IDAP Restricted License Processing

Compliance

3-17-2025

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Revision History

Effective Date of SOP: 3/17/2025	**SOP Number:** SOP N.04
Functional Area Name: Compliance	**Division Name:** Compliance Hearing Officers
Last Review Date: 2/25/2025	**Last Reviewer:** Michael O'Neal, Compliance Supervisor
Next Review Date: 2/25/2026	**Next Reviewer:** Compliance Supervisor
Executive Approval Date: 3/17/2025	**Approved By:** April Kelso, General Counsel

Overview

Oklahoma law requires that all motorists arrested for DUI be enrolled in the Impaired Driving Accountability Program (IDAP) and have an ignition interlock device installed in their vehicle. These Standard Operating Procedures (SOP) outline how to add the corresponding interlock device restriction ("R") to the IDAP enrollee's driver license.

Purpose

This SOP provides step-by-step instructions for compliance hearing officers on how to apply an interlock device restriction ("R") to a customer's driver license under the IDAP program.

Policy Statement

This SOP applies only to those enrolled in the IDAP program, which is required for all impaired driving arrests in the State of Oklahoma occurring on or after November 1, 2022.

Compliance

47 O.S. § 6-212.5 (OSCN 2025) – Impaired Driver Accountability Program (IDAP)

Systems

D360 – System of record used for applying restriction.

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Compliance Hearing Officer	Applies the restriction onto the IDAP enrollee's credential.
Driver License Examiner	Issues the new restricted credential for the IDAP enrollee.
Oklahoma Board of Tests for Alcohol and Drug Influence (BOT)	Administers the IDAP program and provides enrollees with certificates of enrollment.

Procedures

Oklahoma law requires that all motorists arrested for impaired driving on or after November 1, 2022 be enrolled in the Impaired Driving Accountability Program (IDAP). The program enrollment fee is $150.00, and mandates that an ignition interlock device be installed in the enrollee's vehicle (installation fee not included). There is also a statutory provision for voluntary participation in IDAP.

After enrolling in IDAP and installing the ignition interlock device in their vehicle, the enrollee will receive a Confirmation of Enrollment in IDAP letter from BOT. The enrollee will bring this letter to a Service Oklahoma location to have a restriction placed on their driver license and their driving privileges restored.

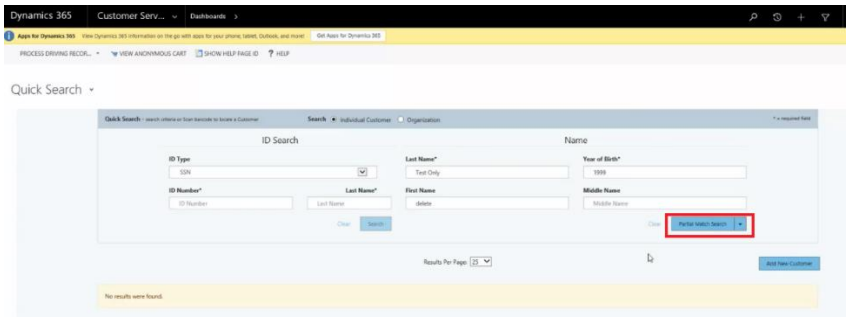
For instructions on reinstating the IDAP enrollee's license after completion of the IDAP program, refer to the "N.05 - Credential Reinstatement Processing" SOP.

