

## INSTRUCTIONS FOR APPLYING

- ( ) IGNITION INTERLOCK
  - ( ) LIMITED DRIVING PERMITS
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1. Print and **FULLY** complete Section 1 of the proposed waiver/permit. Necessary information (e.g., citation numbers, violation dates, etc.) on tickets arising out of Houston County State Court can be obtained by visiting the Houston County State Court website at [www.houstonstatecourt.org](http://www.houstonstatecourt.org).
  - a. Click **LIVE** cases Access near the top of the screen and then State Court Traffic/Criminal search.
  - b. Enter name and click on the case number for information.
  - c. You **MUST** apply for the waiver/permit from the Court where you were sentenced. This Court will only address those who were convicted in Houston County State Court.
2. Be sure to designate the purpose of the request, either a waiver of Interlock or request for Limited Driving Permit.
3. Provide the following supporting documentation at the Court hearing.
  - a. **WAIVERS**- financial information (e.g., recent tax returns, pay stubs, bankruptcy filings, bills). Georgia Law requires a showing of financial hardship to waive the requirement for an Ignition Interlock.
  - b. **PERMITS & WAIVERS**- current **10 years driver's history**. This can be obtained from the driver's license department. Proof of enrollment in a clinical treatment program.
  - c. **LIMITED DRIVING PERMIT**- the law requires proof of enrollment in a clinical treatment program and proof of service of the mandatory 120-day license suspension for the DUI offense you are requesting the permit, prior to issuance, along with proof of installation of an interlock device.
  - d. **You must inform the Court if you are still under sentence or probation.**

Failure to complete the Waiver Proposed Order and provide **ALL** necessary documentation may prevent your application from being **APPROVED** and will require that you appear the following month.

4. **GEORGIA Residents**: must appear in Court for a hearing to **GRANT** or **DENY** the permit or waiver. If you live more than 3 hours away, you may apply in the manner outlined for out of State residents.  
**Out of State Residents**: for those showing an extreme hardship can be excused from this requirement on a case by case basis by submitting a letter directly to the Court asking to be excused, stating why it would be an undue hardship.
5. Hearings are scheduled by calling the Houston County State Court Clerk's Office @ 478.542.2105. You will be given a specific date and time to appear. Bring **ALL** necessary required documentation to the Court as listed in the instructions.
6. Place of hearing: 202 Carl Vinson Parkway, Warner Robins, GA – Courtroom # 1
7. Questions: [questions@houstoncountystatecourt.org](mailto:questions@houstoncountystatecourt.org). **No legal advice will be given.**

IGNITION INTERLOCK OR LIMITED DRIVING PERMIT

CHECK LIST- BRING THIS FORM TO THE HEARING

REQUESTING INTERLOCK OR PERMIT

(Must have all documentation with you before appearing before the Judge)

CHECK OFF EACH SECTION THAT APPLIES TO YOU  
IF ALL REQUIREMENTS ARE COMPLETED AS OF TODAY

APPLICANT'S NAME:

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

**ORDER FORM INTERNET**

( ) Order Form- Section 1 (all information requested)

**INTERLOCK – WAIVER-**

**ALL OF THE BELOW REQUIREMENTS MUST BE COMPLETED AND CHECKED OFF**

- ( ) Current 10 year driver's history
- ( ) Financial information: recent tax return, pay stubs, bankruptcy filings & bills (Georgia law requires a showing of financial hardship to waive the Ignition Interlock.)
- ( ) Proof of enrollment in a clinical treatment program
- ( ) Proof of service of the mandatory 120 day license suspension for DUI offense you are requesting the Interlock Permit.
- ( ) Interlock- Permit
- ( ) Proof of installation of the Interlock Device.

CALL 478.542.2105 FOR DATE AND TIME

IF YOU ARE NOT PREPARED RE-APPLY THE NEXT MONTH



Chambers of  
Judge Jason E. Ashford  
jashford@houstoncountyga.org

Director of Court Services  
Debbie Snelgrove  
dsnelgrove@houstoncountyga.org

Judicial Administrative Assistant  
Leah Waddell  
lwaddell@houstoncountyga.org

JUDGE'S OFFICE

STATE COURT OF HOUSTON COUNTY

WARNER ROBINS, GEORGIA 31088

www.houstonstatecourt.org

State Court Building  
202 Carl Vinson Parkway  
Warner Robins, Georgia 31088

Telephone 478/542-2013  
Facsimile 478/328-2161

STATE COURT OF HOUSTON COUNTY  
STATE OF GEORGIA

IGNITION INTERLOCK DEVICE

Defendant's Name: \_\_\_\_\_  
Defendant's Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Citation Number: \_\_\_\_\_  
State Court Case Number: \_\_\_\_\_  
Violation Date: \_\_\_\_\_  
Violation Code Section: \_\_\_\_\_  
Disposition Date: \_\_\_\_\_

- ( ) The named Defendant has applied for an Ignition Interlock Waiver as required under O.C.G.A. 42-8-11 Georgia Department of Driver Services and said request having been approved by the Solicitor General, State Court of Houston County this date.
- ( ) The named Defendant has applied for an Ignition Interlock device limited driving permit as required under O.C.G.A. 42-8-112(b)(2)(D) Georgia Department of Drivers Services and said request having been approved by the Solicitor General, State Court of Houston County this date.
- ( ) WAIVER      ( ) PERMIT

PURPOSE OF REQUEST:

ORDER

( ) Pursuant to the provisions of O.C.G.A. 42-8-11, this Court finds that requiring the Defendant herein to install in a motor vehicle an Ignition Interlock Device as a condition of the State Court sentence and Georgia Department of Driver Services would subject the Defendant to undue financial hardship.

The requirement that the Defendant install an Ignition Interlock Device as a condition of the State Court sentence and Georgia Department of Driver Services is hereby waived by the State Court of Houston County.

( ) Pursuant to the provisions of O.C.G.A. 42-8-112(b)(2)(D) this Court finds that the above named Defendant herein is eligible for an Interlock Ignition Device limited driving permit as provide by said statute and shall serve as such for all purposes before the Georgia Department of Driver Services.

( ) The Defendant is authorized to obtain an Ignition Interlock limited driving permit, if eligible, if proof of enrollment in a clinical treatment program as provided in O.C.G.A. 40-5-63.1 and 40-5-1 (16.2) and proof of service of the required 120 day suspension has been provided.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Jason E. Ashford, Judge  
State Court of Houston County  
202 Carl Vinson Parkway  
Warner Robins, GA 31088  
478.542.2013 Fax 478.328.21.61  
[www.houstonstatecourt.org](http://www.houstonstatecourt.org)