



DDS
 GEORGIA DEPARTMENT
 OF DRIVER SERVICES

GEORGIA DEPARTMENT OF DRIVER SERVICES
P. O. BOX 80447
CONYERS, GEORGIA 30013

OFFICIAL NOTICE OF HABITUAL VIOLATOR REVOCATION SERVICE BY COURT

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM.

Name _____ D.O.B. _____

Address _____ License No. _____

City _____ State _____ Zip _____

YOU ARE HEREBY NOTIFIED that as of this date you have been declared a Habitual Violator of the laws relating to motor vehicles and traffic pursuant to the Driver's Licensing Act (O.C.G.A. § 40-5-58, as amended) and that henceforth it shall be unlawful for you to operate a motor vehicle in the State of Georgia.

Your license and privilege to operate a motor vehicle in this State is revoked for a minimum of five (5) years from _____ (see item 4 of instructions), and will remain revoked until requirements of O.C.G.A. § 40-5-62 have been met. If you are convicted of operating a motor vehicle while your license is under revocation as provided herein, you may be subject to confinement for not less than one nor more than five years.

YOU ARE HEREBY ORDERED to surrender any learner's permit, operator's, chauffeur's and/or veteran's license in your possession, and particularly the above numbered license(s), the clerk of this court to be forwarded to the Department of Driver Services, P. O. Box 80447, Conyers, Georgia 30013.

I HAVE PERSONALLY RECEIVED SERVICE OF HABITUAL VIOLATOR REVOCATION ORDER:

DATE _____ Signature of Licensee _____

License picked up? Yes ___ No ___ Lost License Affidavit Yes ___ No ___

Other _____

 Serving Official's Signature Print Name and Title

 Signature of Witness Print Name and Title

 Agency Serving Order Telephone Number

 Agency Mailing Address City State Zip

HEARING INFORMATION AND INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR COMPLETING FRONT OF THIS FORM

1. Print or type all requested information.
2. Photocopy the completed Form:
 - a. Mail original to the Department of Driver Services
 - b. Give copy to the Habitual Violator
3. Attach the following to this Form:
 - a. Driver's License
 - b. Lost License Affidavit (DS-250A)
4. Mail all items within three (3) days to address in paragraph 3 on front.
5. Conviction date is to show as date of declaration provided license is picked up by court, or lost license affidavit is completed and attached, or license is presently being held by the Department of Driver Services.
6. If this form is photocopied or duplicated, information concerning hearing must be on the back of all forms or service will be invalid.
7. THIS ORDER AND ABOVE DOCUMENTS MUST NOT BE MAILED WITH REGULAR CONVICTION REPORTS. IT IS SUGGESTED THAT THE WORD "EXPEDITE" BE WRITTEN IN RED ON THE ENVELOPE CONTAINING SAME.

HEARING

Any person adversely affected by any decision or action of the Department and who is entitled to have that decision or action reviewed may file a request for a hearing with the Department, within ten (10) days of the receipt of this order, in accordance with the provisions of Rule 375-3-3-.04 of the Rule and Regulations of the Department of Driver Services. This request should describe specifically the decision or action to which it relates, state the change in decision or action the requester desires and the basis upon which the requester considers himself to be entitled to have such decision or action changed. If the person desires a hearing, a request therefore should be specifically made and signed by the driver, attorney, or anyone duly sworn to act in the driver's behalf.

The Department will respond to all requests for hearings with notice of the grant of the requested change, notice of refusal to make a requested change, or notice scheduling a hearing. Any notice of refusal to make a requested change will state the reason for refusal. If a hearing is granted it will be scheduled within a reasonable time after the request therefore is received by the Department. The hearing shall be scheduled in such a manner as to allow for adequate investigation of the controversy.

MAIL THE REQUEST FOR HEARING TO:

**GEORGIA DEPARTMENT OF DRIVER SERVICES
LICENSING AND RECORDS DIVISION
P. O. BOX 80447
CONYERS, GEORGIA 30013**