unpaid fines only. The web site is **www.dol.wa.gov**. Click on the **Driver's License Tab**, then go down the left hand side to "**suspended driver's license**" then to the bottom of the page double click on "**how to reinstate my license**" and follow the steps. Once you get to your abstract showing all your tickets, print that page and mail with the rest of your documents. **(IF WE RAN A DRIVING ABSTRACT OFF OF THE DOL WEB SITE FOR YOU AT THE INITIAL PHONE CALL YOU MAY SKIP THIS STEP)**
2. **PROOF OF INSURANCE OR 2 INSURANCE QUOTES** (printout from insurance company.) **HAS TO BE 30 DAYS CURRENT.** You can get these off of the computer also.
3. Copy of **INCOME VERIFICATION**, which can include Social Security benefits and/or TANF grants or pay stubs from current employer (1-months' worth). **HAS TO BE 30 DAYS CURRENT.**
4. **COPY OF YOUR DRIVERS LICENSE (OR I.D.)**
5. **\$150.00 MONEY ORDER**

There is a \$150.00 administrative fee payable to Center For Justice, to be assessed for our program. THIS NEEDS TO BE A MONEY ORDER. We cannot assess you without payment up front. If we find that you are not eligible we will refund your money.

Do not send original documents (**copy** your check stub, abstract, etc.) If we do not receive **all** of these items within **3 weeks** of the date above, we will take you off of our "Out of County:" list and we will not be able to help you at the Center. **It is imperative that you send everything all at once or you will not be eligible for our program.**

(Other agencies may have their own requirements and assess their own fees like the DOL license reinstatement fees etc.)

Please keep us updated with a current telephone number and address and if you move please let us know of alternate contact information. If we are unable to contact you due to a bad telephone number and/or address, we will drop you from the program.

The Center For Justice re-licensing program is a strict and timely procedure. **You must send all your paperwork back to the Center For Justice within 3 weeks from the date listed on the first page or you will be dropped from the program and unable to access our assistance any further.** You are expected to be an active participant in the process, if you are not holding up your end of the agreement, you will be dropped from the program. Our program is on a first come first served basis. Thank you for your time and we look forward to hearing from you.

Sincerely,

Center For Justice
Driver's Relicensing Program
35 W. Main, Suite 300
Spokane, WA 99201
509-835-5211
Fax: 509-835-3867