



REQUIRED DOCUMENTS FOR EVALUATION APPOINTMENT

OFFICIAL ORIGINAL FULL DRIVING RECORD

- The full driving record can be no older than 30 days prior to your enrollment date.
- We do not accept driving records obtained from the Internet or obtained from third party sources.
- The Florida Driver License Record is obtained at registration. The fee for the Florida MVR is \$16.00.
- Out of State Driver License Record – Some records may be obtained through DUIC, please speak with a representative to determine the actual cost charged by the state.
- If you have held a Florida Driver License for less than a year you will be required to obtain your current record and your prior state's driving record.

CRIMINAL REPORT AFFIDAVIT

- Arrest affidavits are provided at the Clerk of the Circuit for a fee.
- Out of County/State Arrests - You will need to contact the court in the county/state you were arrested in or the arresting agency for arrest documents such as the citation and arrest report.
- A paper copy is required; proof via cell phone, email or flash drive will not be accepted. Please have a printed copy with you at the time of your evaluation.

URINALYSIS, BLOOD TEST and/or BAC RESULT

- For the results of your urine screen or blood test, you can contact your attorney, the arresting agency, or the hospital.
- A paper copy is required; proof via cell phone, email or flash drive will not be accepted. Please have a printed copy with you at the time of your evaluation.

Clerk of Circuit and County Courts Hillsborough County:

Tampa Office

**George E. Edgecomb Courthouse
800 Twiggs Street, Room 101
Hours: Monday to Friday 8 AM to 5 PM
(For arrests which occurred west
of Interstate 75)
813-276-8100**

Brandon Office

**311 Pauls Dr. Suite 110
Hours: Monday to Friday 8 AM to 5 PM
(For arrests which occurred east of Interstate 75)**

Plant City Office

**302 N. Michigan Street
Hours: Monday to Friday 8 AM to 5 PM
(For Hillsborough County arrests which
occurred east of Interstate 75)
813-757-3918**

Other: _____

You must request your documents well in advance (at least 5 days prior) to your evaluation appointment. Do not wait until the day of your evaluation to retrieve the required paperwork. It can take more than one day for the criminal report affidavit to come from storage. You will be charged a rescheduling fee for the evaluation if you do not have the required documents for your appointment.