



**OREGON IGNITION INTERLOCK DEVICE  
OVERSIGHT PROGRAM  
SERVICE CENTER CLOSURE FORM**



**Distribution:**

Please fill out this form in its entirety and send to the following:

- The Oregon State Police;
- The applicable Manufacturer's Representative (if filled out by Service Center); and
- The applicable Service Center (if filled out by Manufacturer's Representative)

*Fields in this form may be completed electronically.*

**Section 1 – Manufacturer's Representative Information**

IID COMPANY NAME	PHONE
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**Section 2 – Service Center Information**

BUSINESS NAME	PHONE
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ADDRESS (STREET, CITY, STATE)
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**Section 3 – Closure Information**

TEMPORARY	CLOSURE DATE	REOPEN DATE	REASON (REQUIRED)
PERMANENT	CLOSURE DATE	REASON (OPTIONAL)	

**Section 4 – Notification**

Has the Manufacturer's Representative been notified?	Yes No	DATE NOTIFIED
Has the Service Center been notified?	Yes No	DATE NOTIFIED
Have the clients (required drivers) been notified?	Yes No	

A service center shall provide all IID related services to remain certified. Pursuant to Oregon Administrative Rule (OAR) 257-100-0025, a service center must provide device installation and removal services within five days from a customer's request and all other services within three days; banking holidays excepted.

A service center **may** be removed from the IID Region Map and have certification revoked depending on the temporary closure. OSP-IID will decide removal and de-certification on a case-by-case basis.

A service center **will** be removed from the IID Region Map and have certification revoked for all permanent closures. If a service center is permanently closed, a new Service Center Certification Application and applicable fee(s) will be required before certification is authorized.

I certify that the above information I have provided is true and accurate.

AUTHORIZED REPRESENTATIVE PRINT NAME	AUTHORIZED REPRESENTATIVE SIGNATURE	DATE
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**OSP USE ONLY**

DATE RECEIVED	IID MEMBER PRINTED NAME	IID MEMBER SIGNATURE
COMMENTS		