

**IGNITION INTERLOCK PROGRAM
INSTALLATION AND LICENSING INSTRUCTIONS**

Smart Start Canada Inc. Toll Free: 1-844-432-4776

IMPORTANT REMINDER: Throughout the installation and licensing process described below, be advised that it is illegal for you to operate a vehicle until you are issued a Restricted Driver's Licence, restricted to vehicles equipped with an approved ignition interlock device, and your vehicle is equipped with such a device. You must arrange for a person with a valid Driver's Licence to drive you to your installation appointment.

A. Completing Reinstatement Conditions

1. Most reinstatement conditions must be completed prior to starting the Mandatory Ignition Interlock Program.

To register for either the Planning Ahead course (Reinstatement Condition #10) or the IMPACT course (Reinstatement Condition #12) please contact the Alberta Motor Association (AMA) at 1-800-272-5698.

**YOUR PLANNING AHEAD COURSE OR IMPACT COURSE MUST BE COMPLETED
BEFORE FOLLOWING THE INSTRUCTIONS BELOW:**

B. Arranging Your Driver Examination Appointment

1. You will not be required to complete a driver examination if you have held a valid driver's licence for less than one year prior to approval of your application. Should you have to take a road test, you are not required to have the interlock device installed in the vehicle prior to completion of the driver examination.

The Notice of Suspension letter you received from Driver Fitness and Monitoring that indicates you must "complete the ignition interlock program" will also indicate if you must "complete a driver examination". If you would like a copy of the Notice of Suspension form, you can purchase it at any Alberta registry agent.

Attend an Alberta registry agent issuing office, **in person**, to purchase a Test Permit and arrange your driver examination. You will be required to take your driver examination out of the same registry agent where you purchased your Test Permit.

2. Show the Alberta registry agent counter clerk the approved Ignition Interlock application you received from Driver Fitness and Monitoring at the time you were accepted for participation into the Ignition Interlock Program.
3. The Alberta registry agent issuing staff will sell you a Road Test Permit.
4. When you have completed these steps, move on to the next stage.

C. Setting Up the Installation Appointment

1. For your convenience, schedule online at www.smartstartcanada.ca from your phone, tablet or PC. Once the form is completed and submitted, you will receive a confirmation email with an authorized service centre location, date/time, and instructions of what to bring with you. Website forms are secure to keep personal information safe and private.
2. You can also call toll-free 1-844-432-4776 to schedule your installation. Please have all of your information ready when calling to schedule the appointment.

Please ensure you indicate to Smart Start you have been approved to participate in the Ignition Interlock Program

3. Ensure you discuss what your financial obligations will be on the date of installation when you call to make the appointment.

D. Installation

1. Have someone drive the vehicle(s), which will be used for the program to the installation centre on the appointment date.

Note: Failing to have the interlock device installed within 60 days of program approval may cause delays for you in obtaining a restricted licence.

2. Give your application form to the installation centre representative for completion of the "Installer" section (portion 3 of form).
3. You, your driver, and any other persons' who will be driving the interlock-equipped vehicle must be trained on proper operation of the device once it is installed.
4. Take care of all financial obligations with the installation centre. Alcolock Canada Inc. will only accept payment by debit card, MasterCard or VISA. Smart Start Canada accepts Cash, Visa, MasterCard, debit, money orders, certified cheques and bank drafts. Smart Start Canada will not accept uncertified cheques.
5. Ensure your application form is returned to you with portion three of the application form completed.

E. Road Test

1. If a required road test was not completed prior to the Ignition Interlock installation, have one of the trained operators referred to in C.3 (see above) drive you to the driver test location where you have made your appointment.
2. Give your application form to the Driver Examiner for completion of the "Driver Examiner" section (portion 4 of form) and complete the driver examination.
3. If you are successful, ensure your application form is returned to you with portion four of the application form completed, along with the Test Result Transfer Form.

F. Obtain a Restricted Driver's Licence

1. Proceed to an Alberta registry agent and give your application form to the counter clerk, along with the testing information for completion of the "Registry Agent" section (portion 5 of form).
2. If you have satisfied all outstanding license reinstatement conditions (including payment of the reinstatement fee plus service and GST fees), the counter clerk will complete portion 5 of the form and retain the application for further administrative processing.
3. A Restricted Driver's Licence, restricted to the operation of a vehicle equipped with an interlock device will then be issued in your name. **Once the Restricted Driver's Licence is issued, it will be legal for you to drive the interlock device-equipped vehicle only.**
4. In the event you are **not** issued a Restricted Driver's Licence, you **cannot** legally drive and may be charged with driving while suspended or not driving with a valid operators licence. Failure to obtain your restricted driver's licence could result in not having a Valid Operator's Licence charge or a Driving while Disqualified charge, and you will be responsible for all associated charges and costs for this offence.