

**DRIVING UNDER the INFLUENCE (DUI) PROGRAM ENROLLMENT DOCUMENT MATRIX  
(California Code of Regulations, Title 9, §9848 Participant Enrollment)**

The Department of Health Care Services (DHCS) supports timely DUI program enrollment, and understands documentation requirements currently specified in Title 9 may create challenges for individuals pursuing early program enrollment. Modification to Department of Motor Vehicle (DMV)-Mandatory Action Unit (MAU) processes, and introduction of the Ignition Interlock Restricted License option has given cause for DHCS to provide the following interim guidance for DUI program enrollment purposes while pursuing long-term remedy. NOTE: The DMV-MAU has established a contact number available for DUI program use only. Please inquire with DHCS/DUI Unit if necessary.

**PRE-CONVICTION DOCUMENTS**

DOCUMENT/FORM TYPE	ISSUED	COMMENTS
<p><b>DMV: DS 367</b> (Administrative Per Se Suspension/Revocation Order and Temporary Driver License)</p> <p align="center"><b>OR</b></p> <p><b>LAW ENFORCEMENT: CITATION (TICKET)</b> (Often issued in combination with the Admin. Per Se document referenced above)</p>	By law enforcement when arrested/detained for a DUI offense.	<ul style="list-style-type: none"> <li>• Best document for use at time of DUI program enrollment prior to conviction. Potentially identifies BAC at time of arrest. Reflects date of incident. Does not reflect prior DUI arrests/convictions.</li> <li>• Program enrollment using this document supported by DHCS when accompanied by a signed Pre-Conviction Informed Consent/ Agreement in participant file.</li> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> </ul>
<p><b>DMV: K4</b> (Online Driver Record. CA DMV does not consider this to be an official document)</p> <p><b>Link: <a href="#">Driver Record Request</a></b></p>	By DMV, electronically when requestor creates a DMV online account, pays \$2.00/each and prints a copy before closing out screen.	<ul style="list-style-type: none"> <li>• Document reflects only DUI conviction history. Does not reflect DUI arrest information/history.</li> <li>• Program enrollment using this document supported by DHCS when accompanied by a signed Pre-Conviction Informed Consent/ Agreement in participant file.</li> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> </ul>
<p><b>DMV: INF 1125 FORM</b> (Request for Driver and/or Vehicle/Vessel Record, when completed and submitted to DMV by mail or in person. DMV considers this to be an official document)</p> <p><b>Link: <a href="#">Request for Own Driver License/Identification Card (DL/ID) or Vehicle/Vessel Registration (VR) Record INF 1125</a></b></p>	By DMV when requestor completes and submits to DMV, and pays \$5.00/each.	<ul style="list-style-type: none"> <li>• Document reflects only DUI conviction history. Does not reflect DUI arrest information/history.</li> <li>• Program enrollment using this document supported by DHCS when accompanied by a signed Pre-Conviction Informed Consent/ Agreement in participant file.</li> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> </ul>

**POST-CONVICTION DOCUMENTS**

DOCUMENT/FORM TYPE	ISSUED	COMMENTS
<p><b>COURT DOCKET/ABSTRACT</b> (Documentation generated by the court documenting the outcome of a hearing. Court will send subsequent notice to DMV.)</p>	By the court of conviction following a hearing.	<ul style="list-style-type: none"> <li>• Abstract may specify required program type.</li> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> </ul>
<p><b>DMV: ORDER of SUSPENSION</b> (DMV generated notice sent to individual following notification from court affirming a DUI offense resulted in a DUI conviction)</p>	By DMV following receipt of court's notification of hearing outcome resulting in conviction.	<ul style="list-style-type: none"> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> <li>• If individual loses their copy of this document, they may call DMV-MAU for a replacement document at 916.657.8098.</li> </ul>
<p><b>DMV: ORDER of REVOCATION</b> (DMV generated notice sent to individual following notification from court affirming a DUI offense resulted in a DUI conviction)</p>	By DMV following receipt of court's notification of hearing outcome resulting in conviction.	<ul style="list-style-type: none"> <li>• <u>Recommend contact with DMV-MAU at time of program enrollment for guidance on program type required. (Public MAU Number 916.657.6525)</u></li> </ul>

Additional DMV information regarding Driver or Vehicle/Vessel Records: [Driving Record Request FAQs](#)



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