Adding IDAP Restriction

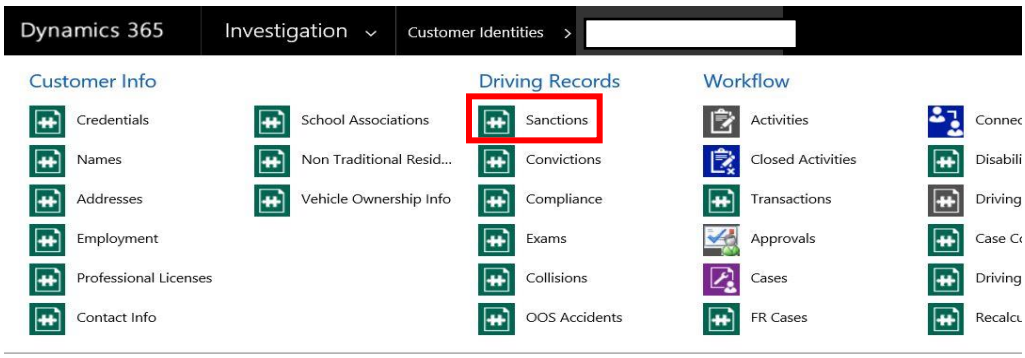
Steps

1. Customer must have first enrolled in IDAP and installed the ignition interlock device in their vehicle. After doing so, they will have a confirmation of enrollment in IDAP letter from BOT. Customer will bring this letter to a Service Oklahoma location to have the restrictions added to the record and restricted license issued.

2. **Open D360.** Use the information on the driver license provided by the customer to open their file in D360.

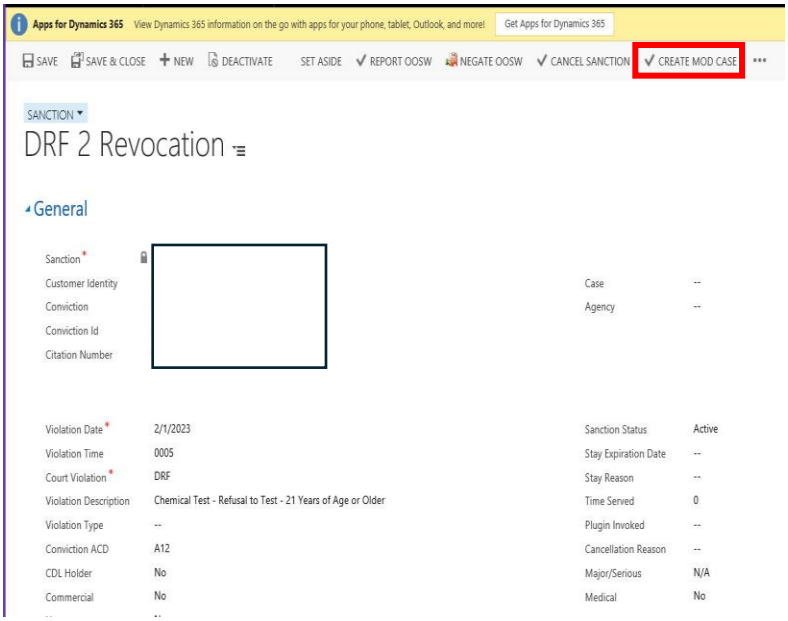


3. After loading the customer's file, click on the customer's name at the top to open the drop-down menu pictured below. Click on the "Sanctions" button.



4. The "Sanctions List" list will now appear. Double click on the blank area next to the "**Active"** sanction (the suspension) under "Sanction Status". Another box will open.

