

After printing these documents, click on your “Back” button to return to “Start Evaluation.”

ABOUT LEGAL DOCUMENTS

1. **Evaluations cannot be completed without a background check of your motor vehicle records.** Please complete the Motor Vehicle Records Release of Confidential Records form. Fill in your name, Social Security or other ID#, date of birth, and the name of your licensing State. If you were arrested in one State but are licensed in another State, you must fill in the names of both States. It is important to remember that you must clear your record in both States.

After completing the Motor Vehicle Records Release:

1. **Make a copy of the document.**
2. **Sign and date the document.**
3. **Fax or mail the form to the address above.**

2. **Evaluations also cannot be completed until our counselors have had a brief telephone conversation with your Collateral Witness.** This witness can be a spouse or domestic partner, a parent or another family member age 21 or older, such as a brother or sister, aunt, uncle, or grandparent. An Employer can also be used.

After completing the Collateral Witness Release:

1. **Make a copy of the document.**
2. **Sign and date the document.**
3. **Fax or mail the form to the address above.**
4. **ASK YOUR COLLATERAL WITNESS TO IMMEDIATELY CALL YOUR COUNSELOR AT THE TOLL-FREE # YOU HAVE BEEN GIVEN BY YOUR COUNSELOR.**

3. **If this evaluation is a Second Opinion, please complete the third Consent to Release Confidential Information for the agency completing your initial evaluation/assessment.** If you have completed a chemical dependency evaluation and you are dissatisfied with it or do not agree with the outcome, you may request a Second Opinion Evaluation from MyDuiGuy.com. In order to do this you must complete the third Consent to Release Confidential Information for the first agency that evaluated you. This Release form must have the complete name and address of the agency and be signed by you. We will request this first report following your MyDuiGuy.com evaluation. Completion of your evaluation will be delayed until we receive this initial evaluation.

A Fax Cover Sheet has been included for your convenience in returning these two legal documents. If you do not have access to a fax machine, please mail the two forms to Springtime Counseling/MyDuiGuy.com at the address above.

FAX COVER SHEET

Springtime Counseling/MyDuiGuy.com
6515 E. 82nd Street, Suite 102
Indianapolis, Indiana 46250 USA
Email: admin@MyDuiGuy.com

Date: _____

No. Pages including cover sheet _____

To: Springtime Counseling/MyDuiGuy.com

Fax Number: 317.841.9805

I am faxing the following Registration sheets:

1. Completed and signed Motor Vehicle Records
Release of Confidential Information.
2. Completed and signed Collateral Witness
Release Of Confidential Information

Other Comments: _____

From: _____

Phone: _____

Fax: _____

 **If you do not have access to a fax machine, mail completed forms to:**

Springtime Counseling/MyDuiGuy.com
6515 E. 82nd Street, Suite 102
Indianapolis, Indiana 46250 USA

