

IMPORTANT INFORMATION AND INSTRUCTIONS FOR YOUR UPCOMING ASSESSMENT...

You will need to provide...

- 1. Your health insurance card. (if applicable)**
- 2. Proof of your income (2 weeks pay stub or W2 form).**
- 3. Your social security number.**
- 4. Payment for your session fee.**
- 5. \$10 payment for your toxicology screen. (if applicable)**
- 6. Contact information for past treatment providers or anyone that you think we may need to coordinate your care with (medical doctor, school counselor, probation officer, etc.).**

IF YOU ARE COMING FOR AN ASSESSMENT FOLLOWING A DRIVER RELATED OFFENSE (DWI):

Due to New York State Requirements, below is a list of things that you will need to obtain and bring with you to your appointment. **Please be aware that our agency is required to have this information in order to complete the assessment. Otherwise, the assessment is not considered valid by New York State.**

1. A copy of your DMV Driver Abstract:

This can be obtained through the New York State Department of Motor Vehicles. You can contact NYS DMV at 1-518-486-9786 between 8 a.m. and 4 p.m. or you can request one online at <http://www.nydmv.state.ny.us/abstract.htm>. There is a \$10.00 fee. Please note that your abstract may take two weeks to arrive. Therefore, you **MUST** order an abstract as quickly as possible prior to your appointment.

2. A copy of your arrest record:

This can be obtained by the Precinct where the incident occurred or your lawyer can assist you.

3. A urine toxicology screen:

This test will cost you \$40.00 and will be conducted at your appointment. This test is required by NYS as a part of an impaired driver assessment and the cost is paid to a lab by our agency. Therefore, you must have the \$40.00 with you at the time of the appointment. If you do not have the fee with you at the time of your appointment, the test cannot be conducted and your assessment will not be completed.

4. Collateral Contact Information:

Our agency will need to have contact with the person (lawyer or probation officer) or court that referred you for an assessment. If this applies to you, you will need to bring their name, address, and phone number to the appointment. If you do not have a legal contact, you may be asked to bring a family member or significant other to your appointment or provide their contact information. At your appointment, confidentiality will be explained to you and you will be asked to sign a consent allowing any contact with other agencies or persons.

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, YOU CAN
REACH US AT 799-3203.**