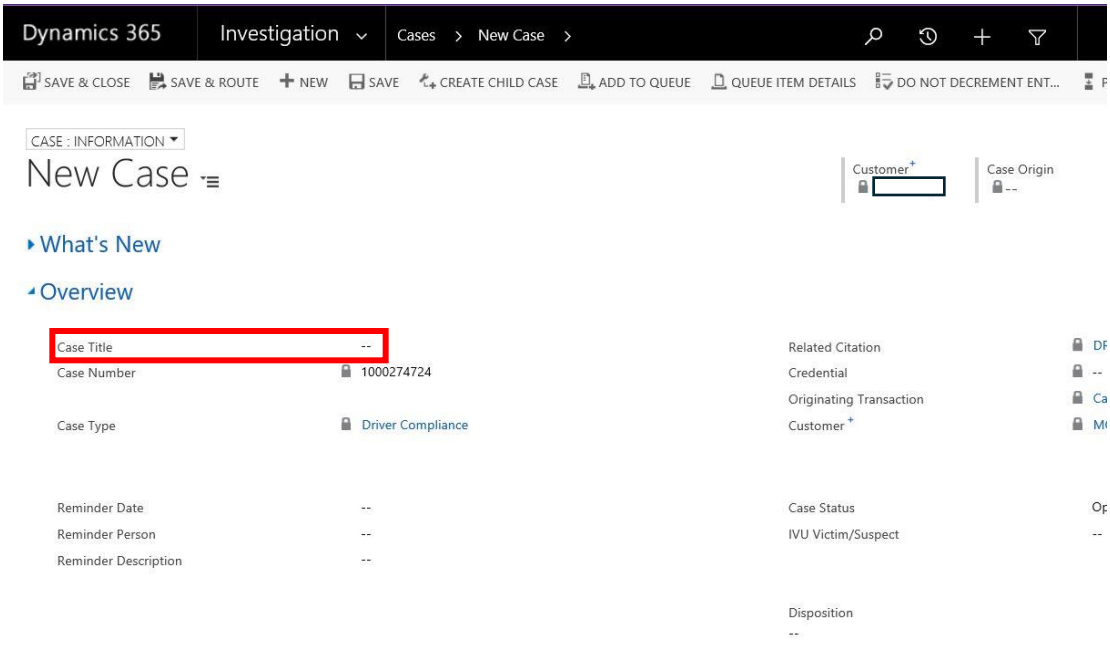
5. The Sanction Box will open, revealing all the information about the case. Click on the "Create Mod Case" button in the top-right corner.



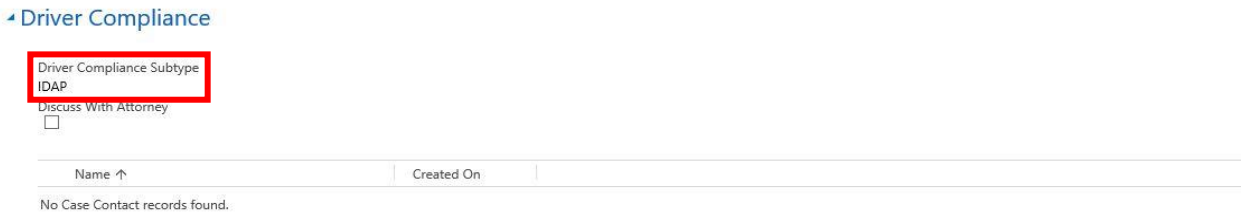
NOTE: If a box pops up preventing you from going farther after clicking the “Create Mod Case” tab, you will need to change the end date of the revocation ON THIS PAGE ONLY. This will NOT change the dates of suspension for the individual; change the end date of the revocation to a date of your choosing in the future.

6. A blank “New Case” box will open, which is where the IDAP case will be built. Fill in the “Case Title” in this format: **“BOT IDAP MMDDYEAR [date of arrest]”.** If it is received within 30 days of the arrest date, put “30 days” in the title as well. If not, just the BOT IDAP and date will be put there.

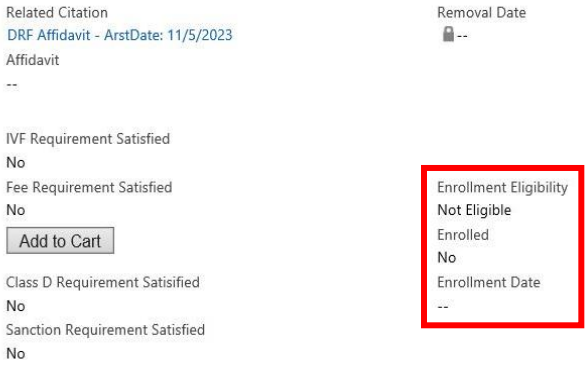
   For example, if the date of arrest was 2/25/2025, and the case was received within 30 days of the arrest date, write the case title as “BOT IDAP 02252025 30 days”.



