

IGNITION INTERLOCK PROGRAM
SERVICE CENTER PRE-INSPECTION CHECKLIST



Service Center Name _____

City and County _____

The below-signed representative of Washington State certified interlock manufacturer: _____ certifies this service center has been examined and meets all requirements as outlined in [chapter 204-50](#) of the Washington Administrative Code (WAC) and is ready for inspection by the Washington State Patrol (WSP).

- The service center is located in a facility which properly accommodates installation, inspection, downloading, calibration, repair, monitoring, maintaining, servicing, and removal of interlock devices.
- The facility complies with all municipal and/or county zoning regulations for commercial businesses and a corresponding business license has been issued, is current, and available for inspection.
- The facility has a designated waiting area that is separate from the installation area. The designated waiting area is shielded from the installation area so a lessee or any other unauthorized person is unable to witness the installation or service of the ignition interlock device.
- The facility has an area and the electronic equipment available where restricted drivers view training videos provided by the WSP and manufacturer. The facility also has a current DVD copy or streaming access to the English [WSP client training video](#) and Spanish [WSP client training video](#).
- The interlock manufacturer and/or owner of the facility agrees to allow access to a representative from the WSP to conduct an inspection at any time during scheduled business hours to ensure compliance as required in chapter 204-50 WAC.
- Valid garage keepers and operations liability insurance coverage as required in WAC 204-50-120(3).

The service center has the following **documents posted**:

- A current copy of all fees and rates a lessee may be charged for interlock services;
- The letter of certification issued by the WSP for the service center and all active technicians;
- Hours of operation when interlock services may be obtained at the facility; and
- All posted documents are plainly visible to the public and capable of being read during business hours.

The service center has adequate supplies of the following **interlock components**:

- Spare devices, digital cameras, GPS components, relays, wiring harnesses;
- Additional mouthpieces, audible signaling devices (sirens/alarms);
- Extra anti-tamper tape, seals, tamper warning stickers, toll-free phone number stickers;
- Device training materials and users guides in English and/or Spanish;
- Secure storage area for client files and dry gas tank(s); and
- Dry gas tank(s) certificate of analysis and/or electronic certificate.

The service center has adequate supplies of the following [WSP forms](#) in English and Spanish:

- Installation Verification Form
- Vehicle Service Affidavit
- Non-Owned Vehicle Installation Approval

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Printed Name of Manufacturer Representative _____

Location Signed (City, State) _____

Signature of Manufacturer Representative* _____

Date Signed _____

*(Electronic signature is acceptable if name matches e-mail account)