



VASAP Interlock Service Provider Applicant Form

Updated 9/8/2015

The Commission on Virginia Alcohol Safety Action Program (VASAP)

Per ignition interlock regulation 24VAC35-60-130, individuals desiring to perform ignition interlock services for ASAP clients in the Commonwealth of Virginia are first required to apply for a "Virginia Ignition Interlock Certification Letter". Applicants must first score 80% or higher on the "Virginia Ignition Interlock Certification Exam" in order to apply. Administration of the first exam attempt is free but all second or subsequent attempts require the interlock service provider to pay a \$250 fee to the Commission on VASAP. Applicants who fail the exam twice must wait six months, from the date of the second failed exam, in order to re-apply with the Commonwealth of Virginia to perform ignition interlock services.

Please make sure the following items are enclosed with the application:

- The "VASAP Applicant Form"
- Service provider's name: _____
- Applicant's full printed name: _____
- Local and National background check
- Complete driver's transcript
- Documentation issued by the commission of successful completion of the "Virginia Ignition Interlock Certification Exam".

Applications must be completed in their entirety in order to be given consideration. Applicants who are successful will be issued a "Virginia Ignition Interlock Certification Letter" that is valid through the service provider's current contract term unless otherwise suspended, revoked, or terminated by the Commission on VASAP. In the event an application is denied, the Commission on VASAP will notify the service provider in writing within 10 days of the determination.

The "Virginia Ignition Interlock Certification Letter" is subject to review by the Commission at its discretion during the course of the certification period. Certified interlock service providers are required to surrender certification letters to the Commission within 15 days for any employees who are no longer performing interlock services in the Commonwealth of Virginia for any reason.