

**IGNITION INTERLOCK
SERVICE PROVIDER (IISP)
APPLICATION FOR CONTRACT**

Ignition Interlock Service Provider (IISP) Application Instructions

Before you begin completing this application please see <https://www.azleg.gov/arstitle/> Title 28, Chapter 4 for a copy of Arizona Revised Statutes and <https://www.azsos.gov/rules/arizona-administrative-code> Title 17, Chapter 5, Article 6 and 7 for a copy of the Arizona Administrative Code.

The following are definitions to help accurately fill out the application:

IISP – a person who is an authorized representative of a manufacturer and who is under contract with the department to install or oversee the installation of ignition interlock devices by the provider’s authorized agents or subcontractors and to provide services to the public related to ignition interlock devices.

Principal Place of Business – the administrative headquarters of the manufacture or an IISP that is located in Arizona, is zoned for commercial, and is not used as a residence.

Manufacturer – a person or organization that is located in the United States who is responsible for the design, construction, repair, or actual production of the ignition interlock device and whose device is certified by the Department for installation in motor vehicles in this state. The manufacturer is responsible for overseeing any subcontractors, including vendors and distributors, as well as overseeing the manufacturer’s IISP to ensure adherence to all performance standards.

Please:

- Complete the application using your computer
- Provide all information requested in section 1 of the application
- Attach all of the required documents listed in section 2 of the application
- Application signed by Manufacturer in section 3
- Application signed by IISP in section 3
- Submit all documents to the Department via email or mail to:
 - Email - InterlockInvestigators@azdot.gov
 - Mail - Mail Drop 530M
Ignition Interlock Unit
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100

Once the application is submitted (R17-5-620):

The Department shall within 10 days of receiving an application for certification provide notice to the IISP that the application is either complete or incomplete. The date of receipt is the date the Department receives the application.

- If the application is incomplete, the notice shall specifically identify what required information is missing. All missing information needs to be provided to the Department within 15 days of the date indicated on the notice.
- The Department may deny the application if the missing information is not provided to the Department within 15 days of the date indicated on the notice.
- After receiving all of the required information, the Department shall notify the applicant that the application is complete.
- The Department shall render a decision on the application within 30 days of the date indicated on the notice acknowledging receipt of a complete application.
- If the Department approves the application, the Department will provide the IISP with the contract that the IISP will then sign and submit.

If you have any questions concerning this form or any of the requirements please contact:

The Ignition Interlock Unit at InterlockInvestigators@azdot.gov

Section 1 – Manufacturer and IISP Information

Manufacturer: _____ Date of Application: _____

Principal Place of Business: _____

City: _____ State: _____ Zip Code: _____

Device Model(s): _____

IISP Name: _____ DOB: _____ DL #: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ Cell: (_____) _____

E-mail Address: _____

Company Name under which the Manufacture or IISP will be operating under in Arizona:

Check here if ***NOT*** applicable

Section 2 – Required Documents:

- Bond form #96-0196 in the amount of \$200,000.00
- (If applicable) Proof of the corporate status of the IISP filed in the state of Arizona.
- A detailed implementation plan that outlines the steps and timeframes necessary for the IISP to be fully operational. The implementation plan must include:
 - The IISP’s plan for establishing a service center in every county in this state;
 - The IISP’s procedures for imposing progressive discipline on its employees, agents, or subcontractors who fail to comply with the requirements of Arizona statute; Department administrative rules; or the terms of the authorization agreement;
 - A plan for transitioning ignition interlock services to another IISP that ensures continuous monitoring will occur if a participant decides to transition services to another IISP or if the IISP ceases conducting business or leaves this state;
 - A means by which the IISP will provide all participant records and information or electronic access to the records and information to both the ignition interlock device manufacturer and the Department in the event the IISP ceases conducting business or leaves this state. Access to these records and information shall be provided to the manufacturer and the Department prior to the closure of the IISP’s business in Arizona and shall be available for a period of three years after the IISP ceases conducting business or leaves this state
- Copy of the IISP background check that shows compliance with 28-1468.
- A list of current or planned locations for each place of business at which business is to be conducted.

Section 3 – Agreed Statements:

Manufacturer

I certify:

- I understand the IISP will be the main point of contact for the Arizona Department of Transportation’s Ignition Interlock Unit.
- I understand the IISP will review and sign a contract with the State of Arizona.
- I am an authorized representative of the above Manufacturer with authority to make decisions regarding authorization of an IISP.
- I authorize the above individual to apply for contract as an Ignition Interlock Service Provider (IISP) in the State of Arizona.
- I have authorized the IISP to use the device(s) listed above.
- All the above information provided on this application, including all information on any attachments to the application form, is complete, true, and correct.
- I agree to indemnify and hold harmless from all liability the State of Arizona and any department, division, agency, officer, employee or agent of the State of Arizona.
- As the Manufacturer, I understand that I am required to submit a new application to the Department each and every time that there is a replacement of our existing IISP. The new IISP must enter into a contract with the Department prior to authorization to conduct business is granted.
- As the Manufacturer, I have performed a background records check on the listed IISP in accordance with ARS 28-1468 to determine the IISP adequately serves the public interest.

Manufacturer Signature: _____

Printed Name: _____ Title: _____

Ignition Interlock Service Provider

I certify:

- I agree with the requirements of becoming an Arizona IISP.
- I understand I will be the main point of contact for the Arizona Department of Transportation’s Ignition Interlock Unit.
- I understand I will review and sign a contract with the State of Arizona.
- All the above information provided on this application, including all information on any attachments to the application form, is complete, true, and correct.
- I agree to indemnify and hold harmless from all liability the State of Arizona and any department, division, agency, officer, employee or agent of the State of Arizona.
- I agree to immediately notify the MVD of any changes to the information provided on this application.

IISP Signature: _____

MVD Use

Date Received	Date Reviewed	Reviewer	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments			