



Georgia Department of Driver Services
2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified School Owners, Third Party Testers, and Ignition Interlock Providers

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: November 14, 2013

RE: New Procedure for Program Owner Renewal Reminder Notices

Effective December 1, 2013, DDS will begin sending Renewal Reminder Notices to program owners and providers via email 90 days prior to the expiration date of the program certification. The December 2013 notices will reference March 2014 expirations. As a result, it is imperative that DDS is notified immediately of any changes of email addresses.

Please be mindful that DDS sends renewal reminder notices as a courtesy. Program owners should be cognizant of their expiration dates and begin the renewal process within 30 to 60 days prior to that date. The agency will explore sending renewal notices via email to instructors at a later date.

The Regulatory Compliance Division's staff is able to assist you and answer any questions you may have regarding this new procedure. We may be reached by phone at 678-413-8745 or by email at reginfo@dds.ga.gov.