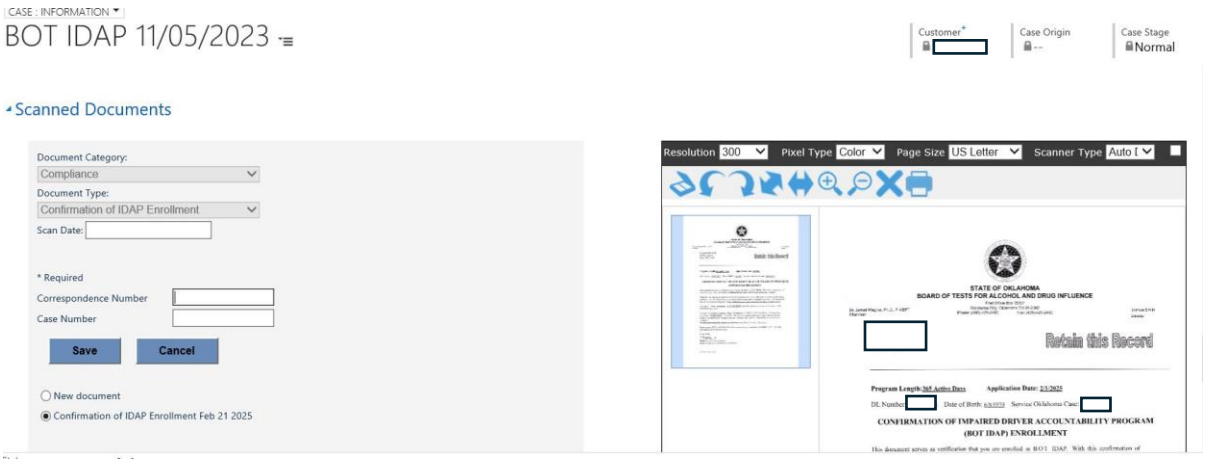
7. Scroll down to “Driver Compliance” and change the Driver Compliance Subtype to “Modification to IDAP” using the drop-down box. Hover over the word “Modification” and change the word to “IDAP”.



8. Scroll down further and change the “Enrollment Eligibility” to “Enrolled” and enter the “Enrollment Date” using the enrollment date from the enrollment letter provided by the customer.



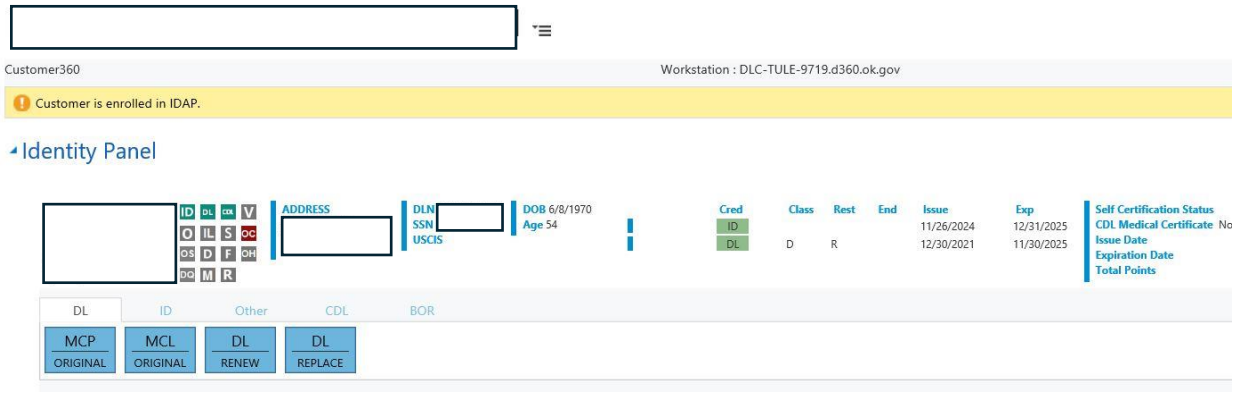
9. Scroll down further and be ready to either **scan** or **drag-and-drop** the IDAP enrollment letter into the file. Set the Document Category as “Compliance” and the Document Type as “Enrollment in IDAP Program”.



