

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 unless we have all necessary information. Please read the following item instructions carefully and completely.

1. **Copy of DRIVING ABSTRACT:** Ask for a "complete abstract" from the Department of Motor Vehicles/Dept of Licensing (cost is \$13 dollars). You may be able to go to the Department of Licensing website and download your abstract, but only if you are suspended in the 3<sup>rd</sup> degree for unpaid fines. The website address is [www.dol.wa.gov](http://www.dol.wa.gov). Click on the **Driver's License Tab** and scroll down to the **Driving Record** section. Click on the topmost category labeled "**Purchase a Driving Record**". Follow the steps to request a complete record. Once you receive your abstract showing all your tickets, print that page and mail it with the rest of your documents. **(IF WE ALREADY REQUESTED A DRIVING ABSTRACT OFF OF THE DOL WEB SITE FOR YOU AT THE TIME OF 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. **\$200.00 MONEY ORDER**

There is a \$200.00 administrative fee payable to Center for Justice in order to be assessed for our program. THIS MUST 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 (only **copies** of your check stub, abstract, etc.) If we do not receive **all** of these items within **3 weeks** of the date above, we will remove you from our "Out of County" list and we will be unable to help you further. **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.).

We cannot guarantee a certain timeframe for when the process will be completed. There are many factors at work, including how soon we receive your documents, the number of courts you have tickets

in, and how quickly the courts in those counties are moving. We will stay in contact with you to keep you updated on any issues that develop, but we ask that you remain patient with us and trust that we are moving as quickly as possible.

Please keep us updated with a current telephone number and address. If you move or switch numbers please inform us. If we are unable to contact you due to an outdated telephone number and/or address, we will close your file in our records and you will be dropped from the program.

Please call us if you have any question or concerns.

Sincerely,

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