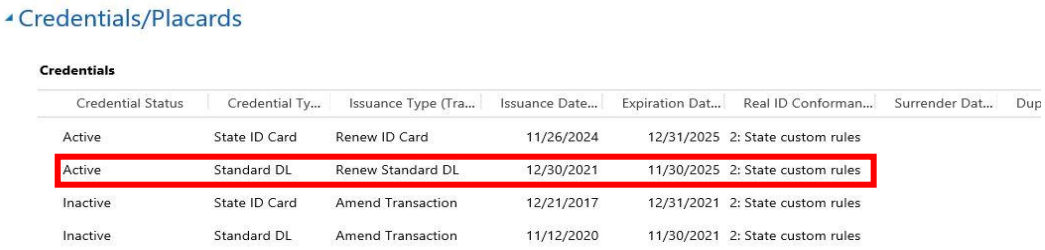
10. **SAVE** the file by clicking on the “disc” on the lower-right side of the screen. It will ensure that the dates populate and the file is saved to the customer record.

11. Return to the customer landing page by clicking on the customer’s name in blue at the top of the page.

12. The Identity Panel will now appear with a yellow ribbon, denoting that the customer is currently enrolled in IDAP. The customer will now have tabs, allowing the issuance of a license.

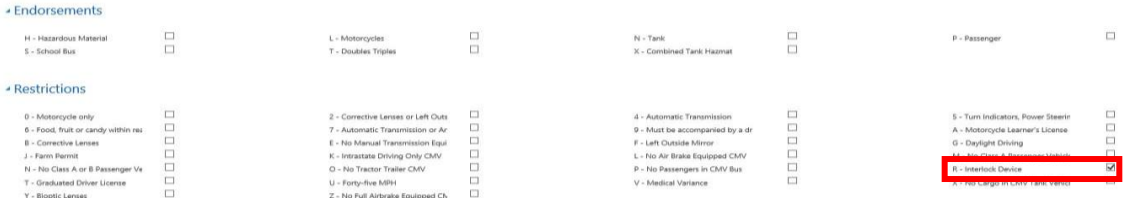


13. Scroll down to the "Credentials/Placards" tab and click on the ACTIVE STANDARD DL with the latest dates. Double click on this credential and allow a new box to open.



In the example above, the "Active Standard DL" will be a renewal since the credential is within one year of expiring.

14. In the "Restrictions" section, check the box marked **"R – Interlock Device"** and save by clicking the disc icon at the lower right side of this screen. Once saved, return to the main screen and check your work before giving instructions to the customer.



15. The completed customer file will look like the example below. Please make note of the "R" restriction, the yellow ribbon stating the "Customer is enrolled in IDAP", and the blue tabs to allow issuance.

16. Once the restriction has been applied, the customer is now ready to have their new restricted driver license issued. Direct them towards the nearest licensing office and provide instructions on what documents they will need to process the transaction.

17. Inform them that to become eligible for reinstatement of their driving privilege, they will need to complete the IDAP program (and receive the certificate of completion), in addition to ADSAC and any other requirements set by the program.

NOTE: Once they qualify for reinstatement, they should return to a compliance office to have the reinstatement processed and the IDAP restriction removed, before heading to a licensing office to have their new credential issued without the restriction.

References

1. Impaired Driving Accountability Program (IDAP) | BOT
2. IDAP Self Service Page | BOT

Appendix

Appendix A: Order of Revocation/Disqualification for DUI Letter

SERVICE OKLAHOMA

JAY DOYLE
Chief Executive Officer

KEVIN STITT
Governor

DATE: 01/20/2023

DL#: [redacted]

CASE#: [redacted]

[redacted]

NOTICE

The State of Oklahoma has received the sworn report of a law enforcement officer stating he or she had reasonable grounds to believe the above-referenced person has been driving or was in actual physical control of a motor vehicle upon the public roads, highways, streets, turnpikes, or other public place of this State while under the influence of alcohol, any other intoxicating substance, or the combined influence of alcohol and any other intoxicating substance. The sworn report of the law enforcement officer further states the above-referenced person, after being arrested, refused to submit to a chemical test or tests as required by 47 O.S. §751(A).

ORDER OF REVOCATION/DISQUALIFICATION

Effective 55 days from the date of this Order, the Oklahoma driving privileges of the above-referenced person are hereby revoked for a period of no less than one (1) year.
Additionally, if the above-referenced person was:

1. The holder of a commercial driver license or commercial learner permit; or
2. Driving a commercial motor vehicle,

the commercial driving privileges of the above-referenced person are disqualified for not applicable.
In addition, the above-referenced person must complete an Alcohol Drug Substance Abuse Course (ADSAC) and the Impaired Driver Accountability Program (IDAP) administered by the Board of Tests for Alcohol and Drug Influence, and pay all reinstatement and/or statutory fees, prior to reinstating driving privileges. The Board of Tests may be reached at (405) 425-2460.

NOTICE OF RIGHTS TO APPEAL

This Order may be appealed to the District Court in which the arrest occurred by filing a Petition within forty (40) days of the date of this Order. *See* 47 O.S. §§ 2-116, 6-211. The Petition must describe the facts and circumstances of the underlying incident with sufficient detail to identify the law enforcement agency involved and the date of the arrest. The Petitioner, or their legal representative, must serve a certified copy of the Petition and Order for Hearing on the Department of Public Safety via certified mail. Upon receipt of the certified copy of the Petition, the State of Oklahoma will withhold taking the actions described in this Order while the appeal is pending. *See* 47 O.S. §6-211(J)

Driver License Services
PO Box 11415 • Oklahoma City, OK 73136-0415 • 405-522-7000

SERVICE OKLAHOMA

Appendix B: Confirmation of Enrollment in IDAP

STATE OF OKLAHOMA
BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE

Post Office Box 36307
Oklahoma City, Oklahoma 73136-2307
Phone: (405) 425-2460 Fax: (405) 425-2490

Dr. Jarrad Wagner, Ph.D., F-ABFT
Chairman

Joshua Smith
Director

[redacted]

Retain this Record

Program Length: 180 Active Days **Application Date:** 1/27/2025

DL Number: [redacted] Date of Birth: [redacted] Service Oklahoma Case: [redacted]

CONFIRMATION OF IMPAIRED DRIVER ACCOUNTABILITY PROGRAM (BOT IDAP) ENROLLMENT

This document serves as verification that you are enrolled in BOT IDAP. With this confirmation of enrollment, you may now obtain a restricted driver license from Service Oklahoma, if eligible.

***NOTICE:** This document must be delivered or submitted to Service Oklahoma to obtain lawful driving privileges. See the attached list of locations that provide driver compliance services. This document may also be submitted digitally at https://oklahoma.gov/service/sokonline/bot-idap-enrollment.html*

Your BOT IDAP commences on **1/6/2025** and will continue according to the terms of the BOT IDAP agreement.

You will be eligible to request review for issuance of a BOT IDAP Certificate of Completion on or after ***7/5/2025**. **Attn SOK: The Tentative Completion date may be longer than the Program Length if enrollment was completed late and violations were observed disqualifying the enrollee from completion.*
For information about the program completion process please visit https://idap.ok.gov.

Please contact BOT at 405-425-2460 with any questions you may have about BOT IDAP. You may also email us at BOT@bot.ok.gov.

Respectfully,

IDAP Assistance Representative
Board of Tests for Alcohol and Drug Influence